



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD
(Established by JNTU Act, 2008)
Kukatpally, Hyderabad – 500 085, Telangana, India

Cir. No: JNTUH/UAAC/Electoral Rolls of Teachers/2016

Date: 28.10.2016

Ref: Lr. No: 6969/UE/2016-1, dated: 24.10.2016 received from the Special Chief Secretary to Government, HE Dept, Telangana Secretariat, Hyderabad.

CIRCULAR

I am to inform you that every person who is a Citizen of India and is ordinarily resident in the Constituency and has, within the six years immediately before 1st November, 2016 been engaged for a total period of at least three years in teaching in any of the Educational Institutions, with in the State specified to be not lower in standard than that of a Secondary School is eligible to be included in the Electoral Roll. Every application in Form 19 by a person seeking enrolment in Teachers' Constituency shall be accompanied by a Certificate from the Head of the Educational Institution certifying the engagement of the person concerned as a teacher for a total period of three years within the last preceding six years.

The certificates issued by the Principal / Head of the Educational Institution should be countersigned by the Countersigning Authority. In case of JNTUH affiliated colleges, the following officers of the University are nominated District-wise (old) as countersigning authorities as mentioned below:

SI No:	Name of the District	No. of colleges	Name of officers of the countersigning authorities
1.	Nalgonda	40	Principal, JNTUH CE, Hyderabad Vice-Principal, JNTUH CE, Hyderabad
2.	Ranga Reddy	138	Director, A & P, JNTUH; Director, UAAC, JNTUH Principal, JNTUH CE, Hyderabad Vice-Principal, JNTUH CE, Hyderabad
3.	Warangal	19	Director, Admissions, JNTUH
4.	Mahabub Nagar	07	Director, Admissions, JNTUH
5.	Hyderabad	18	Director, Admissions, JNTUH
6.	Adilabad	01	Principal, JNTUH CE, Sultanpur
7.	Nizamabad	07	Principal, JNTUH CE, Sultanpur
8.	Medak	15	Principal, JNTUH CE, Sultanpur
9.	Khammam	21	Principal, JNTUH CE, Jagityal
10.	Karim Nagar	25	Principal, JNTUH CE, Jagityal

Contd..2

In this context, it is to inform that every College Principal / Head of the Institute should issue a certificate to the teachers in the following format, which should be countersigned by the University Authorities who are listed above according to District-wise.

CERTIFICATE

This is to certify that Sri. / Dr. _____ S/D/o _____ is working as _____ in our institution(s) currently and has atleast three years of experience as full time in the following institution(s) within last six years.(i.e., since 2010)

Sl No:	Name of the Institution	Designation	Period / Duration

Enclosures:

1. Experience Certificate.
2. Evidence of Attendance of Teachers.
3. Payment of the Salaries in the Bank Account
4. IT Traces / Form-16

HEAD OF THE INSTITUTION

COUNTERSIGNING AUTHORITY


REGISTRAR

Note: The countersigning authority must verify the above details and also staff bio-data as available in university faculty portal.

To
The Directors / Principals of all Affiliated Colleges of JNTUH.

Copy to: PA to Vice-Chancellor / Rector / Registrar, JNTUH for information.
Copy to: The Officers of the JNTUH, Countersignatory Authority.