

**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: 01/11/2016

- Ref: 1. Lr. No: 6969/UE/2016-1, dated: 24.10.2016 received from the Special Chief Secretary to Government, HE Dept, Telangana Secretariat, Hyderabad.  
2. Cir. No: JNTUH/UAAC/Electoral Rolls of Teachers/2016, Dt: 28.10.2016

**CIRCULAR**

In partial modification to the above cited (2), 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 1<sup>st</sup> 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
11.	Nalgonda	40	Principal, JNTUH CE, Hyderabad Vice-Principal, JNTUH CE, Hyderabad
12.	Ranga Reddy	138	Director, A & P, JNTUH; Director, UAAC, JNTUH Principal, JNTUH CE, Hyderabad Vice-Principal, JNTUH CE, Hyderabad
13.	Warangal	19	Director, Admissions, JNTUH
14.	Mahabub Nagar	07	Director, Admissions, JNTUH
15.	Hyderabad	18	Director, Admissions, JNTUH
16.	Adilabad	01	Principal, JNTUH CE, Sultanpur
17.	Nizamabad	07	Principal, JNTUH CE, Sultanpur
18.	Medak	15	Principal, JNTUH CE, Sultanpur
19.	Khammam	21	Principal, JNTUH CE, Jagityal
20.	Karim Nagar	25	Principal, JNTUH CE, Jagityal

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. Statement of payment of the salaries in the Bank Account of the Teacher.
4. IT Traces / Form-16

HEAD OF THE INSTITUTION

COUNTERSIGNING AUTHORITY

  
REGISTRAR  
MA/ 1/11/16

**Note:** The countersigning authority is requested to verify all the aspects as mentioned in the Government letter dated 24/10/2016 and 28/10/2016. They must also verify enclosures to the certificated issued by the Principals of Affiliated colleges as follows:

1. Experience Certificate.
2. Evidence of Attendance of the Teacher.
3. Statement of payment of the salaries in the Bank Account of the Teacher.
4. IT Traces/Form-16.
5. He must verify the above and also the staff Bio-Data as available in the 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.