



Walk-in-Interview for Engagement of Residential Caretaker (Male & Female) and MTS (Helpers) (Male & Female) for Hostels on Short-term Contractual basis at MANUU Campus, Gachibowli, Hyderabad

The University proposes to engage the services of suitable persons as Residential Care Taker (Male & Female) and MTS (Helpers) (Male & Female) for Students' Hostels on short-term contractual basis. The desirous eligible candidates may directly appear in the Walk-in-Interview.

Date & Time of the Walk-in-Interview: Wednesday, 14th August 2019 at 9.00 a.m

Venue: University Guest House, MANUU, Gachibowli Campus, Hyderabad

The minimum eligibility conditions, experience, salary structure etc are as under:-

1	Name of the Position	Residential Caretaker (Male -01 & Female -02)	MTS (Helpers) -03
2	Essential Qualification	1. Any Graduate from a recognised University/ Institute. 2. Proficiency in Computer Operations. 3. Knowledge of Urdu	10 th Pass from a recognized board with Urdu as a subject.
3	Experience	Two years experience in Managing hostel affairs. (Note: To stay during night at the University Hostel for Residential Caretaker)	Preference will be given who are having experience in maintenance and cleanness of Hostel Canteens or any large eating-houses.
4	Age	Preferably below 30 years	Preferably below 30 years
5	Place of posting	MANUU, Gachibowli Campus, Hyderabad	MANUU, Gachibowli Campus, Hyderabad
6	Period of Engagement	On short-term contract basis, initially for a period of six months, further extendable on the basis of performance evaluation and requirement	On short-term contract basis, initially for a period of six months, further extendable on the basis of performance evaluation and requirement
7	Salary Structure	₹17,750/- per month	₹14,500/- per month
8	Documents required for Walk-in-Interview	Original and self attested photo copies of certificates of proof of education, experience, age etc along with one passport size photograph	Original and self attested photo copies of certificates of proof of education, experience, age etc along with one passport size photograph

General:

1. The registration of candidates will start at 9.00 AM (sharp) and will end at 10.00 AM.
2. No late arrival will be entertained.
3. The above position is purely on short-term contractual basis, initially for a period of six months.
4. Candidate with knowledge of Urdu will be preferred.
5. The University reserves its right not to fill up the advertised post or cancel the interview if the circumstances warrants.
6. No TA/DA will be provided to the candidate(s) appearing for Walk-in-Interview.
7. Candidates should satisfy themselves about the skill requirements before attending the Walk-in-Interview.
8. Canvassing in any form shall render the candidate ineligible automatically.
9. Candidates should provide one passport size photo, one set of self attested photocopy of all certificates of qualification, proof of age, experience, caste (reserved category) etc. along with his/her application.
10. Candidates should provide two References with contact number and email ID for verification of professional experience.

06 .08.2019

Registrar

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
(Accredited 'A' Grade by NAAC)



REGISTRATION FORM

Post applied for : _____

Reg No. _____
(for office use only)

1. Name of the applicant
(Capital letters) :
2. Father's Name :
3. Date of Birth / Age :
4. Category :
5. Educational Qualifications :
6. Technical Qualifications :
7. Experience :
8. Present Salary :
9. Knowledge of Urdu : Yes / No
(if yes, please specify the proof)
10. Address for Communication :
- (With telephone / Mobile Number / E-mail)
11. Name and address with phone numbers of two
responsible persons not related to you to whom a
reference can be made about you :
12. Permanent Address :

Signature of the Candidate