



**Walk-in-Interview for Engagement of Data Entry Operator (Urdu)
on Short-term Contractual basis at MANUU Campus, Gachibowli, Hyderabad**

The University proposes to engage the services of suitable persons as **Data Entry Operator (Urdu)** on short-term contractual basis. The desirous eligible candidates may directly appear in the Walk-in-Interview.

Date & Time of the Walk-in-Interview: **Thursday, the 13th June, 2019 at 2.00 P.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	Data Entry Operator (Urdu)
2	Essential Qualification & Experience	Graduate from a recognized University. English Typing @ 35 wpm and Urdu Typing @ 30 wpm. Proficiency in Computer Operations. Knowledge in Urdu reading, writing and speaking. Note: University will conduct Skill Test in Typing/ Data Entry through Computers in Urdu and English.
3	Age	Preferably below 30 years (Relaxable to SC/ST/PwD/OBC-NCL candidates)
4	Place of posting	MANUU, Gachibowli Campus, Hyderabad.
5	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
6	Salary	Rs17,750/- per month.
7	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

General:

1. The registration of candidates will start at 1.00 PM (sharp) and will end at 2.00 PM.
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. The University reserves its right not to fill up the advertised posts or cancel the interview if the circumstances warrants.

5. No TA/DA will be provided to the candidate(s) appearing for Walk-in-Interview.
6. Candidates should satisfy themselves about the skill requirements before attending the Walk-in-Interview.
7. Canvassing in any form shall render the candidate ineligible automatically.
8. 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.
9. Candidates should provide two References with contact number and email ID for verification of professional experience.

31.05.2019

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