



मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
A Central University under Ministry of Education  
Government of India



स्थापना एवं भर्ती – II अनुभाग / Establishment & Recruitment – II Section

**Walk-in-Interview for Engagement of Caretaker (Male), Cook (Male) & Helper (Male) for Boys Hostels on Short-term Contractual basis at MANUU Campus, Gachibowli, Hyderabad.**

The University proposes to engage the services of suitable persons as Caretaker (Male), Cook (Male) and Helper (Male) for Boys 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:** Monday, 27<sup>th</sup> February 2023 at 9.30 AM

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

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

| 1 | Name of the Post & No. of Position       | Caretaker (Male) - 04  | Cook (Male) - 04   | Helper (Male) -10  |
|---|--|--|--|--|
| 2 | Essential Qualification                  | (i) Graduate from a recognised University/ Institute.<br>(ii) Proficiency in Computer Operations.<br>(iii) Knowledge of Urdu               | (i) 10 <sup>th</sup> Pass from a recognized board.<br>(ii) Knowledge of Urdu   | (i) 10 <sup>th</sup> Pass from a recognized board.<br>(ii) Knowledge of Urdu   |
| 3 | Experience                               | Two years experience in Managing Hostel /Canteen/ Guest House related affairs  | Two years experience in cooking in the Kitchen of Hostel/Canteen/Guest House<br>(ii) Preference will be given to the person who prepares the North Indian, South Indian, Veg. and Non-Veg. Dishes. | Preference will be given who are having experience in maintenance and cleanness of Hostels/ Canteens or any large eating-houses. |
| 4 | Monthly Remuneration                     | ₹20,150/- per month  | ₹20,150/- per month  | ₹16,575/- per month  |
| 5 | Age                                      | Preferably below 30 years  |  |  |
| 6 | Place of posting                         | Boys Hostels, MANUU, Gachibowli Campus, Hyderabad  |  |  |
| 7 | Period of Engagement                     | On short-term contract basis, initially for a period of 89 days, further extendable on the basis of performance evaluation and requirement |  |  |
| 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 |  |  |




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**General:**

1. The registration of candidates will start at 9.00 A.M and will end at 09.30 AM
2. No late arrival will be entertained.
3. The above position is purely on short-term contractual basis, initially for a period of three 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 job responsibilities 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.

  
Registrar



**REGISTRATION FORM**

\_Reg No. \_\_\_\_\_ (for Office use)

Post applied for : \_\_\_\_\_

1. Name of the Applicant : .....  
(Capital letters)
2. Father's Name : .....
3. Date of Birth & Age : .....
4. Category (SC/ST/OBC(NCL)/XSM/PwD/EWS/Gen) : .....
5. Educational Qualifications : .....  
: .....  
: .....
6. Technical Qualifications : .....
7. Experience (attach proof) : .....
8. Present Salary per month (attach proof) : .....
9. Knowledge of Urdu : Yes/NO  
(If yes, please specify the level (X/XII/Grad.)
10. Name and address with phone numbers of two 1).....  
responsible persons not related to you to whom  
a reference can be made about you 2) .....
11. Address for Communication : .....  
(With telephone / Mobile Number & E-mail) .....  
.....  
.....
12. Permanent Address : .....  
.....  
.....

**Signature of the Candidate**

**Note:** Attach one set of photocopies of educational qualification and experience and produce original certificate thereof at the time of walk-in-interview.