



No. MANUU/ER-II/EF.123/2022-23/1878

02<sup>th</sup> March, 2023

### C I R C U L A R

**Sub:** Filling of various Non-Teaching positions on promotion under DPC- Reg.

**Ref:** Approval of the Vice-Chancellor dated 06.03.2023

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It is hereby informed to all the employees that the Vice Chancellor has accorded approval to fill up the following Non-Teaching vacancies on promotion through Departmental Promotion Committee as per the MANUU Cadre Recruitment Rules, 2017:

SN	Post	Category	Method of Promotion
1	Deputy Registrar	01 (UR)	Seniority-cum-Fitness
2	Assistant Registrar	01 (UR)	Seniority-cum-Fitness subject to Qualifying the Departmental Test
3	Private Secretary	02 (UR)	Seniority-cum-Fitness subject to Qualifying the Stenography Test
4	Computer Programmer	01 (UR)	Seniority-cum-Fitness subject to Qualifying the Departmental Test
5	Personal Assistant	01 (UR)	Seniority-cum-Fitness
6	Upper Division Clerk	01 (SC) 01 (UR)	Seniority-cum-Fitness
7	Lower Division Clerk	01 (UR)	Seniority-cum-Fitness

Therefore, the process of filling up of the above vacancies on promotion through Departmental Promotion Committee has been initiated.

Registrar  
07/03/2023

To

1. The Director, CIT for uploading on the University website for information to all
2. All the Non-Teaching Staff/Employees
3. Offices of the Vice Chancellor/Registrar/OSD-I/OSD-II/Finance Officer
4. Concerned file.