



No. MANUU/ER-II/EF.123/2024-25/ 504

21st June 2024

NOTIFICATION

Sub: Inviting Applications for promotion under DPC- Notification- Issued.

Ref: Approval of the Vice-Chancellor dated 21.06.2024.

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In order to fill up the following promotional Non-Teaching posts, applications are invited from the feeder cadre Non-Teaching employees of the University, who fulfil the eligibility criteria for promotion as per the MANUU Cadre Recruitment Rules, 2017:

S. No	Promotion Post	Number of vacancies & Category	Eligibility criteria from Feeder Cadre	Promotion Criteria
1	Assistant Registrar	01 (SC)	Among the Section Officers Assistant Accounts Officers and Private Secretaries under SC Category working in Level-7 ₹44,900 - 1,42,400/- with at least five years of regular service in the cadre and also possessing at least Bachelor's degree from a recognized University/ Institute.	Promotion will be based on Selection – cum - seniority based on departmental qualifying test (written test) and service record/APARs etc.
2	Section Officer	01 (UR)	Assistant with 05 (five) years regular service in Level – 6 ₹35,400 - 1,12,400/- along with Bachelor Degree, Proficiency in Computer Operation, noting and drafting & Knowledge of Urdu.	Promotion will be based on seniority subject to qualifying the Departmental Test (written test).

The eligible candidates may submit their applications in the enclosed format through proper channel in the Establishment & Recruitment-II Section on or before 01.07.2024 for further necessary action.

Registrar

21/06/2024

To

1. The Director, CIT for uploading on the University website for information to all concerned.
2. All the Heads of Departments/ Sections/Directorates /Offices/Centres
3. Concerned file



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

**PROFORMA OF BIO-DATA FOR CONSIDERATION BY
THE DEPARTMENTAL PROMOTION COMMITTEE**

1. Name of the Employee :
2. ID No. :
3. Present Post :
4. Category :
5. Date of Joining in the Present Post :
6. Date of confirmation on the present post :
7. Present Pay Level :
8. Date of joining service in the MANUU :
9. Date of Birth :
10. Academic Qualifications :

Sl. No	Examinations passed	Year of passing	University/ Board	Division & % of marks
1.				
2.				
3.				
4.				
5.				

11. Post(s) held so far in MANUU :

Sl. No	Post Held	From	To	Permanent /Tenure
1.	s			
2.				
3.				
4.				
5.				

12.

- (i) Have you filled or submitted your APAR for last five years to your Reporting Officer.
- (ii) If yes, please mention date of submission of APAR and name of Reporting Officer during the last 5 years.
- (iii) If APAR is not submitted, give reasons for not doing so.

I certify that the information given above is correct and factual to the best of my knowledge.

Date:.....

SIGNATURE:.....

NAME:.....

ID NO.

DEPARTMENT:.....

FORWARDING REMARKS OF THE HEAD OF THE DEPARTMENT/SECTION/OFFICE CONCERNED

.....
.....

Date:

Signature of the Head of Dept/Section/Office