



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

No. MANUU/ER-II/EF.123/2024-25/1455

21st November 2024

CIRCULAR

Sub: Schedule of Written Test for the posts of Assistant Registrar (SC) and Section Officer (UR) under DPC - Reg.

Ref: No. MANUU/ER-II/ER-II/EF.123/2024-25/504, dated 21.06.2024

In continuation to the earlier circular cited in the reference, all the concerned employees are hereby informed that the Written Test for the posts of Assistant Registrar (SC) and Section Officer (UR) under Departmental Promotion Committee (DPC) shall be conducted as per the following schedule:

SN	Name of the Post	Date of Exam	Time	Venue
1	Assistant Registrar (SC)	Tuesday 03.12.2024	10.30 am to 1.00 pm	Polytechnic Building, MANUU, Hyderabad
2	Section Officer (UR)	Tuesday 03.12.2024	10.30 am to 1.00 pm	

The list of eligible/not eligible candidates for the posts of Assistant Registrar (SC) and Section Officer (UR) is appended herewith.

All the eligible candidates shall report by 10.00 am at the venue on the day of examination. They shall bring their original Hall Tickets and University ID cards and produce the same to the invigilator, whenever required.

This issues with the approval of the competent authority.


Asst. Registrar
ER-II

Copy to:

- 1.All the employees concerned
- 2.Offices of the Vice Chancellor/Registrar
- 3.The Director, CIT with a request to upload on University website



**List of Eligible /Not Eligible Candidates of Written Test for Promotion
to the posts of Assistant Registrar (SC) & Section Officer (UR) under DPC**

Ref: Notification No. MANUU/ER-II/EF.123/2024-25/504, dated 21.06.2024

Name of the post: Assistant Registrar (SC)

S. No	Name	Remarks
1	Dr. Ashok Kumar Baitha	Eligible
2	Mr. Sudheer Langa	Eligible
3	Mr. Jagdish Chand	Eligible
4	Ms. G. Anasuya	Eligible
5	Ms. E. Durga Bhavani	Eligible
6	Mr. E. Rupak Kumar	Not Eligible

Name of the post: Section Officer (UR)

S. No	Name	Remarks
1	Dr. Meherunnisa	Eligible
2	Ms. Razia Rasool	Eligible
3	Mr. Mohd. Pasha	Eligible
4	Mr. Basharat Yousuf Mir	Eligible
5	Mr. Mohd. Arshad	Eligible
6	Mr. Mohammad Ayub	Eligible
7	Mr. Ghouse Pasha	Not Eligible
8	Mr. E. Rupak Kumar	Not Eligible

**SYLLABUS FOR DEPARTMENTAL EXAMINATION FOR PROMOTION FROM THE
FEEDER CADRE OF SECTION OFFICER/AAO/PRIVATE SECRETARY
TO THE POST OF ASSISTANT REGISTRAR IN MANUU - 2024**

I. SYLLABUS

The candidates appearing the examination for promotion to the post of Assistant Registrar are expected to have the knowledge of the following subjects and the Written Test shall broadly cover the same:-

- i. General Awareness related to current events of national importance, History of India and Indian National Movement, Indian Polity & Economy, Indian Geography, basic science, Constitution of India with special reference to Education, Organization of the machinery of the Government of India, and MANUU, subject of interest and importance on the present day relating to Higher educational policy of the Government of India and its regulatory bodies (UGC, AICTE, NAAC, NCTE etc)
- ii. English Language Comprehension
- iii. Data Interpretation
- iv. Knowledge of operation of computers and MS Office
- v. Suitable provisions as applicable to MANUU (Act, Statutes and Ordinances etc)
- vi. General Service matters as applicable to Central Government employees including CCS (CCA) Rules, 1965, CCS (Conduct) Rules, 1964, CCS (Leave) Rules, 1972, Fundamental and Supplementary Rules etc
- vii. Accounts & Finance matters and GFR as applicable to Central Government employees
- viii. Suitable provisions as applicable to MANUU (Act, Statutes and Ordinances etc)
- ix. Reservations and Concessions for SC, ST, OBC, PwD etc.
- x. The Right to Information Act, 2005
- xi. Office Procedure, noting and drafting skills
- xii. Essay on promotion of Urdu language/objectives of the University as per its mandate

II. Reference Books and Study materials recommended:

The following Books/websites may be helpful to the candidates for the purpose of the departmental examination-

- 1) Annual Reports of Ministry of Education (Department of Higher Education), UGC and MANUU
- 2) MANUU Act, Statutes and Ordinances.
- 3) NCERT Books - X Std for the subjects covering History of India and Indian National Movement, Indian Polity & Economy, Indian Geography, basic sciences.
- 4) Latest Edition of Swamy's Hand Book
- 5) Manual of Office Procedure (soft copy available in the DoPT site)
- 6) Fundamental and Supplementary Rules (Swamy's compilation)
- 7) The Central Civil Services (CCA) Rules, 1965.
- 8) General Financial Rules, 2017.

- 9) Central Civil Services (Leave) Rules, 1972 (Swamy's compilation).
- 10) The Constitution of India.
- 11) Establishment and Administration Manual (Swamy's compilation)
- 12) Reservations and Concessions for SC, ST, OBC, PH, EWS etc. (Swamy's compilation)
- 13) websites of MoE, UGC, AICTE, NCTE, NAAC, MANUU.

III. Scheme of the Examinations:

The Question Paper shall consists of 100 marks including MCQs and Descriptive Questions and total time for the examination shall be of Two and half (2 1/2) hours

IV. Minimum Qualifying Marks:

- i) The minimum qualifying marks for general category candidates shall be 50%.
- ii) The minimum qualifying marks for SC/ST/PwD candidates shall be 40% for the posts reserved for such categories as per roster points.
- iii) No separate qualifying marks are fixed for MCQs and Descriptive questions and the combined score of a candidate in MCQs and Descriptive shall be taken into consideration.

V. General conditions:

- i) There shall be no interview and promotion shall be based on the qualifying in the Departmental Test and quality of service records and APARs.
 - ii) For other conditions, the provisions under Ordinance 3 and MoE/UGC guidelines and EC decisions shall be applicable.
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**SYLLABUS FOR DEPARTMENTAL EXAMINATION FOR PROMOTION FROM THE
FEEDER CADRE OF ASSISTANT TO THE POST OF SECTION OFFICER
IN MANUU - 2024**

I. SYLLABUS

The candidates appearing the examination for promotion to the post of Assistant Registrar are expected to have the knowledge of the following subjects and the Written Test shall broadly cover the same:-

- (I) General Service Matters as applicable to Central Government employees
- (II) Accounts & Finance matters and GFR as applicable to Central Government employees
- (III) Office Procedure, noting and drafting skills
- (IV) General Awareness including knowledge of computers
- (V) Suitable provisions as applicable to MANUU (Acts & Statutes etc)

III. Scheme of the Examinations:

The Question Paper shall consists of 100 marks including MCQs and Descriptive Questions and total time for the examination shall be of Two and half (2 1/2) hours

IV. Minimum Qualifying Marks:

- i) The minimum qualifying marks for general category candidates shall be 50%.
- ii) The minimum qualifying marks for SC/ST/PwD candidates shall be 40% for the posts reserved for such categories as per roster points.
- iii) No separate qualifying marks are fixed for MCQs and Descriptive questions and the combined score of a candidate in MCQs and Descriptive shall be taken into consideration.

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- i) There shall be no interview and promotion shall be based on the qualifying in the Departmental Test and quality of service records and APARs.
- ii) For other conditions, the provisions under Ordinance 3 and MoE/UGC guidelines and EC decisions shall be applicable.
