



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



स्थापनाएवंभर्ती- IIअनुभाग/ Establishment & Recruitment – II Section

No.MANUU/ER-II/EF.368 /2024-25/1690

29th January 2025

WEBSITE NOTICE

Sub: Schedule and syllabus for written test to the recruitment of various Non-Teaching posts – Reg.

The Written Test for recruitment of various Non-Teaching Posts notified in the Employment Notification No. 69/2024 and the post of MTS notified under 67/2023 is scheduled to be held from 15th February 2025 to 17th February 2025 in MANUU Polytechnic Building, Gachibowli, Hyderabad. The detailed schedule and syllabus of written test is appended herewith.

The Hall Tickets to the eligible candidates shall be sent through Speed Post. The eligible candidates shall bring the Original Hall Ticket and any one original ID Card issued by the Government at the time of written test.

Sd/-

Assistant Registrar

Encl: As above



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

Schedule of Written Test for Various Non-Teaching Posts

Sl. No.	Date of Exam	Name of the Post	Time/ Forenoon Session	Time/ Afternoon Session
1	Saturday 15.2.2025	Lower Division Clerk	10.00 AM to 12.00 PM (Paper-I)	2.30 PM to 4.30 PM Paper-II
2	Sunday 16.2.2025	Computer Operator	10.00 AM to 12.00 PM	N/A
3		Multi Tasking Staff (MTS)	10.00 AM to 12.00 PM	N/A
4		Lab Assistant	N/A	2.30 PM to 4.30 PM
5		Research Assistant	N/A	2.30 PM to 4.30 PM
6	Monday 17.2.2025	Assistant Registrar	10.00 AM to 12.00 PM (Paper-I)	2.30 PM to 4.30 PM (Paper-II)
7		Assistant	10.00 AM to 12.00 PM (Paper-I)	2.30 PM to 4.30 PM (Paper-II)
8		Stenographer	10.00 AM to 12.00 PM	N/A
9		Library Assistant	10.00 AM to 12.00 PM	N/A
10		Library Attendant	10.00 AM to 12.00 PM	N/A
11		Lab Technician	10.00 AM to 12.00 PM	N/A
12		Workshop Attendant	N/A	2.30 PM to 4.30 PM



स्थापनाएवंभर्ती- IIअनुभाग/ Establishment & Recruitment – II Section

Syllabus for Written Test and Skill Test

1. Name of the Post: Assistant Registrar

Paper	Syllabus	Total Marks	Minimum Qualifying Percentage
Paper-I (Objective Type/MCQ)	(i) General Studies (ii) Reasoning ability (iii) Numerical Ability (iv) English Language (v) Computer Awareness	150	40%
Paper-II (Descriptive)	(i) University Administration (ii) Office Procedure & Office Management (iii) Accounts & Financial Management (iv) Public Procurement (v) University Act & Statutes (vi) CCS Rules	100	40%
Interview		50	Candidates who secure minimum 50% marks in Paper-I & II combined will be eligible for interview. However, the candidates will be called for interview as per merit in the Written Test and the criteria prescribed in MANUU Cadre Recruitment Rules

Note:

- (i) Option will be given to the candidates to write answers in English/Hindi/Urdu for Paper-II.
- (ii) Selection will be based on combined merit of written test and interview



स्थापनाएवंभर्ती- IIअनुभाग/ Establishment & Recruitment – II Section

2. Name of the Post: Assistant

Paper	Syllabus	Total Marks	Minimum Qualifying Percentage
Paper-I (Objective Type/MCQ)	(i) General Knowledge (ii) Reasoning ability (iii) Numerical Ability (iv) English Language	150	40%
Paper-II (Descriptive)	(i) Noting, Drafting and essay/short-para writing (ii) Knowledge of Establishment, Accounts, Examinations, Educational Institutions and Indian Language & Culture	100	40%
Skill Test	Knowledge of Computers (MS Office)	Qualifying in Nature	Candidates who secure minimum 50% marks in Paper-I & II combined will be eligible to be called for skill test. However, the candidates will be called for Skill Test as per merit in the Written Test and the criteria prescribed in MANUU Cadre Recruitment Rules

Note: Option will be given to the candidates to write answers in English/Hindi/Urdu for Paper-II.



स्थापनाएवंभर्ती- IIअनुभाग/ Establishment & Recruitment – II Section

3. Name of the Post: Lower Division Clerk (LDC)

Paper	Syllabus	Total Marks	Minimum Qualifying Percentage
Paper-I (Objective Type/MCQ)	(i) Reasoning ability (ii) Simple Arithmetic (iii) General Knowledge (iv) English Language	100	40%
Paper-II (Descriptive)	Essay and letter Writing (To be answered in English/Hindi/Urdu)	100	40%
Skill Test	Knowledge of Computers (MS Office)/English Typing @35 WPM or Hindi/Urdu Typing @ 30 WPM	Qualifying in Nature	Candidates who secure minimum 50% marks in Paper-I & II combined will be eligible to be called for skill test. However, the candidates will be called for Skill Test as per merit in the Written Test and the criteria prescribed in MANUU Cadre Recruitment Rules



स्थापनाएवंभर्ती- IIअनुभाग/ Establishment & Recruitment – II Section

4. **Name of the Post : Multi Tasking Staff (MTS)**

<i>Paper</i>	<i>Syllabus</i>	<i>Total Marks</i>	<i>Minimum Qualifying Percentage</i>
Objective/ Descriptive Type	(i) Reasoning Ability (ii) General Awareness (iii) English Language and Comprehension (iv) Letter Writing (v) Short Essay	100	50

Note: Option will be given to the candidates to write answers in English/Hindi/Urdu for descriptive questions.

5. **Name of the Post: Stenographer**

<i>Paper</i>	<i>Syllabus</i>	<i>Total Marks</i>	<i>Minimum Qualifying Percentage</i>
Objective and Descriptive Type	(i) Reasoning ability (ii) General Knowledge (iii) English Language (iv) Knowledge of office procedures and maintenance (v) Noting and Drafting	100	Candidates who secure minimum 50 marks will be eligible to be called for skill test. However, the candidates will be called for Skill Test as per merit in the Written Test and the criteria prescribed in
Skill Test Norms on Computer	(i) Dictation (ii) Transcription	Dictation: 10 Minutes @ 80 w.p.m Transcription: 50 minutes English / 65 minutes Hindi (Qualifying in Nature)	MANUU Cadre Recruitment Rules



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

6. Name of the Post: Library Assistant

Paper	Syllabus	Total Marks	Minimum Qualifying Percentage
Objective and/or Descriptive	(i) Reasoning ability (ii) Simple Arithmetic (iii) General Knowledge (iv) English and Urdu Language (v) Computer Knowledge (vi) Library Methods and Techniques	100	Candidates who secure minimum 50 marks will be eligible to be called for skill test. However, the candidates will be called for Skill Test as per merit in the Written Test and the criteria prescribed in MANUU Cadre Recruitment Rules
Skill Test	Knowledge of Computers (MS Office) and Library Science	Qualifying in Nature	

7. Name of the Post: Library Attendant

Paper	Syllabus	Total Marks	Minimum Qualifying Percentage
Objective/MCQ and/or Descriptive	(i) Reasoning ability (ii) Simple Arithmetic (iii) General Knowledge (iv) English and Urdu Language (v) Basic knowledge of library methods and techniques	100	Candidates who secure minimum 50 marks will be eligible to be called for skill test. However, the candidates will be called for Skill Test as per merit in the Written Test and the criteria prescribed in MANUU Cadre Recruitment Rules
Skill Test	Knowledge of Computers (MS Office) and Library Science	Qualifying in Nature	



स्थापनाएवंभर्ती- IIअनुभाग/ Establishment & Recruitment – II Section

8. **Name of the Post: Lab Assistant**

<i>Paper</i>	<i>Syllabus</i>	<i>Total Marks</i>	<i>Minimum Qualifying Percentage</i>
Objective Type/MCQ	(i) Reasoning ability (ii) General Knowledge (iii) English Language (iv) Knowledge and maintenance of Technical and Science Laboratories	100	Candidates who secure minimum 50 marks will be eligible to be called for skill test. However, the candidates will be called for Skill
Skill Test	Technical and Sciences laboratories, experiments and its maintenance	Qualifying in Nature	Test as per merit in the Written Test and the criteria prescribed in MANUU Cadre Recruitment Rules

9. **Name of the Post: Workshop Attendant**

<i>Paper</i>	<i>Syllabus</i>	<i>Total Marks</i>	<i>Minimum Qualifying Percentage</i>
Objective Type/MCQ	(i) Reasoning ability (ii) General Knowledge (iii) English Language (iv) Knowledge of maintenance of Vocational and Technical Workshops	100	Candidates who secure minimum 50 marks will be eligible to be called for skill test. However, the candidates will be called for Skill
Skill Test	Practical Knowledge of maintenance of Vocational and Technical Workshops	Qualifying in Nature	Test as per merit in the Written Test and the criteria prescribed in MANUU Cadre Recruitment Rules



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

10. Name of the Post: Lab Technician

<i>Paper</i>	<i>Syllabus</i>	<i>Total Marks</i>	<i>Minimum Qualifying Percentage</i>
Objective Type	(i) Reasoning ability (ii) Simple Arithmetic (iii) General Knowledge (iv) English Language (v) Knowledge of Anatomy & Physiology, Biochemistry, Microbiology, Cytology, Pathology, Clinical Pathology, Hematology and Histopathology, Immunology and Serology (vi) Bacteriology and Virology Parasitology Blood Banking (vi) Laboratory Techniques & instruments.	100	Candidates who secure minimum 50 marks will be eligible to be called for skill test. However, the candidates will be called for Skill Test as per merit in the Written Test and the criteria prescribed in MANUU Cadre Recruitment Rules
Skill/ Practical Test	Bio-Chemical Test/Serological Test/ Staining Techniques/ Hematological / Immunological Test etc	50	25

Note: Selection will be based on combined merit of Written Test and Skill /Practical Test



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

11. Name of the Post: Computer Operator

<i>Paper</i>	<i>Syllabus</i>	<i>Total Marks</i>	<i>Minimum Qualifying Percentage</i>
Objective Type	(i) Reasoning ability (ii) Simple Arithmetic (iii) General Knowledge (iv) English Language (v) Information Technology (vi) Operating System (vii) Object Oriented Programming (viii) Data Structures (ix) Data Communication and Computer Networks (x) Database System (xi) PHP Programming	100	Candidates who secure minimum 50 marks will be eligible to be called for skill test. However, the candidates will be called for Skill Test as per merit in the Written Test and the criteria prescribed in MANUU Cadre Recruitment Rules
Skill Test	Practical knowledge of ICT	Qualifying in nature	



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

12. Name of the Post: Research Assistant

<i>Paper</i>	<i>Syllabus</i>	<i>Total Marks</i>	<i>Minimum Qualifying Percentage</i>
Paper Objective and /or Descriptive Type	(i) Reasoning ability (ii) General Knowledge (iii) English Language (iv) Research Methodology (Social Sciences / Humanities)	100	Candidates who secure minimum 50 marks will be eligible to be called for skill test. However, the candidates will be called for Skill Test as per merit in the Written Test and the criteria prescribed in MANUU Cadre Recruitment Rules
Skill Test	Knowledge of Computers (MS Office/Inpage)	Practical Questions on Inpage, MS Word and MS Excel	