



WALK-IN-INTERVIEW

For engagement of Programmer, Technical Associate, Technical Assistant, Data Entry Operator and Multitasking Staff on Short-term Contractual basis for MANUU - Centre for Distance and Online Education

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The University desires to engage the services suitable persons to serve as Programmer, Technical Associate, Technical Assistant, Data Entry Operator and Multitasking Staff on short-term contractual basis for DMMC, ODL and Online Programmes of Centre for Distance and Online Education. The desirous eligible candidates may directly appear in the Walk-in-Interview as per following schedule:

Date & Time of the Walk-in-Interview : **Wednesday, 6th August 2025 at 10.30 AM**

Venue : Committee Room, University Guest House, MANUU Campus, Gachibowli, Hyderabad (TG).

Sl. No.	Name of the position	No. of position	Remuneration (Consolidated)	Essential Qualification & Experience
1.	Programmer	01	₹35,000/- per month	<ul style="list-style-type: none"> i. B.E/B. Tech. in Computer Science / IT or MCA from a recognised University / Institute. ii. Three years of relevant experience in Software implementation / customisation, LMS, DBMS (preferably experience in SAMARTH, ERP) iii. Knowledge of Urdu Age: Preferably below 32 years
	Technical Associate (Audio-Video recording and editing)	01	₹28,000/- per month	<ul style="list-style-type: none"> i. Diploma / Degree / Masters in Journalism / Mass Communication or related subject. ii. Minimum three years of industry experience in audio-visual recording and editing. Hands-on knowledge of professional camcorders, DSLRs, audio equipment, lighting for video production, and contemporary NLE software like Adobe Premier Pro, FCP, DaVinci Resolve, Avid, Audacity, Pro Tools etc. Operational familiarity with A/V editing hardware like workstations, video switchers, audio mixers, recording media etc. Basic knowledge about live casting (software and hardware). Also familiarity with Learning

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				<p>Management System (LMS) software applications. OR Graduation in any discipline and Minimum four years of industry experience in audio-visual recording and editing. Hands-on knowledge of professional camcorders, DSLRs, audio equipment, lighting for video production, and contemporary NLE software like Adobe Premier Pro, FCP, DaVinci Resolve, Avid, Audacity, Pro Tools etc. Operational familiarity with A/V editing hardware like workstations, video switchers, audio mixers, recording media etc. Basic knowledge about live casting (software and hardware). Also familiarity with Learning Management System (LMS) Software applications.</p> <p>iii. Knowledge of Urdu (preferable)</p> <p>iv. Age: Preferably below 32 years</p>
2.	Technical Assistant (Audio Video recording)	01	₹26,625/- per month	<p>i. Diploma/ Degree/ Masters in Journalism / Mass Communication or related subject.</p> <p>ii. Minimum two years of industry experience in audio-visual recording. Hands-on knowledge of professional camcorders, DSLRs, audio equipment and lighting for video production OR Graduation in any discipline and Minimum three years of industry experience in audio-visual recording. Hands-on knowledge of professional camcorders, DSLRs, audio equipment and lighting for video production.</p> <p>iii. Knowledge of Urdu (preferable)</p> <p>Age: Preferably below 32 years</p>
3.	Technical Assistant (Audio–Video Editing)	01	₹26,625/- per month	<p>i. Diploma/ Degree/ Masters in Journalism / Mass Communication or related subject</p> <p>ii. Minimum two years of industry experience in non-linear audio-visual editing. Hands-on knowledge of contemporary NLE software like Adobe Premier Pro, FCP, DaVinci Resolve, Avid, Audacity, Pro Tools etc. Operational familiarity with A/V editing hardware like workstations, video switchers, audio mixers, recording media etc. Basic knowledge about live casting (software and hardware) OR</p>



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				<p>Graduation in any discipline and Minimum three years of industry experience in non-linear audio-visual editing. Hands-on knowledge of contemporary NLE software like Adobe Premier Pro, FCP, DaVinci Resolve, Avid, Audacity, Pro Tools etc. Operational familiarity with A/V editing hardware like workstations, video switchers, audio mixers, recording media etc. Basic knowledge about live casting (software and hardware).</p> <p>iii. Knowledge of Urdu (preferable)</p> <p>Age: Preferably below 32 years</p>
4.	Technical Assistant (Learning Management System / LMS and Data Management)	02	₹26,625/- per month	<p>i. B.E/ B. Tech. or MCA from a recognised University / Institute.</p> <p>ii. Two years of relevant experience</p> <p>iii. Knowledge of Urdu</p> <p>Age: Preferably below 32 years</p>
6.	Data Entry Operator (DEO)	02	₹24,525/- per month	<p>i. Graduate from a recognised University / Institute.</p> <p>ii. Proficiency in Computer Operations / IT</p> <p>iii. Knowledge of Urdu</p> <p>Age: Preferably below 32 years</p>
7.	Multitasking Staff (MTS)	01	₹20,125/- per month	<p>i. 10th Pass OR its equivalent from a recognized Board / Institute</p> <p>ii. Knowledge of Urdu</p> <p>Age: Preferably below 30 years</p>

Documents required for Walk-in-Interview: Original and self attested photo copies of the certificates of proof of education, experience, age etc. along with one passport size photograph.



General Instructions:

1. The candidates have to register themselves by 10.00 AM in the University Guest House
2. No late arrival will be entertained.
3. The above position is purely on short-term contractual basis, initially for a period of eighty nine days.
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.

Date: 30.07.2025

Sd/-
ASSISTANT REGISTRAR



REGISTRATION FORM

Post applied for : _____

Reg. No. _____ (for office use)

1. Name of the applicant (Capital letters) :
2. Father's Name :
3. Date of Birth / Age :
4. Category (SC/ST/OBC/EWS/PWD/UR/XSM) :
5. Educational Qualifications :
6. Technical Qualifications :
7. Experience (attach proof) :
8. Knowledge of Urdu (Yes/No)
If yes, specify the proof :
9. Address for Communication :
10. Contact No. :
11. Email Id. :
12. Name and address with phone numbers of two responsible persons not related to you to whom a reference can be made about you. i). :
ii). :

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.