



NOTIFICATION

Sub: Inviting applications for promotion under DPC for the post of Section Officer – Reg.
Ref: Approval of the Vice-Chancellor dated 27.02.2026.

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The following Non-teaching positions shall be filled shortly through Departmental Promotion Committee (DPC) after due process:

S.No	Name of the Post	No of post	Category	Mode of Promotion
1	Regional Director	01	UR	Seniority-cum-Fitness
2	Section Officer	02	02-UR	Seniority-cum-fitness subject to qualifying in Departmental test
2	Assistant	01	ST	Seniority-cum-Fitness
3	Professional Assistant	01	UR	Seniority-cum-Fitness
4	UDC	01	UR	Seniority-cum-Fitness

Therefore, applications are invited from the feeder cadre Non-teaching employees of the University, who fulfil the eligibility criteria for promotion to the post of Section Officer as per the MANUU Cadre Recruitment Rules:

S. No	Promotion post	Number of vacancies & Category	Eligibility Criteria from Feeder Cadre
1	Section Officer	02 (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.

The eligible candidates for Section Officer may submit their applications in the enclosed format through proper channel to the Establishment & Recruitment Section- II on or before 6th March 2026 for further necessary action. Since, the promotion to above remaining posts shall be filled on the basis of seniority-cum-fitness, the eligible employees need not to submit the applications for remaining posts.


Asst. Registrar

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.



मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी
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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. I D 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	Examination passed	Year of passing	University/ Board	Division & % of marks
1.				
2.				
3.				
4.				
5.				

Contd.....2



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11 Post (s) held so far in MANUU :

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

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- (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 the 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.

SIGNATURE:.....

NAME:.....

ID No.....

DEPARTMENT:.....

Date:.....

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

Date :.....

(Signature of the Head of the Department/ Section/ Office)