

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

No. MANUU/ER-II/EF.123/2025-26/2320

18th March 2026

CIRCULAR

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

Ref: No. MANUU/ER-II/EF.123/2025-26/2255, dated 27.02.2026

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 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	Section Officer (UR)	Monday 06.04.2026	10.30 am to 1.00 pm	Polytechnic Building, MANUU, Hyderabad

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

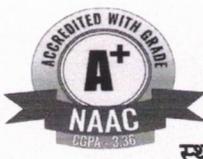
All the eligible candidates shall report by 10.00 am at the venue on the day of examination. They shall bring their original Hall Tickets and University ID cards and produce the same to the invigilator, whenever required.

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 Non Teaching Employees applied
for the post of Section Officer under DPC

Ref: No.MANUU/ER-II/EF.123/2025-26/2255 dated 27.2.2026

S. No	Name	Present Post	Remarks
1	Mr. Mohd. Pasha	Assistant	Eligible
2	Mr. S.M. Alqumah Rizvi	Assistant	Eligible
3	Mr. Mohd. Arshad	Assistant	Eligible
4	Mrs. Yasmeen Begum	Assistant	Eligible
5	Mr. Basharat Yousuf Mir	Assistant	Eligible
6	Mr. Mohammad Ayub	Assistant	Eligible
7	Mr. Naveed Khan	Assistant	Eligible
8	Mrs. Hajira Mumtaz Begum	Assistant	Eligible
9	Mr. E. Rupak Kumar	Personal Assistant	Not Eligible. As he is not in the feeder cadre as per CRR, MANUU


Assistant Registrar
ER-II

**SYLLABUS FOR DEPARTMENTAL EXAMINATION FOR PROMOTION FROM THE
FEEDER CADRE OF ASSISTANT TO THE POST OF SECTION OFFICER
IN MANUU - 2026**

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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.

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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