



WALK-IN-INTERVIEW

For Engagement of Caretakers (Female), Cooks and Helpers on Short-term Contractual Basis for Girls Hostel at MANUU Campus, Gachibowli, Hyderabad.

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The University proposes to engage the services of suitable candidates to serve as Caretakers (Female), Cooks and Helpers on short-term contractual basis for Girls Hostels at MANUU Campus, Gachibowli, Hyderabad. The desirous eligible candidates may appear directly for the Walk-in-Interview as per the schedule given below:

Date & Time of the Walk-in-Interview : **Wednesday, 7th October 2026 at 10.00 AM**

Venue : **University Guest House, MANUU Campus, Gachibowli, Hyderabad – 500 032 (TG).**

The details of the posts are given below:

1	Name of the Post	Caretaker (Female)	Cook (Male/Female)	Helper (Male/Female)
2	No. of Position	03-Day Caretaker & 03-Residential Caretaker	03 (Three)	05 (Five)
3	Essential Qualification	(i) Graduate from a recognised University / Institute. (ii) Proficiency in Computer Operations. (iii) Knowledge of Urdu	(i) 10 th Pass from a recognized Board. (ii) Knowledge of Urdu	(i) 10 th Pass from a recognized Board. (ii) Knowledge of Urdu
4	Experience	Two (02) years experience in managing Hostel / Canteen / Guest House related affairs	(i) Two (02) years experience in cooking in the Kitchen of Hostel /Canteen/Guest House (ii) Preference will be given to the candidates capable of preparing North Indian, South Indian, Vegetarian and Non-Vegetarian dishes	Preference will be given to the candidates having experience in maintenance and cleanliness of Hostels /Canteens or any other large eating-houses.
5	Remuneration (Consolidated)	₹25,200/- per month	₹25,200/- per month	₹20,675/- per month
6	Age	Preferably below 32 years		
7	Place of posting	Hostels, MANUU, Gachibowli Campus, Hyderabad		
8	Period of Engagement	On short-term contract basis, initially for a period of 89 days, further extendable based on performance and University requirements.		
9	Documents required for Walk-in-Interview	Original and self attested photo copies of certificates of proof of education, experience, age etc along with one passport size photograph		



GENERAL INSTRUCTIONS

1. The candidates must register their names **by 9.30 am** at the University Guest House on the day of the interview;
2. The candidates reporting after the scheduled registration time will not be entertained;
3. The engagement is purely on a short-term contractual basis, initially for a period of 89 days;
4. Candidate with knowledge of Urdu will be preferred;
5. The University reserves the right not to fill the advertised post(s) or to cancel the Walk-in Interview without assigning any reason;
6. No TA/DA will be provided to the candidate(s) appearing for Walk-in-Interview;
7. Candidates are advised to satisfy themselves regarding the eligibility conditions and job requirements before appearing for the interview;
8. Canvassing in any form shall render the candidate ineligible automatically;
9. Candidates should submit: one passport-size photograph, one set of self-attested photocopies of educational qualification, proof of age, experience certificate, caste certificate (if applicable) and other relevant documents along with the application;
10. Candidates must provide the details of two References including their contact numbers and email IDs, for verification of professional experience.

Date: -

Sd/-
ASSISTANT REGISTRAR (ER-II)



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 :/Age:
4. Category (UR/SC/ST/OBC/EWS/PWD/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).
:

DECLARATION

I hereby declare that the information furnished by me in this Registration Form is true and correct to the best of my knowledge and belief. I understand that if any information furnished by me is found to be false, incorrect or misleading at any stage, my candidature/engagement may be cancelled.

Date: _____

Signature of the candidate

Note: Candidates shall attach one set of self-attested photocopies of educational qualification, experience and other relevant certificates/documents with this Registration Form and must produce the original certificates/documents for verification at the time of the Walk-in-Interview.