

WALK-IN-INTERVIEW

For Engagement of Data Entry Operator (DEO) and Multi Tasking Staff (MTS) on Short-term Contractual Basis at MANUU Campus, Gachibowli, Hyderabad.

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The University proposes to engage the services of suitable candidates for the posts of Data Entry Operator (DEO) and Multi Tasking Staff (MTS) on a short-term contractual basis at MANUU Campus, Gachibowli, Hyderabad. The desirous and eligible candidates may appear directly for the Walk-in-Interview as per the schedule given below:

Date & Time of Walk-in-Interview : **Tuesday, 13th October 2026 at 10.00 AM**

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

The details of the posts:

1	Name of the Post & No. of posts	Data Entry Operator (DEO) – 01 Post	Multi Tasking Staff (MTS) – 06 Posts
2	Essential Qualification	(i) Graduate from a recognized University / Institute. (ii) Proficiency in DTP. (iii) Proficiency in English & Urdu Typing. (iv) Knowledge of Urdu	(i) Secondary School Certificate (X-Standard)/ITI OR its equivalent from a recognized Board/Institute. (ii) Knowledge of Urdu (preferably)
4	Age	Preferably below 32 years	Preferably below 30 years
5	Remuneration	₹ 25,200/- per month (Consolidated)	₹20,675/- per month (Consolidated)
6	Place of posting	MANUU Campus, Gachibowli, Hyderabad (TG).	
7	Period of Engagement	Initially for a period of 89 days on short-term contractual basis, may be further extendable based on performance and University requirements.	
8	Documents required for Walk-in-Interview	Candidates must bring the original certificates/documents and one set of self-attested photocopies in support of educational qualification, age, experience, etc., along with one recent 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) The University reserves the right not to fill the advertised post(s) or to cancel/postpone the Walk-in Interview without assigning any reason;
- 5) No TA/DA will be provided to the candidate(s) appearing for Walk-in-Interview;
- 6) Candidates are advised to satisfy themselves regarding the eligibility conditions and job requirements before appearing for the interview;
- 7) Canvassing in any form shall render the candidate ineligible automatically;
- 8) Candidates must bring one recent passport-size photograph and one set of self-attested photocopies of educational qualification, proof of age, experience certificate, caste certificate, (if applicable) and other relevant documents. The original certificates/documents must be produced for verification at the time of the Walk-in-Interview;
- 9) Candidates must provide the details of two References including their contact numbers and email IDs, for verification of professional experience.

Date: 07.10.2026

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.