मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اُردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
A Central University under Ministry of Education
Government of India
स्थापना एवं भर्ती – II अनुभाग / Establishment & Recruitment – II Section

No. MANUU/ER-II/EF.123/2026-27/1436 2nd November 2026

NOTIFICATION

Sub: Inviting applications for promotion under **DPC** for the post of Private Secretary –Reg.
Ref: Approval of the Vice-Chancellor dated 12.10.2026.

* * * * *

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	Private Secretary	01	UR	Seniority-cum-fitness subject to qualifying in Departmental test
2	Assistant	04	01-SC & 3-UR	Seniority-cum-Fitness
3	UDC	01	UR	Seniority-cum-Fitness
4	Semi Professional Assistant	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 Private Secretary as per the MANUU Cadre Recruitment Rules:

S. No	Promotion post	Number of vacancies & Category	Eligibility Criteria from Feeder Cadre
1	Private Secretary	01 (UR)	1. Personal Assistant with 05 (five) years regular service in Level -6 ₹ ₹35,400-1,12,400/- . 2. English/Hindi Stenography speed:100 wpm in English or 100 wpm in Hindi 3. English/Hindi Type speed: 35 w.p.m. in English or 30 w.p.m.in Hindi. **Skill Test Norms on Computer:** Dictation: 10 minutes @ 100 w.p.m. Transcription : 50 minutes (English)/ 60 minutes (Hindi)

The eligible candidates for Private Secretary may submit their applications in the enclosed format through proper channel to the Establishment & Recruitment Section- II on or before 09.11.2026 for further necessary action. Since, the promotion to the remaining posts shall be filled on the basis of seniority-cum-fitness**, the eligible employees need not to submit the applications for the same.**

02/11/26
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.

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

11 Post (s) held so for in MANUU :

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

12

(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)