



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

No. MANUU/ER-II/EF.123/2022-23/1879

07th March, 2023

NOTIFICATION

Sub: Inviting Applications for promotion under DPC- Notification – Issued.

Ref: Approval of the Vice-Chancellor dated 06.03.2023

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In order to fill up the following promotional Non-Teaching posts, applications are invited from the feeder cadre Non-teaching employees of the University, who fulfill the eligibility criteria for promotion as per the MANUU Cadre Recruitment Rules, 2017:

S. No	Promotion to	Number of vacancies & Category	Eligibility Criteria from Feeder Cadre	Promotion Criteria
1	Assistant Registrar	01 (UR)	Among the Section Officers, Assistant Accounts Officers and Private Secretaries working in Level-7 ₹44,900- 1,42,400/- with at least five years of regular service in the cadre and also possessing at least Bachelor's degree from a recognized University/Institute	Promotion will be based on Selection-cum-seniority based on departmental qualifying test (written test) and service record/APARs etc.
2	Computer Programmer	01(UR)	Senior Technical Assistant (ICT) /Computer Operators with five years regular service in Level-6 ₹35,400- 1,12,400/-	Subject to qualifying the Departmental Test (Written/Skill Test)
3	Private Secretary	02 (UR)	Personal Assistant with 05 (five) years regular service in Level -6 ₹35,400-1,12,400/- along with qualification as follows: i) Bachelor's Degree ii) English/Hindi Stenography speed:100 wpm in English or Hindi iii) English/Hindi Type speed: 35 w.p.m. in English or 30 w.p.m.in Hindi iv) Knowledge of Computer Applications	Promotion through seniority-cum-fitness subject to qualifying in stenography test as under: Dictation: 10 minutes @ 100 w.p.m. Transcription: 50 minutes (English)/ 60 minutes (Hindi)

The eligible candidates may submit their applications in the enclosed format through proper channel in the Establishment & Recruitment Section- II on or before 31.03/2023 for further necessary process.

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.

Registrar

07/03/2023



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

PROFORMA OF BIO-DATA FOR CONSIDERATION BY THE
DEPARTMENTAL PROMOTION COMMITTEE

1. Name in full :
: (In Block Letters)
2. Designation :
3. Working continuously on above :
post
4. Date of Birth :
5. Present pay band & GP :
6. Date of joining service in the :
MANUU
7. Date of confirmation on the :
present post
8. Academic Qualifications :

Sl. No	Examination passed	Year of passing	University/ Board	Division & % of marks
1.				
2.				
3.				
4.				
5.				

Contd.....2



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

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9. Post so far held in MANUU :

Sl. No	Name of Instt/ Deptt./ Office	Position held	From	To	Temporary /probation/permanent
1.					
2.					
3.					
4.					
5.					

10.

- Have you filled or submitted your ACR for last five years to your Reporting Officer.
- If Yes please mention date of submission or name of Reporting Officer of each one of to 5 years.
- If no, please give reason for not doing so.

I certify that the information given above is correct and factual to the best of my knowledge.

SIGNATURE:.....

NAME:.....

DEPARTMENT:.....

Date:.....

FORWARDING REMARKS OF THE HEAD OF THE DEPARTMENT CONCERNED.

Date :.....

(Signature of the Head of the Department/ Office)