

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
Gachibowli, Hyderabad – 500 032.
(Accredited "A" Grade by NAAC)



REQUIREMENT OF LOWER DIVISION CLERKS AND OFFICE ATTENDANTS

The University intends to engage Lower Division Clerks and Office Attendants for the University's Offices/Departments/Sections on purely temporary/ contractual basis.

Essential Qualifications & Experience:

Lower Division Clerk:

10+2 or equivalent qualification from a recognized Board or University.
A Typing speed of 30 w.p.m in English/ Diploma in Computer application.
Knowledge of Urdu reading, writing, speaking is preferable.
Age Limit: Not above 30 years.
Desirable. Graduate with good academic record.

Office Attendant:

SSC or equivalent
Knowledge of Urdu reading, writing, speaking is preferable
Age Limit: Not above 28 years.

Interested eligible candidates may submit their Bio-data (in prescribed format) along with copies of educational and experience certificates to Maulana Azad National Urdu University, ER-II Section Gachibowli, Hyderabad (indicating the name of the post on the cover) or by e.Mail: manuuer2ldcdeo@rediffmail.com on or before 25.11.2013. Short-listed candidates will be intimated the date of interview by email/post. Prescribed format of Bio-data can be downloaded from University website: manuu.ac.in.

Registrar

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
(Accredited 'A' Grade by NAAC)



REGISTRATION FORM

Post applied for : _____

Reg No. _____
(for office use only)

1. Name of the applicant
(Capital letters) :
2. Father's Name :
3. Date of Birth / Age :
4. Educational Qualifications :
5. Technical Qualifications :
6. Experience :
7. Knowledge of Urdu : Yes / No
(if yes, please specify the proof)
8. Address for Communication :
(With telephone / Cell Number / E-mail)
.....
.....
.....
9. Permanent Address :

Signature of the candidate