



Walk-in-Interview for Engagement of Residential Caretaker (Female), Cook and Helper for Girls Hostel on Short-term Contractual basis at MANUU Campus, Gachibowli, Hyderabad.

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The University proposes to engage the services of suitable persons as Residential Caretaker (Female), Cook and Helper for Girls Hostels on short-term contractual basis. The desirous eligible candidates may directly appear in the Walk-in-Interview as per following schedule:

Date & Time of the Walk-in-Interview : **Thursday, 22nd August 2024 at 10.00 AM**

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

The minimum eligibility conditions, experience, salary structure etc are as under:-

1	Name of the Post	Residential Caretaker (Female)	Cook	Helper
2	No. of Position	03	02	03
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 years experience in Managing Hostel /Canteen/ Guest House related affairs	Two years experience in cooking in the Kitchen of Hostel/ Canteen /Guest House (ii) Preference will be given to the person who prepares the North Indian, South Indian, Veg. and Non-Veg. Dishes.	Preference will be given who are having experience in maintenance and cleanness of Hostels/ Canteens or any large eating-houses.
5	Monthly Remuneration	₹23,700/- per month	₹23,700/- per month	₹19,450/- per month
6	Age	Preferably below 30 years		
7	Place of posting	Girls Hostels, MANUU, Gachibowli Campus, Hyderabad		
8	Period of Engagement	On short-term contract basis, initially for a period of 89 days, further extendable on the basis of performance evaluation and requirement		
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		



मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी
MAULANA AZAD NATIONAL URDU UNIVERSITY
A Central University under Ministry of Education
Government of India



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

General:

1. The candidates have to register themselves by 09.45 AM in the University Guest House
2. No late arrival will be entertained.
3. The above position is purely on short-term contractual basis, initially for a period of eighty nine days.
4. Candidate with knowledge of Urdu will be preferred.
5. The University reserves its right not to fill up the advertised post or cancel the interview if the circumstances warrants.
6. No TA/DA will be provided to the candidate(s) appearing for Walk-in-Interview.
7. Candidates should satisfy themselves about the job responsibilities requirements before attending the Walk-in-Interview.
8. Canvassing in any form shall render the candidate ineligible automatically.
9. Candidates should provide one passport size photo, one set of self attested photocopy of all certificates of qualification, proof of age, experience, caste (reserved category) etc. along with his/her application.
10. Candidates should provide two References with contact number and email ID for verification of professional experience.

Date: 14.08.2024

Sd/-
ASSISTANT REGISTRAR



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

Signature of the candidate

Note: Attach one set of photocopies of educational qualification and experience and produce original certificate thereof at the time of walk-in-interview.