



Date:21.11.2024

### **WALK-IN INTERVIEW**

#### **FOR GUEST FACULTY AT CSE RESIDENTIAL COACHING ACADEMY, STENOGRAPHER & MULTI TASKING STAFF, MANUU ON SHORT-TERM CONTRACTUAL BASIS AT HYDERABAD**

The University desires to engage the services for following positions on short term contractual basis at CSE - Residential Coaching Academy (**upto 31.03.2025**) at its Gachibowli Main Campus in Hyderabad:

Sl. No.	Department/School	No. of post	Reporting time	Date and venue of Walk-in Interview
01	<b>Guest Faculty - CSE RCA</b> on Short-term contractual basis at CSE - Residential Coaching Academy at its Gachibowli Main Campus in Hyderabad	01	9.30 a.m.	On Monday the <b>2<sup>nd</sup> December, 2024.</b> <b>Venue:</b> Committee Room, University Guest House, MANUU Campus, Gachibowli, Hyderabad - 500 032 (TS)
02	<b>Stenographer</b>	01	10.30 a.m.	
03	<b>Multi Tasking Staff (MTS)</b>	01	10.30 a.m.	

(Reservation categories as per govt. of India rules)

### **ESSENTIAL QUALIFICATIONS**

#### **I. GUEST FACULTY - CSE RCA:**

A. (i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.

(ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET:

Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/Institutions subject to the fulfillment of the following conditions :-

- a) The Ph.D. degree of the candidate has been awarded in a regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

*The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*

Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

OR

- B. The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

**C. Knowledge of Urdu:**

As per Section 4 of the University Act, the medium of instruction in the University is Urdu. Therefore, as a general policy, Urdu shall be compulsory for all the teaching posts. The candidate should either be from Urdu medium School/Madarsa or should have studied Urdu as a subject at X Std. or +2/Intermediate level or UG level or studied Urdu as one of the subject either at X or XII from Central or State Boards recognized by the Govt. of India or Madrasa Boards of State Government or NIOS/State Open Schools recognized by the Govt. of India (Ministry of HRD) or UG/PG (Urdu) or Urdu as one of the subjects from any UGC recognized State/Central/Private University.

**Desirable:** The candidate must have experience in handling UPSC/SSC coaching activities or other similar competitive examinations.

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**I. STENOGRAPHER:**

- i) A Bachelor Degree in any discipline from any recognized Institute/ University.
- ii) Proficiency in Stenography in English / Hindi with minimum speed of 80 wpm.
- iii) Proficiency in Typing in English / Hindi with minimum speed of 35 / 30 wpm respectively.
- iv) Knowledge of Computer Applications.

**Desirable:**

- i) Knowledge of Urdu
- ii) Proficiency in English and good communication skills.
- iii) Relevant experience as Stenographer in Central/ State Govt. organization / University / Research Institutions or Central or State autonomous institutions.

**Skill Test Norms on Computer:** Dictation: 10 minutes @ 80 w.p.m. Transcription : 50 minutes

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**II. MULTI TASKING STAFF (MTS):**

- i) Secondary School Certificate (X Std) **OR** its equivalent from a recognized Board/Institute.
  - ii) **Desirable** : Knowledge of Urdu
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**IV. Monthly Remuneration:**

1. **Guest Faculty** - Salary not exceeding **₹50,000/- per month** as per UGC norms.
2. **Stenographer** - **₹20,000/- per month** (Consolidated)
3. **Multi Tasking Staff** - **₹15,000/- per month** (Consolidated)

**V.** The number of vacancies indicated in the Notification are tentative. The University reserves the right to increase / decrease the number of posts, at the time of selection and make appointments accordingly, if more vacancies do exist in between the advertisement and Selection Committee meetings.

**VI.** University reserves the right not to fill any of the vacancies advertised, if the circumstances so warrant.

**VII.** Selected candidates shall be liable to be posted at MANUU Headquarters at Hyderabad or any of the Institutions of the University in the country depending upon the requirements and exigencies of service.

**VIII. As per Clause 3.3(I) of the UGC Regulations, 2018:**

*The National Eligibility Test (NET) or an accredited test (State Level Eligibility Test SLET/SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in these Regulations. Further, SLET/SET shall be valid as the minimum eligibility for direct recruitment to Universities/Colleges/ Institutions in the **respective state only**.*

**As per UGC Gazette Notification dated: 31<sup>st</sup> July, 2023:**

*SLET/SET score shall be valid for appointment in **respective State Universities/Colleges/Institutions only**.*

**IX. Engagement of serving or retired University / College teachers:**

Retired teachers (Professors / Associate Professors / Assistant Professors) from Government recognized Institutions below 65 years are also eligible for Guest Faculty.

**X.** Candidates fulfilling the above qualifications may walk-in for interview on their own expenses on the said venue mentioned above along with their resumes, original educational, experience certificates, proof of Knowledge of Urdu, testimonials and passport size photograph along with one set of attested photocopies thereof for verification.

Sd/-  
**REGISTRAR**

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