

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

### WALK-IN-INTERVIEW

**For Engagement of Data Entry Operator (DEO) and Multi Tasking Staff (MTS) on Short-term Contractual Basis at MANUU Campus, Gachibowli, Hyderabad.**

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The University proposes to engage the services of suitable candidates for the posts of Data Entry Operator (DEO) and Multi Tasking Staff (MTS) on a short-term contractual basis at MANUU Campus, Gachibowli, Hyderabad. The desirous and eligible candidates may appear directly for the Walk-in-Interview as per the schedule given below:

Date & Time of Walk-in-Interview : **Tuesday, 13<sup>th</sup> October 2026 at 10.00 AM**  
Venue : Committee Room, University Guest House, MANUU Campus, Gachibowli, Hyderabad (TG).

#### **The details of the posts:**

| 1 | Name of the Post & No. of posts          | Data Entry Operator (DEO)<br>– 01 Post                                                                                                                                                                             | Multi Tasking Staff (MTS)<br>- 06 Posts                                                                                                              |
|---|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2 | Essential Qualification                  | (i) Graduate from a recognized University / Institute.<br>(ii) Proficiency in DTP.<br>(iii) Proficiency in English & Urdu Typing.<br>(iv) Knowledge of Urdu                                                        | (i) Secondary School Certificate (X-Standard)/ITI <b>OR</b> its equivalent from a recognized Board/Institute.<br>(ii) Knowledge of Urdu (preferably) |
| 4 | Age                                      | Preferably below 32 years                                                                                                                                                                                          | Preferably below 30 years                                                                                                                            |
| 5 | Remuneration                             | ₹ 25,200/- per month (Consolidated)                                                                                                                                                                                | ₹20,675/- per month (Consolidated)                                                                                                                   |
| 6 | Place of posting                         | MANUU Campus, Gachibowli, Hyderabad (TG).                                                                                                                                                                          |                                                                                                                                                      |
| 7 | Period of Engagement                     | Initially for a period of 89 days on short-term contractual basis, may be further extendable based on performance and University requirements.                                                                     |                                                                                                                                                      |
| 8 | Documents required for Walk-in-Interview | Candidates must bring the original certificates/documents and one set of self-attested photocopies in support of educational qualification, age, experience, etc., along with one recent passport-size photograph. |                                                                                                                                                      |

### GENERAL INSTRUCTIONS

- 1) The candidates must register their names **by 9.30 am** at the University Guest House on the day of the interview;
- 2) The candidates reporting after the scheduled registration time will not be entertained;
- 3) The engagement is purely on a short-term contractual basis, initially for a period of 89 days;
- 4) The University reserves the right not to fill the advertised post(s) or to cancel/postpone the Walk-in Interview without assigning any reason;
- 5) No TA/DA will be provided to the candidate(s) appearing for Walk-in-Interview;
- 6) Candidates are advised to satisfy themselves regarding the eligibility conditions and job requirements before appearing for the interview;
- 7) Canvassing in any form shall render the candidate ineligible automatically;
- 8) Candidates must bring one recent passport-size photograph and one set of self-attested photocopies of educational qualification, proof of age, experience certificate, caste certificate, (if applicable) and other relevant documents. The original certificates/documents must be produced for verification at the time of the Walk-in-Interview;
- 9) Candidates must provide the details of two References including their contact numbers and email IDs, for verification of professional experience.

Date: 07.10.2026

Sd/-  
ASSISTANT REGISTRAR (ER-II)