



OFFICE ORDER

Sub: Conduct of Skill Test for short-term contractual DEOs/Library Assistants working in the MANUU Institutes/Offices – Reg.

Ref: 1. Office Order No. MANUU/ER.II-37/EF-114/596, dt. 13.7.2018
2. Office Order No. No.MANUU/ER-II/EF.114/732 20th September 2018

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In continuation to the Office Order cited at 2nd reference and in terms of para 2 (d)(i) of the Office Order cited, it has been decided by the Competent Authority of University to hold a Skill Test in Typing/Data Entry through Computers on **Monday the 8th October 2018 at 10.00 am in the MANUU Regional Centre, Delhi** for those short-term contractual employees working as Data Entry Operators / Library Assistants in the Colleges/Institutes/Offices of the University situated in **Delhi, Darbhanga, Bhopal, Nuh, Asansol and Sambhal**.

2. All the short-term contractual Data Entry Operators/ Library Assistants, presently working in the aforesaid Colleges/Institutes/Offices may appear in the Skill Test at their own expenses. They should confirm their appearance in this test by sending e-mail to **er2section@manuu.edu.in** and reach the following address of the Regional Centre Delhi by 9.30 am on 8.10.2018:

MANUU Regional Centre
164, First Floor, Sukhdev Vihar,
Near Masigarh Church, New Delhi - 110025
Phone No: 011-2683-8260, 011-2693-4762
Mobile : 9811070284 (Section Officer)

3. Outstation candidates will be permitted to avail one day paid leave on Monday i.e. 8th October, 2018 for the above purpose.

4. No other category of employees other than Data Entry Operators / Library Assistants shall be allowed to take the skill test scheduled on 8th October, 2018.


Assistant Registrar
ER.II

Copy to:

1. The Principals of CTEs at Asansol, Nuh & Sambhal
2. The Regional Directors of Delhi, Bhopal, Darbhanga
3. The Principal, Model School, Nuh
4. The Dean, Satellite Campuses
5. Offices of VC/PVC/Registrar/FO
6. The Director, CIT for uploading on the University website
7. All the concerned Contractual DEOs/ Library Assistant through website