



OFFICE ORDER

Subject:- **Revision of wages of short-term contractual and daily rated employees engaged by the University.**

Considering the recommendations of the Committee constituted by the Vice-Chancellor for revision of existing wage structure of short-term contractual and daily rated employees engaged by the University, the Executive Council in its 70th meeting held on 28th June, 2018 has, vide Resolution No. 70.4.5, resolved to revise the existing wage structure of these categories of employees engaged at Main Campus, Hyderabad including Directorate of Distance Education and other outstation offices/ institutes of the University.

2. The change in nomenclature of short-term contractual / daily rated employees, their categorization, revision in wages and other terms and conditions of their engagement shall be as below:

(a) Change in nomenclature

Sl. No.	Existing Nomenclature	New Nomenclature
(i)	Assistant / Office Assistant / Computer Operator / Data Entry Operator / Clerk-cum-Computer Operator / Clerk / Lower Division Clerk / Typist	Data Entry Operator
(ii)	Security Guard / Watchman / Gate Keeper	Watchman
(iii)	Sweeper-cum-Attendant / Safai Karmachari	MTS (House-keeping)
(iv)	Office Attendant / Laboratory Attendant / Room Attendant / Ayah	MTS
(v)	Kitchen Attendant / Helper (Hostels) / Cleaner	Mess / Hostel Helper

(b) Categorization of employees

For the purpose of computation of monthly wages, the short-term contractual / daily rated employees shall be grouped under the following four broad categories:

Sl. No.	Category	Group of employees
(i)	Category-I (Unskilled)	Watchman / Full time MTS (House-keeping) / MTS / Mess – Hostel Helper
(ii)	Category-II (Semi-skilled)	Works Inspector / Mason / Electrician / Line Man / Carpenter / Plumber / Washer man / Sewer man
(iii)	Category-III (Skilled)	Data Entry Operator / Caretaker / Cook
(iv)	Category-IV (Highly skilled)	Junior Engineer (Civil) / Instructor / Web Programmer / Technical-cum-Professional Assistant / Coach / Nurse (Female) / Pharmacist / Technical Assistant / Supervisor (Engineering) / Security Supervisor / Consultant (IT)

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(c) **Revision in wages**

Location of MANUU Campuses / RCs/ SRCs	Category-I (Unskilled)	Category-II (Semi-skilled)	Category-III (Skilled)	Category-IV (Highly skilled)
'A' Class Cities (Hyderabad, Bengaluru, Delhi, Mumbai & Kolkata)	₹ 523/- per day or ₹13,000/- per month	₹ 579/- per day or ₹15,000/- per month	₹ 637/- per day or ₹16,500/- per month	₹ 693/- per day or ₹18,000/- per month
'B' Class Cities (Amravati, Asansol, Aurangabad, Bhopal, Cuttack, Jammu, Lucknow, Patna, Ranchi & Srinagar)	₹ 437/- per day or ₹11,000/- per month	₹ 494/- per day or ₹12,500/- per month	₹ 579/- per day or ₹15,000/- per month	₹ 637/- per day or ₹16,500/- per month
'C' Class / Unclassified Cities (Bidar, Budgam, Darbhanga, Kadapa, Nuh & Sambhal)	₹ 350/- per day or ₹ 9,100/- per month	₹ 410/- per day or ₹10,500/- per month	₹ 494/- per day or ₹12,500/- per month	₹ 579/- per day or ₹15,000/- per month

(d) **Other Terms & Conditions**

The revision in wages of short-term contractual / daily rated employees shall be subject to the following terms and conditions:

- The existing incumbents falling under **skilled** category as per para 2(b)(iii) shall be entitled to revised wages only after qualifying the skill test conducted by the University in not more than three chances or within a period of six months from the effective date of these orders, whichever is earlier. Till such time they qualify the requisite test, these incumbents shall be treated as unskilled and would be allowed the revised wages as applicable to MTS (Category-I) employees.
- The engagement of short-term contractual employees shall be need based and such engagement shall not exceed three months in one spell. Their further engagement shall be subject to their satisfactory performance of the assigned jobs to be certified in the prescribed pro forma by the respective Controlling Officer / Head of the Department.
- The salary of short-term contractual / daily rated employees shall be computed on the basis of their attendance generated through bio-metric system when introduced for regular employees.

3. These orders shall be effective from 1st July, 2018.


13/7/18
REGISTRAR

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