

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी

مولانا آزاد نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

(Accredited 'A' Grade by NAAC)

Establishment & Recruitment Section -II



No. MANUU/ ER-II/EF.123/2018-19/1195

30<sup>th</sup> November 2018

**NOTIFICATION**

**Sub: Conduct of Qualifying Test for promotion to the post of Private Secretary (Non-Teaching) - Reg.**


**Ref: Approval of the Vice-Chancellor dated 30.11.2018**

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The Competent Authority of the University has accorded approval to conduct a Qualifying Test in stenography (100 wpm in English) to consider the suitability for promotion to the post of Private Secretary from the feeder grade of Personal Assistant under Seniority-cum-Fitness category.

2. Accordingly, the Qualifying Test of stenography for the post of Private Secretary shall be conducted in second week of December 2018. The exact date and time shall be communicated subsequently.

3. The Personal Assistants working in the University fulfilling the eligibility criteria as per Ordinance -3 of the University notified on 4<sup>th</sup> December 2017 (Annexure-I) may apply on plain paper through proper channel to the Assistant Registrar (ER-II) on or before 6.12.2018. Only those candidates fulfilling the eligibility criteria shall be called for the Qualifying Test.

  
Assistant Registrar  
(ER-II)

**Encl:** Annexure-I

**Copy to:**

1. All Deans of Schools
2. All Heads of the Departments/Directorates/Centres
3. Heads/Incharges of Non-teaching Sections
4. All Incharges of Satellite Campuses/Institutions
5. All the Regional Directors/ARD of Regional Centres/Sub Regional Centres
6. VC/PVC/Registrar's Offices
7. Director, CIT for uploading on the University website
8. Concerned file

**Gachibowli, Hyderabad – 500 032, Telangana State, India**

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EPABX 2300-6612, 13, 14, 15 Website: [www.manuu.ac.in](http://www.manuu.ac.in), Email: [er2section@manuu.edu.in](mailto:er2section@manuu.edu.in)

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|----|---|--|
| 1  | Name of Post  | <b>Private Secretary</b>   |
| 2  | Number of Post (s)  | Three (03)   |
| 3  | Classification  | Group - B  |
| 4  | Scale of Pay/Pay Band / Grade Pay   | Rs. 9300-34800 (PB-2) + Grade Pay Rs.4600/-  |
| 5  | Whether Selection or non-selection post   | Selection<br>Not application in case of Direct Recruitment   |
| 6  | Age Limit for Direct Recruits   | 35 Years   |
| 7  | Education and other qualifications required for direct recruits   | <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>i) A Bachelor's Degree from a recognized University/Institute.</li> <li>ii) At least 03 Years experience as Personal Assistant in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies.</li> <li>iii) English/Hindi Stenography speed:100 wpm in English or 100 wpm in Hindi</li> <li>iv) English/Hindi Type speed: 35 w.p.m. in English or 30 w.p.m.in Hindi.</li> <li>v) Knowledge of computer applications.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>1. Knowledge of Urdu</li> <li>2. Proficiency in English &amp; good communication skills.</li> <li>3. Skill Test Norms on Computer:<br/>Dictation: 10 minutes @ 100 w.p.m.<br/>Transcription : 50 minutes (English)/ 60 minutes (Hindi)</li> </ul> |
| 8  | Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions  | Age : No<br>Qualification : Yes  |
| 9  | Period of probation, if any   | 2 Years  |
| 10 | Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods. | 100% by promotion through seniority-cum-fitness, subject to qualifying in the stenography test as mentioned under column 7.  |
| 11 | In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made                                   | <p><b>Promotion:</b><br/>Personal Assistant with 05 (five) years regular service in the Scale of Rs.9300-34800, GP Rs.4200/- along with the qualification as in Col. -07.</p> <p><b>Deputation:</b><br/>Persons holding analogous posts on regular basis or with 3 years regular service as Personal Assistant in the scale of pay of Rs.9300-34800 + GP Rs. 4200/- of any Central/State Govt./ University/ Public Sector Undertaking as other Central or State Autonomous bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 7.</p>   |
| 12 | Composition of DPC or Selection Committee   | As per Cadre Recruitment Rules (Non-Teaching Employees) 2017 (Appendix-I)  |