



Recommendations of the Screening Committee

| | |
|--|-------------------------|
| Employment Notification No.: 35/2015 dated 31.03.2015 | |
| Name of the Post: | FINANCE OFFICER |
| Category: | UN-RESERVED (UR) |
| No. of Posts: | One (01) |

Essential Qualifications and Experience:

- i) A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale.
- ii) At least 15 years of experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years of service in the AGP of Rs.8000 and above including as Associate Professor along with experience in educational administration.
OR
Comparable experience in research establishment and / or other institutions of higher education.
OR
15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.
- iii) Knowledge of Urdu reading, writing and speaking is preferable.

The appointment shall be made either on deputation or on direct recruitment basis.

Desirable:

- a. Working experience of Budgeting & Financial Accounting etc. in Autonomous bodies / University will be preferred / due weightage.
- b. Good working knowledge of rules & regulations of Central Universities relating to accounts / audit, service conditions and related financial matters.

The following candidates have been short-listed to be called for interview for the post of **FINANCE OFFICER** under **UR** category based on the above qualifications and experience.

| Sl. No | Name of the Candidate | Application Form No. | Remarks |
|--------|------------------------------------|----------------------|-----------------------------|
| 01 | Mr. Mirza Vazir Hussain | 03 | -- |
| 02 | Mr. M G Gunasekaran | 07 | -- |
| 03 | Dr. Papabhai Shaik Munawar Hussain | 09 | -- |
| 04 | Mr. Prakash Ambadas Ratnaparkhi | 10 | (03 months service is left) |

SCREENING REPORT:

Total no. of Candidates applied : 10

Short-listed / eligible for interview : 04

Gachibowli, Hyderabad – 500 032, A.P. India

Tel: +91(040) 2300-6601(VC-Office), 2300-6121(Registrar), 2300-6604 (Fax)

EPABX 2300-6612, 13, 14, 15 Website: www.manuu.ac.in



Recommendations of the Screening Committee

| | |
|--|-------------------------|
| Employment Notification No.: 35/2015 dated 31.03.2015 | |
| Name of the Post: | REGISTRAR |
| Category: | UN-RESERVED (UR) |
| No. of Posts: | One (01) |

Essential Qualifications and Experience:

- i) A Master's degree with at least 55% of the marks or its equivalent grade 'B' in the UGC seven-point scale.
- ii) At least 15 years of experience as Lecturer (Sr. Scale) / Lecturer with 8 years in Reader's grade along with experience in higher educational administration.
OR
Comparable experience in research establishment and / or other institution of higher education.
OR
15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.
- iii) Knowledge of Urdu reading, writing and speaking is preferable.
- iv) Preferable age 50 years.

Desirable:

- a. Ph.D in any subject from a recognized institution.
- b. Experience of administrative practices, human resource management, statutory functions and academic activities of Universities. Preference will be given to those who are working experience as Registrar in Autonomous bodies / Universities.

The following candidates have been short-listed to be called for interview for the post of **REGISTRAR** under **UR** category based on the above qualifications and experience.

| Sl. No | Name of the Candidate | Application Form No. | Remarks |
|--------|------------------------------------|----------------------|--|
| 01 | Dr. Shakeel Ahmad | 02 | -- |
| 02 | Dr. Nazim Husain Al Jafri | 03 | (Experience Certificate to be produced at the time of Interview) |
| 03 | Mr. Mirza Vazir Hussain | 10 | -- |
| 04 | Dr. Papabhai Shaik Munawar Hussain | 15 | -- |
| 05 | Dr. P Fazul Rahaman | 16 | -- |

SCREENING REPORT:

Total no. of Candidates applied : 16

Short-listed / eligible for interview : 05

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Recommendations of the Screening Committee

| | |
|--|-----------------------------------|
| Employment Notification No.: 35/2015 dated 31.03.2015 | |
| Name of the Post: | CONTROLLER OF EXAMINATIONS |
| Category: | UN-RESERVED (UR) |
| No. of Posts: | One (01) |

Essential Qualifications and Experience:

- i) A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale.
- ii) At least 15 years of experience as Assistant Professor in the AGP of Rs.7000 and above or with 08 years of service in the AGP of Rs.8000 and above including as Associate Professor along with experience in educational administration.
OR
Comparable experience in research establishment and / or other institutions of higher education.
OR
15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.
- iii) Knowledge of Urdu reading, writing and speaking is essential.
- iv) Age: Preferable 45 years.

Desirable:

- a. Ph.D in any subject from a recognized institution.
- b. Adequate experience in the pre-conduct and post-conduct of University examinations or other comparable examinations.

The following candidates have been short-listed to be called for interview for the post of **CONTROLLER OF EXAMINATIONS** under **UR** category based on the above qualifications and experience.

| Sl. No | Name of the Candidate | Application Form No. | Remarks |
|--------|--------------------------------|----------------------|--|
| 01 | Mr. Mirza Vazir Hussain | 08 | -- |
| 02 | Dr. Nazim Husain Al Jafri | 09 | (Experience Certificate to be Produced at the time of Interview) |
| 03 | Mr. Mohammad Ahsan | 11 | -- |
| 04 | Papabhai Shaik Munawar Hussain | 13 | -- |

SCREENING REPORT:

Total no. of Candidates applied : 15

Short-listed / eligible for interview : 04



Recommendations of the Screening Committee

| | |
|--|-------------------------------------|
| Employment Notification No.: 35/2015 dated 31.03.2015 | |
| Name of the Post: | ASSISTANT REGISTRAR |
| Category: | OTHER BACKWARD CLASSES (OBC) |
| No. of Posts: | One (01) |

Essential Qualifications and Experience:

- Good academic record plus Master's degree with at least 55% of the marks or its equivalent of B in the UGC seven-point scale.
- Five years of experience as Section Officer / Superintendent in Central / State University / Offices.
- Knowledge of Urdu reading, writing and speaking is essential.
- Age Limit: Not above 35 years.

The following candidates have been short-listed to be called for interview for the post of **ASSISTANT REGISTRAR** under **OBC** category based on the above qualifications and experience.

| Sl. No | Name of the Candidate | Application Form No. | Remarks |
|--------|-----------------------------|----------------------|---|
| 01 | Dr. Bucherla Murahari | 09 | * Provided that the candidate produces Marks Memo of Post Graduation with 55% or Grade B as per UGC 07 Points Scale at the time of Interview. |
| 02 | Mrs. Shaheen | 10 | -- |
| 03 | Mr. Mohammad Mushtaque Alam | 12 | -- |
| 04 | Mr. P Habibulla | 13 | -- |

SCREENING REPORT:

Total no. of Candidates applied : 14

Short-listed / eligible for interview : 04

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Recommendations of the Screening Committee

| | |
|--|-----------------------------|
| Employment Notification No.: 35/2015 dated 31.03.2015 | |
| Name of the Post: | ASSISTANT REGISTRAR |
| Category: | SCHEDULED CASTE (SC) |
| No. of Posts: | One (01) |

Essential Qualifications and Experience:

- Good academic record plus Master's degree with at least 55% of the marks or its equivalent of B in the UGC seven-point scale.
- Five years of experience as Section Officer / Superintendent in Central / State University / Offices.
- Knowledge of Urdu reading, writing and speaking is essential.
- Age Limit: Not above 35 years.

The following candidates have been short-listed to be called for interview for the post of **ASSISTANT REGISTRAR** under **SC** category based on the above qualifications and experience.

| Sl. No | Name of the Candidate | Application Form No. | Remarks |
|--------|------------------------|----------------------|---------|
| 01 | Mr. Ashok Kumar Baitha | 10 | -- |

SCREENING REPORT:

Total no. of Candidates applied : 13

Short-listed / eligible for interview : 01



Recommendations of the Screening Committee

| | |
|---|------------------------------|
| Employment Notification No.: 35/2015 dated 31.03.2015 | |
| Name of the Post: | PRODUCER-I (MEDIA CENTRE) |
| Category: | OTHER BACKWARD CLASSES (OBC) |
| No. of Posts: | One (01) |

Essential Qualifications and Experience:

- i) Master's Degree in any subject or Bachelor's degree in Engineering with 3 years experience in video production or direction preferably in Educational TV.
OR
PG Diploma in direction from FTII or equivalent qualification.
OR
Master in Communication and 2 years experience in video production preferably in Educational TV
- ii) Knowledge of Urdu reading, writing and speaking is preferable.
- iii) Age: Not above 35 years.

The following candidates have been short-listed to be called for interview for the post of **PRODUCER-I (MEDIA CENTRE)** under **OBC** category based on the above qualifications and experience.

| Sl. No | Name of the Candidate | Application Form No. | Remarks |
|--------|-----------------------|----------------------|---------|
| 01 | Mr. Hashmi Syed Imran | 01 | -- |
| 02 | Mr. Tanzeel Ather | 03 | -- |
| 03 | Mr. Habeebulla S | 06 | -- |
| 04 | Mr. Mohammad Aftab | 09 | -- |
| 05 | Mr. Mohd Abdul Muneer | 14 | -- |

SCREENING REPORT:

Total no. of Candidates applied : 14

Short-listed / eligible for interview : 05

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Recommendations of the Screening Committee

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|--|-------------------------|
| Employment Notification No.: 35/2015 dated 31.03.2015 | |
| Name of the Post: | LIBRARIAN |
| Category: | UN-RESERVED (UR) |
| No. of Posts: | One (01) |

Essential Qualifications and Experience:

- i) A Master's Degree in Library Science / Information Science / Documentation with at least 55% marks of its equivalent grade of B in the UGC seven points scale and consistently good academic record.
- ii) At least thirteen years as a Deputy Librarian in a University Library or eighteen years' experience as a College Librarian.
- iii) Consolidated API Score of 400 points.
- iv) Evidence of innovative library service and organization of published work.
- v) Knowledge of Urdu reading, writing and speaking is essential.

Desirable: M.Phil / Ph.D. Degree in Library Science / Information Science / Documentation / Archives and Manuscript-keeping.

The following candidates have been short-listed to be called for interview for the post of **LIBRARIAN** under **UR** category based on the above qualifications and experience.

Screening Report:

Total No. of Candidates Applied: **03**

Short-listed / Eligible for Interview: **Nil**