



No.MANUU/ER-II/EF.114/732

20th September 2018

OFFICE ORDER

Sub: Conduct of Skill Test for short-term contractual Data Entry Operators and Caretakers – Reg.

Ref: Office Orders - No. MANUU/ER.II-37/EF-114/596, dt. 13.7.2018

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 for those short-term contractual employees working as Data Entry Operators and Caretakers in the University on Saturday 29th September 2018 at 10.00 am in the Computer Labs of School of Computer Science & Information Technology, MANUU Gachibowli Campus, Hyderabad.

All the short-term contractual Data Entry Operators/Caretakers, presently working in the Sections/Departments/Offices/Institutes situated in **Hyderabad, Bangalore, Amravati, Aurangabad and Bidar** may appear in the Skill Test at their own expenses. Outstation candidates will be permitted to avail one day paid leave on Friday i.e. 28th September, 2018 for the above purpose.

A separate Skill Test will be conducted at New Delhi for the contractual employees working in other campuses/offices/institutions situated at **Delhi, Srinagar, Darbhanga, Nuh and Sambhal**. Similarly separate skill test will be conducted for Cooks. Suitable dates will be announced in due course.

No other category of employees other than Data Entry Operators/Caretakers shall be allowed to take the skill test scheduled on 29th September, 2018.


Assistant Registrar
ER.II

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1. All the Deans/Directors/HoDs
2. All the Principals of Satellite Campuses/ CTEs/Polytechnics/it is/Model Schools
3. All the Heads of Non-teaching Sections
4. All the Regional Directors/Assistant Regional Directors of RCs/SRCs
5. Offices of VC/PVC/Registrar/FO/CoE
6. The Director, CIT for uploading on the University website
7. All the Contractual Data Entry Operators/Caretakers through website