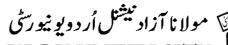
मोलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी



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.123/2014-15/

27th October 2014

NOTIFICATION

Sub: MANUU- ER-II Section – Applications are invited for promotion under DPC-Notification – Issued.

Ref: Vice-Chancellor's approval dated 22nd October 2014.

<<:>>>

Applications are invited from eligible Non-Teaching staff for consideration by the Departmental Promotion Committee for promotion to the higher grade. Details are as under:

SI. No	Name of the cadre	Eligibility criteria	Promotion to	Number of vacant positions
1	2	3	4	5
1.	Assistant, Personal Assistant, Computer Operator with Grade pay Rs.4200/	Five years length of service as Assistant / Personal Assistant/ Computer Operator in MANUU	Section Officer	Section Officer – 01 (UR)
2.	Lower Division Clerk / Caretaker / Junior Data Entry Operator Pay Band Rs.5200-20200 with Grade pay Rs.1900/-	Five years length of service as LDC, Caretaker / DEO in MANUU	Upper Division Clerk	Upper Division Clerk – 01 (UR)

Eligible candidates may submit their applications in the enclosed format through proper channel to the Establishment & Recruitment Section –II on or before **10**th **November 2014**.

Registrar

Note: Errors & Omissions are subject to corrections.

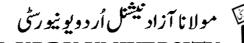
To

All the concerned staff at column (2)

Copy to:

- 1. All the Heads of the Departments /Sections for favour of circulation
- 2. Concerned file.

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी



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PROFORMA OF BIO-DATA FOR CONSIDERATION BY THE DEPARTMENTAL PROMOTION COMMITTEE

1.	Name in full	:	
		:	(In Block Letters)
2.	Designation	:	
3.	Working continuously on above post	:	
4.	Date of Birth	:	
5.	Present pay band & GP	:	
6.	Date of joining service in the MANUU	:	
7.	Date of confirmation on the present post	:	
8.	Academic Qualifications	:	

Sl. No	Examination passed	Year of passing	University/ Board	Division & % of marks
1.				
2.				
3.				
4.				
5.				

9. Post so far held in MANUU	
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Sl. No	Name of Instt/ Deptt./ Office	Position held	From	То	Temporary /probation/permanent
1.					
2.					
3.					
4.					
5.					

	_	
1	()	
- 1		

- (i) Have you filled or submitted your ACR for last five years to your Reporting Officer.
- (ii) If Yes please mention date of submission or name of Reporting Officer of each one of to 5 years.
- (iii) If no, please give reason for not doing so.

I certify that the information given above is correct and factual to the best of my knowledge.

	SIGNATURE:
	NAME:
	DEPARTMENT:
Date:	

FORWARDING REMARKS OF THE HEAD OF THE DEPARTMENT CONCERNED.

Date :	
	(Signature of the Head of the Department/ Office)