

DHANAMANJURI UNIVERSITY

Essential Qualification for Group-'B', 'C' & 'D' posts

Post Code	Name of Post	Essential Qualifications
01	Private Secretary	<p>(i) Bachelor Degree from a recognised Institution. (ii) Knowledge in shorthand Writing. (iii) Possessing "O" or higher level Certificate Course conducted by DOEACC under control of Dept. Of Electronics, GOI.</p> <p style="text-align: center;">or</p> <p>Computer Operator & (COPA)/ Data Preparation and & Computer Software (DPCS) Certificate organised under National/State Council of Vocational Training Scheme.</p> <p style="text-align: center;">Or</p> <p>Diploma in Computer Science & Engineering from a Polytechnic Institution recognised by the Govt.</p> <p style="text-align: center;">or</p> <p>Diploma in Computer Science/ Computer Application from a recognised Institution.</p> <p>Age: 18-35 years (upper age limit is relaxable by 5 years for SC/ST candidates & by 3 years for OBC candidates). Desirable Qualification: Experience of working in a recognised Institution.</p>
02	Section Officer	<p>(i) Graduate from a recognized Institution. (ii) Diploma in Computer Science & Engineering from a Polytechnic Institution recognised by the Govt.</p> <p style="text-align: center;">or</p> <p>Diploma in Computer Science/ Computer Application from a recognised Institution.</p> <p>Age: 18-35 years (upper age limit is relaxable by 5 years for SC/ST candidates & by 3 years for OBC candidates).</p>
03	Computer Operator	<p>(i) Graduates in any discipline. (ii) Diploma in Computer Science/ Computer Application from a recognised Institution or any Govt. Polytechnic.</p> <p>Age: 18-35 years (upper age limit is relaxable by 5 years for SC/ST candidates & by 3 years for OBC candidates).</p>
04	Library Assistant	<p>Graduates who have completed a Degree in Library Science from a recognized Institute or University.</p> <p>Age: 18-35 years (upper age limit is relaxable by 5 years for SC/ST candidates & by 3 years for OBC candidates).</p>
05	Office Assistant	<p>(i) Graduates in any discipline (ii) Possessing a Diploma in Computer Application or Course on computer concepts (CCC) from a recognized Institute.</p> <p>Age: 18-35 years (upper age limit is relaxable by 5 years for SC/ST candidates & by 3 years for OBC candidates).</p>

06	Driver	<p>(i) Class X passed. (ii) Possessing valid driving licence. (iii) Having Certificate from recognised Driving School and 2 years experience of driving.</p> <p>Age: 18-35 years (upper age limit is relaxable by 5 years for SC/ST candidates & by 3 years for OBC candidates).</p> <p>Desirable Qualification: Knowledge of Vehicle parts and their functioning Knowledge of Manipuri, Hindi and English.</p>
07	Peon	<p>Class X passed from a recognized Board.</p> <p>Age: 18-35 years (upper age limit is relaxable by 5 years for SC/ST candidates & by 3 years for OBC candidates). Desirable Qualification: Knowledge of Manipuri , Hindi & English</p>
08	Sweeper-cum-Chowkidar	<p>Class X passed from a recognized Board.</p> <p>Age: 18-35 years (upper age limit is relaxable by 5 years for SC/ST candidates & by 3 years for OBC candidates).</p> <p>Desirable Qualification: Good physic and possessing knowledge of Manipuri, English and Hindi.</p>



DHANAMANJURI
UNIVERSITY

**DHANAMANJURI UNIVERSITY
MANIPUR**
Imphal 795001, Manipur, India

Affix recent
passport size
photograph and
self attest
across it

APPLICATION FORM FOR GROUP 'B', 'C' & 'D' POSTS

To be filled in by the Applicant's own handwriting.
(Use separate form for each post. Incomplete application will not be entertained)
(Please read the instruction carefully given in the eligibility criteria before filling up the form)

1. Advertisement no. : Post Code:

2. Post Applied for:

3. Name of the applicant (in block):

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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4. Father's name : _____

5. Mother's name : _____

6. Date of birth: (dd/mm/yyyy) : 7. Religion: _____

8. Sex : Male Female Others

9. Whether belongs to : _____
ST/SC/OBC/PWD (If yes, enclosed certificate as per government of India guidelines)

10. Application fee:

RTGS/NEFT details	Bank Name	Bank Branch	Amount (Rs.)

(Please enclose copy of proof of the payment)

11. Marital Status : _____

12. Nationality : _____

13. Address for correspondence : _____
District _____
State _____ Pin Code _____

14. Permanent Address : _____
District _____
State _____ Pin Code _____

15. State of Domicile : _____

16. Mobile No. :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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17. Email Address : _____

(A) Academic Qualifications:

(HSLC onwards, please attach self attested copies of certificates & mark sheets in the same order)

Examination Passed	Board/ University	Year of Passing	Division	Subjects	% of marks

(B) Professional/ Service Experience

(Give particulars in descending order starting with the present post)

Name of the employer (Please indicate whether Govt./Quasi Govt. / Autonomous/Private)	Post held	Last basis pay drawn with pay scale	Period		Nature of assignment
			From	to	

Declaration: I hereby declare that the information furnished above is true to the best of my knowledge and belief. I understand if at any time it is found that I have concealed any information or have given any incorrect date, my candidature/appointment may be cancelled/terminated without any notice or compensation.

Place:
Date:

(Signature of the Applicant)