

Computer Operators

| S.No. | Name of Administrative Staff | Designation | Appointment Orders/Joining Reports |
|--------------|-------------------------------------|---------------------|--|
| 1 | Mohammed Wajid Shaik | Data Entry Operator | MANUU/Admin.III/F.431/2011-12/2417 dated 03-01-2012 |
| 2 | Md. Tajuddin | Data Entry Operator | MANUU/ER-II/EF.208(Vol.-XXIV)/2021-22/1625 dated 21-02-2022 |



No. MANUU/ Admn.III/F.431/2011-2012/ 24/7

3rd January, 2012

ORDERS

Sub:- MANUU - Administration - Mr. Mohammed Wajid Shaik - Contractual Engagement as 'Data Entry Operator' at DDE - Orders - Issued.

Ref:- Approval of the Vice-Chancellor dt. 02.01.2012

Mr. Mohammed Wajid Shaik is engaged on contractual basis to serve as 'Data Entry Operator' at Directorate of Distance Education till 31.03.2012 w.e.f. the date of joining duty on a consolidated remuneration of Rs. 7,500/- p.m on the following terms and conditions:-

1. That the contractual engagement is liable for termination at any time without assigning any reason;
2. That the monthly remuneration will be paid as per the attendance certified by the Director, DDE;
3. That he shall work under the direct control of Director, DDE and also perform such other duties as may be assigned from time to time;
4. That he shall attend to his duties following the regular office timings;
5. That on termination of the contractual engagement he shall not be entitled to any terminal benefits;
6. That this order shall not form a basis for claiming regular employment in the University, he shall have no claim whatsoever for further continuation on the expiry of the term of this contractual engagement.
7. That he shall produce all his original educational qualification certificates for verification at Administration Section and a passport size photograph at the time of joining duty.

To
Mr. Mohammed Wajid Shaik
1-23/a, Poleremma Street
Kothapet, Gurrainkonda
CHITTOOR - 517 297

Copy to:

1. Director, DDE
2. PA to Vice Chancellor
3. PA to Registrar - K.K.K.
4. Finance & Accounts Section
5. Statistical Cell
6. Concerned file

ok

2/1/12
3/1/12
K.K.K.
3/1/12

[Signature]
Registrar I/c
2/1/12

03.01.2012

From,
Mohammed Wajid Shaik
1-23/a, Polermma Street
Kothapet, Gurramkonda
Chittoor - 517297.

To

The Director
DDE
MANUU
Hyderabad.

*Sub:- Joining duty as Data Entry Operator at DDE on contractual basis - Reg.
Ref.:- Order No. MANUU/Admn.III/F.431/2011-2012/2417, dated 03.01.2012*

Respected Sir,

In compliance to the orders cited, I hereby joined duty as Data Entry Operator at DDE, MANUU, Hyderabad, today i.e. on 03.01.2011 (Forenoon). I accept the terms conditions envisaged in the orders cited.

Kindly permit me to join duty and oblige.

Thanking you,

Yours faithfully,

S. Md. Wajid
(Mohammed Wajid Shaik)

3/1/12

3/1/12



No. MANUU/ER-II/EF.208(Vol.-XXIV)/2021-22/1624

21st February 2022

ORDERS

Sub: Contractual Engagement Mr. Mohammed Wajid Shaik as Data Entry Operator at DDE - Orders - Issued.


Ref: Approval of the Vice-Chancellor i/c dated 17.02.2022.

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Mr. Mohammed Wajid Shaik is engaged on short-term contractual basis to work as **Data Entry Operator** at Directorate of Distance Education, MANUU for a period of (89) days w.e.f. 17.02.2022 to 16.05.2022 or till further orders whichever is earlier on a consolidated remuneration of ₹14,500/- (Fourteen thousand five hundred only) per month on the following terms and conditions:

1. That he/she shall be paid the monthly remuneration as per the attendance certified by the concerned Head/ Director, DDE;
2. That he/she shall attend to his/her duties following the regular office timings;
3. That he /she shall work under the direct control of the Director, DDE and perform duties as may be assigned from time to time;
4. That on termination of the engagement he/she shall not be entitled to any terminal benefits;
5. That the contractual engagement will not entitle him / her for any claim whatsoever for a regular appointment in the University;
6. That this order shall not form a basis for claiming employment in the University. He/she will have no claim whatsoever for his/her further continuation on the expiry of the term of his/her engagement.
7. That the contractual engagement is liable for termination at any time without assigning any reason;

By Orders


Assistant Registrar
(ER-II)

To

MR. MOHAMMED WAJID SHAIK
S/o Mr. Md Abdur Rasheed Shaik
H.No 12-2-419/B/3, Ahmed Nagar,
Asif Nagar, Hyderabad -500 028 (TS)

Copy to:

1. The Director, DDE
2. Finance & Accounts Section
1. Concerned File



ORDERS

Sub: Contractual Engagement Mr. Mohammed Wajid Shaik as Data Entry Operator at DDE - Orders - Issued.


Ref: Approval of the Vice-Chancellor dated 27.05.2022.

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Mr. Mohammed Wajid Shaik is engaged on short-term contractual basis to work as Data Entry Operator at Directorate of Distance Education, MANUU for a period of (89) days w.e.f. 18.05.2022 to 14.08.2022 or till further orders whichever is earlier on a consolidated remuneration of ₹16,575/- (Sixteen thousand five hundred & seventy five only) per month on the following terms and conditions:

1. That he/she shall be paid the monthly remuneration as per the attendance certified by the concerned Head/ Director, DDE;
2. That he/she shall attend to his/her duties following the regular office timings;
3. That he /she shall work under the direct control of the Director, DDE and perform duties as may be assigned from time to time;
4. That on termination of the engagement he/she shall not be entitled to any terminal benefits;
5. That the contractual engagement will not entitle him / her for any claim whatsoever for a regular appointment in the University;
6. That this order shall not form a basis for claiming employment in the University. He/she will have no claim whatsoever for his/her further continuation on the expiry of the term of his/her engagement.
7. That the contractual engagement is liable for termination at any time without assigning any reason;

By Orders


Assistant Registrar
(ER-II)
M

To

MR. MOHAMMED WAJID SHAIK
S/o Mr. Md Abdur Rasheed Shaik
H.No 12-2-419/B/3, Ahmed Nagar,
Asif Nagar, Hyderabad -500 028 (TS)

Copy to:

1. The Director, DDE
2. Finance & Accounts Section
1. Concerned File



No. MANUU/ER-II/EF.208(Vol.-XXIV)/2021-22/1625

21st February 2022

ORDERS

Sub: Contractual Engagement of Mr. Md. Tajuddin as Data Entry Operator at DDE - Orders - Issued.

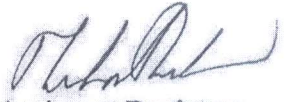
Ref: Approval of the Vice-Chancellor i/c dated 17.02.2022.

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Mr. Md. Tajuddin is engaged on short-term contractual basis to serve as Data Entry Operator at Directorate of Distance Education on a consolidated remuneration of ₹17,750/- (Seventeen thousand seven hundred & fifty only) per month for a period of (89) days w.e.f. 17.02.2022 to 16.05.2022 or till further orders whichever is earlier on the following terms and conditions:

1. That he/she shall be paid the monthly remuneration as per the attendance certified by the concerned Head;
2. That he /she shall work under the direct control of the concerned Head and perform duties as may be assigned from time to time;
3. That on termination of the engagement he/she shall not be entitled to any terminal benefits;
4. That the contractual engagement will not entitle him / her for any claim whatsoever for a regular appointment in the University;
5. That this order shall not form a basis for claiming employment in the University. He/she will have no claim whatsoever for his/her further continuation on the expiry of the term of his/her engagement.
6. That the contractual engagement is liable for termination at any time without assigning any reason;

By Order


Assistant Registrar
(ER-II)

To

MR. MD. TAJUDDIN
S/o Mr. Gulam Mohd
H.No. 12-1-925/2/B-1,
Old Mallepally, Asifnagar
Hyderabad - (TS)

Copy to:

1. Concerned Head
2. Finance & Accounts Section
3. Concerned file

Date : 22/02/2022

To

The Registrar

Maulana Azad National Urdu University
Hyderabad - 500032

Sub: Joining duty report for the post of DEO on Contractual basis - Reg.

Ref: No. MANUU/ER-II/EF.208(Vol. - XXIV)2021-22/1625, dated 21/02/2022

Respected Sir,

With reference to the subject & appointment orders cited above, I hereby joined my duty today i.e., on 22/02/2022 (F.N) for the post of **Data Entry Operator (DEO)** on contractual basis at Directorate of Distance Education. I hereby accept all terms & conditions mentioned in the order.

Kindly permit me to join the duty and oblige.

Thanking you,

Yours faithfully,



(MD. TAJUDDIN)