



مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University, Ministry of Education, Govt. of India)
(Accredited Grade "A" by NAAC)



Office of the Provost- Boys Hostels

No.MANUU/PBH/F.No.9/2022-23/4

Date: 25-10-2022

Notice

Applications are invited for the post of **Mess Secretary** from the **boarders of all Boys Hostels**, to deal the matters related to Centralized Mess facility of the month of November 2022, current academic semester 2022-23. The interested boarders may submit their applications **to the Provost Office on or before 31st October, 2022 till 3:00 pm.**

One (01) student will be selected as Mess Secretary for duration of one month only. Any student who takes the responsibility of Mess Secretary, his mess fee will be waived off for the said month.

Note: 1- Moreover, if, no application received, the Sr, Warden/wardens (Mess) may nominate any student for the said post.

Note: 2-Any boarder of the Hostel will be Selected/nominated as 'Mess Secretary' if he has no pending dues against Hostel/Mess Fee.

Note: 3- The criteria of selection for the post of Mess Secretaries will be decided by Sr. Warden/Wardens (Mess).

Note: 4-The boarders who want to take the responsibility of the Mess Secretary will have to deliver their responsibilities as assigned by the Sr. Warden/wardens (Mess).

(The Mess Secretary should keep the store rooms key and maintain the 'Stock Register towards purchase of outside items' and one 'Kitchen Stock Issue Register' which should have details of all the items issued daily to the kitchen staff as per prescribed format/guidelines).

Ashtaq Saleh

Provost, Boys Hostels

Ashtaq Saleh
Provost
MANUU Boys Hostels
Maulana Azad National Urdu University
Gachibowli, Hyderabad-500032.

Copy to:

1. O/o the VC/OSD-I/OSD-II
2. Sr. Wardens & Wardens (Mess), All Caretakers of the Boys Hostels- with request to display at notice board
3. Concerned File

4. CIT