

مولاانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

Gachibowli, Hyderabad – 500 032

(Accredited "A" Grade by NAAC)



INFORMATION BOOKLET

EMPLOYMENT NOTIFICATION NO.38/2016 DATED 02.08.2016



**Information Booklet in respect of Non-Teaching post notified vide Employment
 Notification No. 38/2016 dated 02.08.2016**

The University invites applications for the following Non-Teaching post.

Sl. No.	Name of the Post	Pay Band	AGP	Total Posts	Category				
					UR	SC	ST	OBC	PWD
1.	Finance Officer	₹37400-67000	₹10000	1	1	-	-	-	-

Abbreviations: UR=Unreserved; SC=Scheduled Caste; ST=Scheduled Tribe; OBC=Other Backward Classes; PWD – Persons with Disabilities.

DETAILS OF ESSENTIAL QUALIFICATIONS & EXPERIENCE, ETC.

- (i) A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point Scale.
- (ii) At least 15 years of experience as Assistant Professor in the AGP of ₹7000 and above or with 8 years of service in the AGP of ₹8000 and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

- (iii) Knowledge of Urdu reading, writing and speaking is preferable.

The appointment shall be made either on deputation or on direct recruitment basis.

Desirable:

- a. Working Experience of Budgeting & Financial Accounting etc. in Autonomous bodies University will be preferred/due weightage.
- b. Good working knowledge of rules and regulations of Central Universities relating to accounts/audit, service conditions and related financial matters.

GENERAL INFORMATION

1. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. The University reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit. The University will constitute a Screening Committee to scrutinize the applications and short-list the candidates. Call letters for test/interview will be sent only to the short-listed candidates and no correspondence will be made with applicants who are not short-listed.

2. (i) The candidates who are or have been awarded a Ph.D. degree after 2009 should enclosed a copy of the certificate to the effect that the awarding University has awarded Ph.D. degree as per UGC (Minimum standard and procedure of awards of M.Phil./Ph.D. degree) Regulation, 2009.
(ii) The marks sheet regarding completion of course work in Ph.D should be enclosed if applicable.
3. The University will have the right to relax any of the qualification, experience and age etc., in case of deserving candidates.
4. The maximum age limit is relaxable by (5) years in respect of SC/ST and Women candidates, (3) years for OBC candidates and (10) years for Persons with Disabilities (PWD). In case the PWD candidates belong to SC/ST/OBC categories, such SC/ST-cum-PWD candidates are eligible for 15 years and OBC-cum-PWD candidates are eligible for 13 years relaxation in the age limit prescribed for respective posts wherever is applicable.
5. It would be open to the University to consider the names of the suitable persons who may not have applied, but recommended by the expert in their fields.
6. The panel of selected waitlisted candidates will be valid for one year from the date of selection.
7. Reservation for SCs/STs, OBCs and PWD for all posts as per GoI rules. Candidates applying for the reserved posts should clearly state to which category they belong. They must also enclose attested photocopies of valid Caste Certificate / Medical Certificate from the concerned competent authorities as per Govt. of India Orders. The form of caste certificate to be produced by other backward class (OBC) candidates must be in the format as prescribed by the Govt. of India (please visit website www.ncbc.nic.in for further details). Without valid certificate, the applications will not be considered against the reserved posts.
8. Outstation candidates belonging to SC/ST categories called for interview will be paid sleeper class rail fare (to & fro) by shortest route towards journey expenses on submission of original ticket(s).
9. **Canvassing in any form on behalf of any candidate will disqualify such a candidate.**
10. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview. The University may utilize written test/ skill test or seminar/colloquium as a method of selection.
11. The in-service candidates should apply through proper channel. The condition of age, qualifications and experience will be relaxed for in-service candidates.
12. **Qualifications, experience, etc. will be reckoned as on the last date for receipt of filled-in applications i.e. 02.09.2016. Clear photocopies of all important certificates must be attached with the application. The request for including any documents/information to the application forms after the last date of submission of applications shall not be entertained and no correspondence will be made in this regard.**
13. Incomplete applications in any respect shall not be considered at all.
14. No interim queries regarding test/interview/selection will be entertained.
15. University reserves the right not to fill the vacancies advertised, if the circumstances so warrant.
16. University will not be responsible for any postal delay at any stage.

17. New pension scheme in accordance with the O.M.No.1 (13) EV/2001, Govt. of India, Ministry of Finance, Department of Expenditure, dated 15.03.2004, will be applicable with subsequent amendments made or will be made from time to time.
18. In case of any disputes/suits or legal proceedings against the University, the Jurisdiction shall be restricted to the Courts in Hyderabad, which is the Headquarter of the University.

SEVEN POINT SCALE

GRADE	GRADE POINT	PERCENTAGE EQUIVALENT
'O' = Outstanding	5.50-6.00	75-100
'A' = Very Good	4.50-5.49	65-74
'B' = Good	3.50-4.49	55-64
'C' = Average	2.50-3.49	45-54
'D' = Below Average	1.50-2.49	35-44
'E' = Poor	0.50-1.49	25-34
'F' = Fail	0-0.49	0-24

Errors and omissions are subject to correction.

HOW TO APPLY:

- i) Application form is available only on University website-www.manuu.ac.in and the same can be downloaded.
- ii) The filled-in application form along with copies of required documents viz. education & experience certificates, etc., together with registration fee of ₹500/- through crossed Demand Draft drawn in favour of **Maulana Azad National Urdu University, Hyderabad**, on any Nationalized Bank payable at Hyderabad. The filled-in applications should reach through Speed/Registered post to the **Deputy Registrar, ER-I Section, Maulana Azad National Urdu University, Gachibowli, Hyderabad - 500 032 (Telangana)** on or before **02.09.2016**.

SC/ST/PWD and Women candidates do not have to pay the registration fee.

- iii. Those who are submitting application through post must enclose a self-address envelop with ₹5/- postal stamp. The applicant must write name of the post applied, his/her name and address on the back of the Demand Draft (**Cheques / Money Orders / Postal Orders will not be accepted**). Fees once paid shall not be refunded under any circumstances. Applications received after the last date and with incomplete information or without requisite fee will be summarily rejected. The University will not be responsible for any postal delay at any stage.

NOTE: In case the applicant is in service and delay is expected in getting endorsement of the employer concerned on the original application in sending it to the University, the applicant may submit **Advance Copy** of the application along with original Demand Draft and all enclosures. A Xerox copy of the Demand Draft may be enclosed to the original application being sent through proper channel/employer. If the original application through proper channel has not been received by the University by the last date mentioned in the employment notification, the candidate/applicant will have to submit '**NO OBJECTION CERTIFICATE**' obtained from his/her employer to the University at the time of interview, if he/she is called for interview.

Registrar