

مولاانا آزاا نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University)

Gachibowli, Hyderabad – 500 032

(Accredited "A" Grade by NAAC)

EMPLOYMENT NOTIFICATION

NO.56/2019

DATED: 12.06.2019



INFORMATION BOOKLET
(TEACHING POSTS)

Closing date of application: 22.07.2019

**MAULANA AZAD NATIONAL URDU UNIVERSITY
HYDERABAD**

**Information Booklet in respect of Teaching posts notified vide Employment
Notification No.56/2019 dated 12.06.2019**

The Maulana Azad National Urdu University (MANUU) is a Central University, established through the Maulana Azad National Urdu University Act, 1996 (Act of Parliament No.2 of 1997) with All India Jurisdiction. The objective of the MANUU is to promote and develop Urdu language and to impart vocational and technical education in Urdu medium through conventional teaching and distance education system. The Main Campus of MANUU is located at Gachibowli, Hyderabad with Satellite campuses, Colleges of Teacher Education (CTEs), Polytechnics, ITIs and Regional Offices/Sub-Regional Offices of Directorate of Distance Education across the country. The University invites applications for the following Teaching posts:-

S. No.	Name of the Post	Department/Directorate /Centre	No. of posts	Pay scales
01	Professor - cum - Director	Directorate of Distance Education	01 (UR)	₹ 1,44,200-2,18,200/- (Academic Level 14)
02	Professor	Islamic Studies	01 (UR)	₹ 1,44,200-2,18,200/- (Academic Level 14)
03	Associate Professor	Centre for Urdu Culture Studies	01 (UR)	₹1,31,400-2,17,100/- (Academic Level 13A)

Abbreviations: UR=Unreserved.

DETAILS OF ESSENTIAL QUALIFICATIONS, EXPERIENCE, ETC.

PROFESSOR - CUM - DIRECTOR - DIRECTORATE OF DISTANCE EDUCATION

- A. (i) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2.
- (ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

OR

- B. An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.
- C. Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.

Desirable:

Proven ability of administering academic/research institution with depth of understanding of intellectual process and perspective of the University system with respect to distance and open education system.

Understanding and acquaintance with systems approach / design of computer applications in production and distribution.

D. Mode of appointment: Direct recruitment/Deputation basis

E. Job responsibilities of Director, DDE

To head the Directorate of Distance Education, HQrs located at Gachibowli, Hyderabad with 9 Regional Centres & 5 Sub-Regional Centres, situated across the country. To lead a team of academics and administrative staff posted under DDE and its Regional and Sub-Regional Centres for successful running of various programmes of DDE. To liaise with the UGC (DEB) and other Regulatory bodies for obtaining recognition of the programmes offered under DDE and also to ensure statutory compliance of various Regulations related to the delivery of ODL. To assist the Statutory Officers of the University in connection with the functioning of the DDE.

Responsible for effective delivery of curriculum including B.Ed through its over 160 Learners Supports Centres. Should be familiar with the Open Distance Learning, use of technology through ICT, Open Educational Resources (OER), Massive Open On-line Courses (MOOCs), Curriculum design, planning, preparation of Learning Resource Materials (Digital & Print) and its implementation. To oversee the preparation of Self Learning Materials (SLM) of various distance education programmes offered under DDE including its production.

PROFESSOR: ISLAMIC STUDIES

A. (i) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2.

(ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

OR

B. An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

C. Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.

ASSOCIATE PROFESSOR: CENTRE FOR URDU CULTURE STUDIES (CUCS)

(i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.

(ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).

(iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of

Seventy five (75) as per the criteria given in Appendix II, Table 2.

- (vi) Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.

Job responsibilities of Professor , CUCS:

- a. To assist the Director, CUCS to develop the Centre as a combination of archives, museum, library, cultural window and wishes to be perceived as an authentic Resource Centre for Urdu Culture in terms of collection and conservation.
- b. To facilitate for a focused objective in identifying the specific themes of art, culture and aesthetics for promoting research and knowledge dissemination.
- c. To transform the centre to become a Nodal agency with the reference to statistics and varied information about Urdu Culture and its population.
- d. Any other allied responsibilities to be assigned by the University from time to time.

GENERAL INFORMATION

1. Selected Candidates shall be liable to be posted at Main Campus, Hyderabad or any of the Institutions of the University in the country depending upon the requirements and exigencies of service.
2. The Qualifications as prescribed by the UGC (www.ugc.ac.in) are applicable from time to time. Revisions/Changes/Modifications in the same shall be applicable.
3. The reservations for Scheduled Caste/Scheduled Tribe/Other Backward Classes (Non-creamy layer) shall be as per Central Educational Institutions (Reservations in Teachers cadre) ordinance, 2019 specified in the Notification 7.3.2019 issued by the Ministry of HRD, Govt. of India. The posts earmarked for Unreserved for Associate Professor and Professor cadre in this advertisement shall be subject to any further guidelines/clarifications to be issued by the MHRD/UGC in this regard. The University will issue corrigendum on the website.
4. A relaxation of 5% may be provided at the graduate and Master's level for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently-abled) /Other Backward Classes (OBC) (Non-creamy layer) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
5. The Clause - 6 of the Ordinance No.1 of the University read as, "As per Section 4 of the University, the medium of instruction in this University is Urdu. Therefore, as a general policy, it shall be compulsory that the candidate should possess the ability to teach ("should be able to clearly demonstrate his knowledge of reading, writing, understanding and teaching in Urdu language") in Urdu medium, which shall be judged by the Selection Committee at the time of interview. This condition shall invariably be mentioned in each advertisement, under the qualification reacquired".
6. A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19th September, 1991.
7. Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized University shall also be considered eligible.
8. 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 may constitute Screening Committees 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.

9. Applicants should fill-up the Academic/Research score card (wherever applicable) as prescribed by UGC in Appendix II, Table-2 annexure at Annexure-A and send along with the application form. Each the Academic/Research score card shall be supported by the documentary evidence, without which no claim on account of Academic/Research score card would be entertained. Applications without Academic/Research score card shall not be considered for short-listing.
10. (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.
11. The University has the right to relax any qualification, experience, age, etc.
12. The University may offer lower post to the candidate who may have applied for a higher post in case suitable candidates are not available for the advertised post.
13. It would be open the University to consider the name of the suitable persons who may not have applied, but recommended by the experts in their fields.
14. The number of vacancies indicated in the Employment Notification and in this booklet are tentative. The University reserves the right to increase /decrease the number of posts, at the time of selection and make appointments accordingly, if more vacancies do exist in between the advertisement and Selection Committee meetings.
15. The panel of selected waitlisted candidates will be valid for one year from the date of selection.
16. The candidate shall attend the interview at the designated place and time at his own expenses. However, the outstation candidates belonging to PwD categories shall be reimbursed to and fro rail fare (Sleeper class) for self only by the shortest route only. In case any station is not connected by rail, ordinary bus fare shall be paid by the shortest route on production of ticket. The above mentioned concessions shall not be admissible to those PwD candidates who are already in Central / State Government Service/ or holding any other employment under University/ Autonomous Bodies/PSUs/Local Government/Panchayats.
- 17. Canvassing in any form on behalf of any candidate will disqualify such a candidate.**
18. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview. The University may utilize seminar or colloquium as a method of selection.
19. The in-service candidates should apply through proper channel or submit NOC at the time of interview failing which they will not be allowed to appear in the interview.
20. The application for appointment on deputation may be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs) for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authorities.
21. Separate application should be submitted for each post. Similarly, candidates applying for same post in different categories shall submit their application forms separately.

22. The age limit of all teaching posts is 65 years. Interested candidates retired from State Universities shall also be considered on re-employment basis and their pay will be regulated as per DoPT guidelines on the subject.
23. Qualifications, experience, etc. will be reckoned as on the closing date for receipt of filled-in applications i.e. **22.07.2019** 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.
24. Incomplete applications in any respect shall not be considered at all.
25. No interim queries regarding interview/ selection will be entertained.
26. University reserves the right not to fill any of the vacancies advertised, if the circumstances so warrant.
27. University will not be responsible for any postal delay at any stage.
28. New Pension Scheme as introduced by the Government of India with effect from 1st January, 2004 will be applicable. However, if the selected candidates entered into Central/State Government Services or in the services of Central/State Autonomous Body set up by the Central/State Government, as the case may be, on or before 31st December, 2003, satisfying the conditions laid down in Government of India, Department of Personnel & Administrative Reforms, O.M/No.28-10/84-Pension Unit dated 29th August,1984 read with Department of Pensions and Pensioner Welfare, O.M. No.28-(10)/84-P&PW/Vol.II dated 7th February 1986 as revised from time to time and are governed by the old pension scheme under Central Civil Services (Pension) Rules, 1972 or old Pension Scheme similar to Central Civil Services (Pension) Rules,1972, they will continue to be governed by the old pension scheme. They will be eligible for counting of their past services for this purpose under Rule 26(2) of Central Civil Services (Pension) Rules, 1972 or under the provisions of O.M. dated 29th August,1984 read with O.M. dated 7th February 1986 subject to payment of pro-rata retirement benefits for their past services to MANUU and submission of technical resignation from the present employment in terms of Department of Pension & Pensioners Welfare O.M.No.28/30/2004-P&PW(B) dated 26th July, 2005 as modified vide O.M. of even no. dated 28th October, 2009 to take up the appointment offered by MANUU where pension scheme under Central Civil Services (Pension) Rules, 1972 already exists for employees who had entered into service on or before 31st December, 2003.
29. 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.

HOW TO APPLY:

- i) Application Form is available only on University website-www.manuu.ac.in and the same can be downloaded. The candidates shall submit the filled-in application Form along with copies of required documents 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 application should reach through Speed/Registered post **on or before 22.07.2019** to:

**Deputy Registrar (Establishment & Recruitment-I),
Room No.110 (1st Floor) Administrative Block,
Maulana Azad National Urdu University,
Urdu University Road,
Gachibowli,
Hyderabad - 500 032 (Telangana)**

- ii) SC/ST/PWD and Women candidates are exempted from the payment of registration fee.

- iii) Those who are submitting application through post must enclose a self-addressed 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.

Applicants are advised to visit University website for list of shortlisted candidates for interviews, results, corrigendum, errors, omissions, etc.

Registrar

Place: Hyderabad

Dated: 12.06.2019