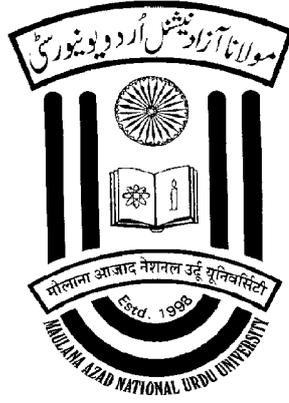


مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
(A Central University Established by an Act of the Parliament in 1998)  
Accredited "A" Grade by NAAC



## Departmental Promotion Rules - 2013 Non-Teaching Employees

# MAULANA AZAD NATIONAL URDU UNIVERSITY

## DEPARTMENTAL PROMOTION RULES (NON TEACHING EMPLOYEES), 2013

The Executive Council of the Maulana Azad National Urdu University in exercise of the powers conferred under Section 27 (1) (J) of the University Act, and Ordinance No. 3 framed under the Maulana Azad National Urdu University Act 1996, hereby makes the following Rules for regulating the method of promotion / recruitment to non teaching posts in the Maulana Azad National Urdu University and matters related thereto.

### 1. SHORT TITLE AND COMMENCEMENT:

- (i) These rules may be called **Departmental Promotion Rules (Non- Teaching Employees), 2013**.
- (ii) They shall come into force on the date of its notification.

### 2. DEFINITIONS:

- (a) **“Act”** means Maulana Azad National Urdu University Act, 1996 as amended from time to time.
- (b) **“Appendix”** means an Appendix to the Schedule to these Rules.
- (c) **“Departmental candidate”** means those employees working on regular basis in the University but does not include employees working on ad-hoc, daily wages or contract basis.
- (d) **“Government”** means the Central Government.
- (e) **“Non-teaching staff”** This shall include any person on the staff of the university who is not appointed to a teaching and/or research post, whether full time, ad-hoc (with scale), and on deputation.
- (f) **“On probation”** with relation to a person, means a person appointed to any post on probation as specified in these Rules.
- (h) **“Regular service”** means service rendered by an employee in the Cadre on a regular basis other than the service on contract or daily wages or appointment in a cadre post through due procedure followed by regularization to the extant approved by the competent authority.
- (i) **“Schedule”** means a Schedule to these Rules.

(j) **“Statutes”, “Ordinance” and “Regulation”** means, respectively, the Statutes, Ordinances and Regulations of the University made under Maulana Azad National Urdu University Act, 1996.

(k) **“Selection Committee”** means a composition of members of Selection Committee including Departmental Promotion Committee specified in the Appendix to the Schedule to these Rules.

(l) **“University”** means Maulana Azad National Urdu University, Hyderabad.

### 3. AUTHORIZED PERMANENT STRENGTH OF THE SERVICE:

- (i) The authorized permanent strength of various grades of the service on the date of notification shall be as specified in the Schedule.
- (ii) After the notification of these Rules, the authorized permanent and temporary strength of the various grades of the service shall be as such, from time to time, be determined by or under the authority of the Maulana Azad National Urdu University, and notified accordingly, after due approval.

Provided that the Vice Chancellor with the approval of the Executive Council may make temporary additional responsibility to any grade of the service as found necessary in the interest of the work of the University.

### 4. FUTURE MAINTENANCE OF CADRE/POSTS:

- (i) All the appointments in the University after the notification of these Rules shall be made only in accordance with the provisions of these Rules. Appointments to be governed by these rules hereafter.
- (ii) The seniority list of employees borne in each cadre of posts specified in the Schedule unless delegated to some other authority shall be maintained at the Establishment and Recruitment (Non-teaching) Section of the University. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof, may be placed in any of the offices or establishments, as the case may be by general or specific orders of the Vice-Chancellor or Pro Vice Chancellor or Registrar as the case may be.
- (iii) Reservation to the posts in favour of SC, ST categories shall be provided in accordance with the instructions received from Government of India/UGC in this regard from time to time.

### 5. NUMBER OF POSTS, CLASSIFICATION AND SCALES OF PAY:

The number of posts, their classification and the scales of pay attached thereto shall be as specified in the Schedule annexed to these Rules.

## 6. METHOD OF PROMOTION, AGE LIMIT AND OTHER QUALIFICATIONS:

- (i) The method of promotion, age-limit, qualifications and other matters relating to the said posts shall be as specified in the Schedule -III.
- (ii) For **promotion** to various posts, the composition of the Departmental Promotion Committee for different categories of posts is given at Schedule I & II.
- (iii) Nomenclatures of each post are grouped according to the hierarchy on the basis of approved pay scale at a glance as given in Schedule -III.
- (iv) The Departmental Promotion Committee will meet from time to time. The promotion will be based on seniority-cum-fitness, quality of Annual Confidential Reports for the last **five years** and vigilance clearance. For promotion to all posts by an interview. For the gradation in ACRs for the preceding five years, and the **bench mark** for all such promotion to Group A posts will be “**Good**” provided there is no adverse entry during the preceding **three years** and the employee should not have been awarded any penalty under disciplinary rules during the preceding **five years**.

### Schedule – I

#### **Selection Committees for the posts of Group ‘A’ & ‘B’**

1.	Vice-Chancellor	Chairman
2.	Pro-Vice-Chancellor	Member
3.	Two members of Executive Council to be nominated by E.C	Member
4.	Two experts to be nominated by the Vice-Chancellor	Member
5.	Registrar	(Member/Secretary)

- Note: (i) In case Vice-Chancellor is not available Pro Vice-Chancellor will preside the DPC*  
*(ii) One of the expert shall be SC/ST category if any of the candidate appearing for the post belongs to Scheduled Category*

## **SCHEDULE - II GROUP 'C'**

The constitution of the Departmental Promotion Committee for promotion to non-teaching posts with the maximum grade pay of Rs.2,800/- (or the equivalent slab in the revised scale) or below be as follows:

1.	Registrar	Chairman
2.	Any Dean of School nominated by the Vice-Chancellor	Member
4.	Two Experts to be nominated by the Vice-Chancellor	Member
5.	Deputy Registrar / Asst. Registrar nominated by the Vice-Chancellor	(Member/Secretary)

*Note: i) One of the expert shall be SC/ST category if any of the candidate appearing for the post belongs to Scheduled Category*

### 7. PROMOTION POLICY :

Promotional avenues to the non-teaching staff shall be in accordance with the Rules as determined by the Executive Council.

#### **Guiding Principles:**

- (a) Every person eligible for promotion and coming within the zone of consideration shall be considered for promotion.
- (b) The meeting of the Departmental Promotion Committee (DPC) may be convened as and when required.
- (c) The administrative authorities shall ensure that the information furnished to Departmental Promotion Committee is accurate and in proper order in all cases and a certificate to this effect shall form part of the note for the DPC.
- (d) The promotion of an incumbent to the higher post shall be made according to the principle of merit i.e. by "Selection" and on the basis of seniority-cum-fitness i.e. by "non-selection". The promotion shall be made on the recommendations of the Departmental Promotion Committee/Assessment Committee. As such there shall be no automatic promotion in the administrative cadres. The promotions will be strictly made if clear vacancies are available.

- (e) if no internal candidate is found eligible for the post, the appointing authority reserves the right to fill the post through Direct Recruitment.

### **CADRE RECRUITMENT RULES**

1. Appointment to a post in any grade by promotion shall be made, whether in permanent or officiating capacity, from amongst employees serving in posts in the next lower grade in a service, subject to such conditions of eligibility as may be prescribed by the Executive Council.
2. Every appointment by promotion shall be on the basis of suitability, past performance and conduct, as evident in the Annual Confidential Reports, besides due regard to seniority, on the recommendation of the Departmental Promotion Committee, constituted for the purpose from time to time.
3. Provided that the Departmental Promotion Committee for promotion to posts, the maximum grade pay which is Rs.2,800/- or below (or such maximum pay as may be in the corresponding revised pay scale) shall be appointed in the manner provided in Schedule-I provided in (page -5) and that exceeding Rs.2,800/- shall be as prescribed in Schedule-II provided in (page -4).
4. The scales of pay for the posts of various employees of the university, other than teachers and other academic staff in the University shall be as prescribed by the UGC from time to time, and emoluments shall be drawn at the minimum of the scale or at such higher stage as may be fixed in accordance with the rules prescribed in this behalf by the GOI/ UGC and specified in the appointment order.
5. Provided that the pay scales may be revised from time to time by GOI/UGC and upon such revision, every employee shall have an option, to be exercised in writing within a prescribed time limit, as to the pay scale in which he / she shall draw his emoluments.
6. The qualifications, experience and age etc. required for Statutory posts and non-teaching posts should be as prescribed by Govt. of India/UGC from time to time.

### **8. DETERMINATION OF VACANCY**

- (a) Subject to the provisions of these rules, the appointing authority shall determine the actual number of vacancies occurring from time to time.
- (b) The method of recruitment, age-limit, qualifications and other matters relating to the said post/vacancy shall be as specified in the Schedule.

9. PROCEDURE AND CRITERIA FOR APPOINTMENT BY PROMOTION:

- (1) (a) The Departmental Promotion Committee (DPC) will meet from time to time. The promotion for all Group C, B & A will be based on seniority-cum- fitness/ Selection, quality of Annual Confidential Reports for the last **five years** and vigilance clearance. For the gradation of ACRs for the preceding five years, and the bench mark for all such promotions to Group C, B & A posts will be “good” provided there is no adverse entry during the preceding three years and the employee should not have been awarded any major penalty under disciplinary rules during the preceding five years.
- (b) For holding Departmental Promotion Committee for any post in category ‘A’, ‘B’, or ‘C’ arising in any Department/Office shall be notified for Departmental Promotion
- (c) Applications received at the Scrutiny Section from candidates working on the next lower posts in the concerned cadre, or concerned Department/Office, as the case may be, in response to the notification issued by the Administration, shall be examined by the Scrutiny Section in the light of recruitment rules. The Scrutiny Section shall first of all examine the eligibility of the applicants for the post applied for, in light of the approved qualifications for such post, and shall identify such candidates out of the total number of applicants as are eligible for consideration for promotion.
- (d) Scrutiny Section shall, thereafter, arrange the eligible candidates in order of seniority and shall prepare a panel of eligible candidates for promotion.
- (2) No person shall be considered for first promotion in the service unless he/she is substantively appointed and confirmed on the lower post in the service. After first promotion in the service for subsequent promotion to higher post in the service, a person shall be eligible if he/she has been appointed to such post from which promotion is to be made after selection in accordance with one of the methods of recruitment under these rules.
- (3) The zone of consideration of persons eligible for promotion shall be as under:

No of Vacancies	No of Eligible Persons to be considered
For 1	3
For 2	6
For 3	9
For 4 or more	Three times to the number of vacancies

Where a number of eligible persons for promotion to the higher post are less than the number specified above, all the persons so eligible shall be considered. Where adequate number of the candidates belonging to the schedule castes or the schedule tribes, as the case may be, are not available within the zone of consideration specified above, the zone of consideration may be extended to five times of the number of vacancies and the candidates belonging to the SC/ST, as the case may be within the extended zone of consideration shall also be considered against the vacancies reserved for them.

(4) Appointments by promotion shall be made on the recommendation of a Departmental Promotion Committee, as distinct from General Selection Committee, and a mention shall be made in the appointment order itself that the appointment has been made by promotion on the recommendation of the Departmental Promotion Committee. The form to be used for making recommendation by the Departmental Promotion Committee (DPC) shall be different from the form to be used by General Selection Committee during open recruitment (in two different colours).

(5) **Rules to be used while considering appointment by promotion:**

- a) Appointment to a post by promotion is to be made on the recommendations of the Departmental Promotion Committee. The Committee will make recommendations on the basis of suitability of the candidates for such promotion, while paying due regard to seniority of the candidates concerned and their performance appraisal reports (ACR)
- b) The suitability of a particular candidate for promotion shall be judged on the basis of the following criteria by the Departmental Promotion Committee (DPC):
  - i) Annual Confidential Remarks for past 05 years
  - ii) Interview
- c) Once a set of candidates is identified as suitable for promotion then the only criteria for recommending them for appointment to the higher post by promotion shall be merit –cum- seniority. Thus the required number of candidates from amongst the candidates found suitable for promotion shall be recommended for appointment to the higher post by promotion in order of their *inter se* seniority by the Departmental Promotion Committee.
- d) The *inter se* seniority of persons appointed by promotion in a particular batch shall remain the same as the *inter se* seniority of those persons in the lower posts.
- e) The Departmental Promotion Committee will make its recommendations for appointment by promotion on the prescribed form.
- f) The recommendation of the Departmental Promotion Committee will be sent on the form by the Chairman of the Committee to the Registrar who will obtain approval of the competent authority thereon, and thereafter issue appointment orders.
- g) The appointment orders in the case of appointment by promotion shall specify that such appointments are being made by promotion on the recommendations of the Departmental Promotion Committee to distinguish such appointments from appointments made by open recruitment on the basis of the recommendation of a General Selection Committee.
- h) Reservation will be provided by the University to all SC/ST candidates as per Government of India reservation policy.
- i) While calculating vacancies to be filled up by means of promotion any decimal part of the vacancy shall be assigned to its next integer value in favour of vacancies to be filled by Direct Recruitment / Promotion, which will be decided by the competent authority.

## 9. PROBATION AND CONFIRMATION:

Every person selected or appointed through promotion to a post under the University shall be governed under the University Non Teaching Employees (Terms and Conditions of Service) Rules 2013 and such other conditions imposed by the University from time to time.

- (1) Every person appointed to a post under the University by promotion shall be on probation on such post for a period of one year provided that the appointing authority may, in any individual case, extend the period of probation for a further period not exceeding one year, the reasons thereof to be recorded in writing.
- (2) Where a person appointed to a post under the University on probation is, during his period of probation, found unsuitable for holding that post or has not completed his period of probation satisfactorily – the appointing authority may:-
  - (i) *in case of a person appointed by promotion revert him to the post held by him immediately before such appointment;*
  - (ii) *extend his period of probation to the extent necessary.*
- (3) Every person appointed to a post under the University by promotion, on satisfactorily completing his period of probation, be eligible for confirmation on that post.
- (4) No employee shall be confirmed in any post unless-
  - (i) Such post is permanent and no one else holds a lien on the post.
  - (ii) The service of the employee under the University is approved by the appointing authority.
  - (iii) The confirmation of staff members who complete their probation period satisfactorily, should be started well in time (Appx. 03 months) before the confirmation of staff member concerned is due.
  - (iv) In the case where it is proposed to extend the probation period of an incumbent, the same should be done in writing before expiry of the probation period. Such matters are normally required to be placed before the Executive Council for decision. However, as the Executive Council's meeting might take time, the cases may be referred to the Chairman of the Executive Council, to avoid delay.
- (5) After completion of the probation period the employer has to communicate to the employee within 45 days, if there is any adverse remark otherwise the probation is deemed to be confirmed.

## 10. SENIORITY:

- (1) The relative seniority of all direct recruits is determined by the order of merit in which they are selected for such appointment on the recommendation of the Selection Committee. Persons appointed earlier will remain senior to those appointed subsequently.
- (2) Where there are two or more reservation categories in the same employment Notification, they shall be merged with the Unreserved list. Order of merit of the various lists shall not operate. Seniority shall be determined on the basis of Date of Joining. If date of joining is same then date of birth is considered. If date of birth is same then higher qualification is considered.
- (3) Where the promotions are made on the basis of DPC, the seniority of such promotees shall be in the order in which they are recommended for such promotion by the committee. Where, however, a person is considered unfit for promotion and is superseded by a junior, such persons shall not, if he is subsequently found suitable and promoted, take seniority in the higher grade over the junior persons who has superseded him.
- (4) Where persons recruited or promoted initially are confirmed subsequently in an order different from the order of merit indicated at the time of their appointment, seniority would be determined by the order of merit indicated at the time of initial appointment and not according to the date of confirmation.
- (5) Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying service, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.

## 11. RESIDUARY MATTERS

In regard to matters not specified or referred to in these Rules, the employees in the posts specified in the Schedule shall be governed by the Ordinance, Executive Council decisions/regulations and other orders applicable to the Non Teaching Employees of the University in general.

## 12. POWER TO RELAX:

All administrative orders/instructions providing for any relaxation, exemption etc. of the provisions of Recruitment and Promotion Rules issued with the approval of the Executive Council prior to notification of these Recruitment and Promotion Rules shall stand superseded after notification of these Rules.

When the Executive Council of the Maulana Azad National Urdu University upon a recommendation made by the Vice Chancellor to that effect is of the opinion that it is necessary or expedient to do so, it may, for reasons to be recorded in writing, relax any of the provisions of these Rules with respect to any class or category of posts or persons.

### **13. INTERPRETATIONS:**

- (i) Any question relating to interpretation of these Rules, the decision of the Executive Council shall be final unless otherwise, specifically included in these rules.
- (iv) Notwithstanding, anything contained in these rules, the Executive Council shall have the power to alter or modify, any of the provisions of these rules.

### **14. REMOVAL OF DIFFICULTY:**

If any difficulty arises in the implementation or operation of any of the provision of these Rules, the Vice Chancellor may, from time to time, issue with the approval of the Executive Council, such general or special directions but not inconsistent with the provisions of these Rules, which appeared to be necessary for the purpose of removing such difficulty.

\*\*\*

*Anything which is not contained in this Departmental Promotion Rules-2012 may be dealt as per rules of Government of India.*

\*\*\*

**MAULANA AZAD NATIONAL URDU UNIVERSITY**  
**SCHEDULE TO PROMOTION RULES (NON-TEACHING EMPLOYEES)**

1.	Name of the Post	<b>ASSISTANT REGISTRAR / ASST. DIRECTOR</b>
2.	No. of Posts	
3.	Classification	Group "A"
4.	Pay Band and Grade Pay / Pay Scale	Pay Band – 3 (Rs.15600-39100) + Grade Pay Rs.5400/-
5.	Whether Selection post or Non Selection post	Selection / Promotion
6.	Educational and other qualification for Direct Recruits	1) Good academic record plus Master's degree with at least 55% of the marks or its equivalent of B in the UGC seven-point scale. 2) Five years of experience as Section Officer / Superintendent in Central / State University / Offices. 3) Knowledge of Urdu reading, writing and speaking is preferable.
7.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Qualifications remain same without linkage to the percentage of marks.
8.	Period of probation (if any)	2 years for Direct Recruitment 1 year for Promotion
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	50% by Promotion 50% by direct recruitment
10.	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation / absorption to be made	<b>Eligibility conditions for promotion:</b> Among the Section Officers / Personal Secretary / Asst. Accounts Officer / Statistical Officer in the pay band of Rs.9300-34800 + GP Rs.4600/- with at least 5 years regular service in the cadre.  <b>Note:</b> (1) Their selection will be based on their performance in interview, service record / ACR and seniority
11.	Selection Committee for Departmental Promotion Committee	As per University rules.

**MAULANA AZAD NATIONAL URDU UNIVERSITY**  
**SCHEDULE TO PROMOTION RULES (NON-TEACHING EMPLOYEES)**

1.	Name of the Post	<b>SECTION OFFICER / STATISTICAL OFFICER/ ASST. ACCOUNTS OFFICER</b>
2.	No. of Posts	
3.	Classification	Group "B"
4.	Pay Band and Grade Pay / Pay Scale	Pay Band – 2 (Rs.9300-34800) + Grade Pay Rs.4600/-
5.	Whether Selection post or Non Selection post	Selection / Promotion
6.	Educational and other qualification for Direct Recruits	1) Graduate in any discipline 2) Knowledge of Computer application. 3) Five years experience as Superintendent / Senior Assistant in State / Central / Universities. 4) Knowledge of Urdu reading, writing and speaking is preferable.
7.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Qualifications remain same without linkage to the percentage of marks and upper age limit.
8.	Period of probation (if any)	2 years for Direct Recruitment 1 year for Promotion
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	50% by Promotion 50% by direct recruitment From amongst the Assistants / Guesthouse Manager / Personal Assistants in the pay scale of Rs.9300-34800 Grade Pay 4200/- with minimum period of 5 years regular service in the cadre.
10.	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation / absorption to be made	N/A
11.	Selection Committee for Departmental Promotion Committee	As per University rules.

**MAULANA AZAD NATIONAL URDU UNIVERSITY**  
**SCHEDULE TO PROMOTION RULES (NON-TEACHING EMPLOYEES)**

1.	Name of the Post	<b>COMPUTER PROGRAMMER</b>
2.	No. of Posts	
3.	Classification	Group "B"
4.	Pay Band and Grade Pay / Pay Scale	Pay Band – 2 (Rs.9300-34800) + Grade Pay Rs.4600/-
5.	Whether Selection post or Non Selection post	Selection / Promotion
6.	Educational and other qualification for Direct Recruits	1) M.Sc. (Computer Science) / MCA with at least one year experience in computer programming (or) B.Sc. (Computer Science) plus PGDCA with three years experience in programming. 2) Knowledge of Urdu and Urdu software.
7.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Qualifications remain same without linkage to the percentage of marks and upper age limit.
8.	Period of probation (if any)	2 years for Direct Recruitment 1 year for Promotion
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	50% by Promotion 50% by direct recruitment
10.	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation / absorption to be made	<b>Eligibility conditions for promotion:</b> From amongst the Computer Operators fulfilling the educational qualifications with 5 years regular service in the cadre
11.	Selection Committee for Departmental Promotion Committee	As per University rules.

**MAULANA AZAD NATIONAL URDU UNIVERSITY**  
**SCHEDULE TO PROMOTION RULES (NON-TEACHING EMPLOYEES)**

1.	Name of the Post	<b>LIBRARIAN (MODEL SCHOOL)</b>
2.	No. of Posts	
3.	Classification	Group "B"
4.	Pay Band and Grade Pay / Pay Scale	Pay Band – 2 (Rs.9300-34800) + Grade Pay Rs.4200/-
5.	Whether Selection post or Non Selection post	Selection / Promotion
6.	Educational and other qualification for Direct Recruits	1) Master in Library Science. 2) Three years experience as Semi Professional Assistant (or) its equivalent position in Educational institutions. 3) Knowledge of Computer Operation is essential. 4) Working knowledge of Hindi and English. 5) Knowledge of Urdu reading, writing and speaking is essential.
7.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Qualifications remain same without linkage to the percentage of marks and upper age limit.
8.	Period of probation (if any)	2 years for Direct Recruitment 1 year for Promotion
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	50% by direct recruitment 50% by Promotion from Semi Professional Assistant
10.	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation / absorption to be made	<b>Eligibility conditions for promotion:</b> From amongst Semi-Professional Assistant fulfilling the educational qualifications with 5 years of regular service in the cadre.
11.	Selection Committee for Departmental Promotion Committee	As per University rules.

**MAULANA AZAD NATIONAL URDU UNIVERSITY**  
**SCHEDULE TO PROMOTION RULES (NON-TEACHING EMPLOYEES)**

1.	Name of the Post	<b>MUSEUM CURATOR</b>
2.	No. of Posts	
3.	Classification	Group "B"
4.	Pay Band and Grade Pay / Pay Scale	Pay Band – 2 (Rs.9300-34800) + Grade Pay Rs.4200/-
5.	Whether Selection post or Non Selection post	Selection / Promotion
6.	Educational and other qualification for Direct Recruits	1) MA in any discipline and PG Diploma in Musueology or Conservation with at least 1 year experience in any Museum / Archieves. 2) Knowledge of Urdu reading, writing and speaking is essential.
7.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Qualifications remain same without linkage to the percentage of marks and upper age limit.
8.	Period of Probation (if any)	2 years for Direct Recruitment 1 year for Promotion
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	50% by direct recruitment 50% by Promotion
10.	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation / absorption to be made	<b>Eligibility conditions for promotion:</b> From amongst the Asst. Museum Curators fulfilling the qualification as mentioned above with 5 years regular service in the cadre
11.	Selection Committee for Departmental Promotion Committee	As per University rules.

**MAULANA AZAD NATIONAL URDU UNIVERSITY**  
**SCHEDULE TO PROMOTION RULES (NON-TEACHING EMPLOYEES)**

1	Name of the post	<b>COMPUTER OPERATOR</b>
2	No. of posts	
3	Classification	Group "B"
4	Pay Band and Grade Pay / Pay scale	Pay Band - 2 (Rs9300-34800) + Grade Pay Rs.4200/-
5	Whether selection post or non selection post	Selection
6	Educational and other qualifications for Direct Recruits	1) A Graduate in Sciences with a certificate course in Computer Operations (or) Diploma in Computer Programming with three years of experience. 2) Knowledge of Urdu reading, writing and speaking is preferable.
7	Whether age and educational qualification prescribed for direct recruits will apply in case of promotees	Qualifications remain same without linkage to the percentage of marks and upper age limit.
8	Period of probation (if any)	2 years for Direct Recruits and 1 Year for promotes
9	Method of Recruitment, whether by direct Recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	50% by Promotion 50% by Direct Recruitment
10	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	From amongst the Data Entry Operators fulfilling the qualification, mentioned above with 5 years regular service in the cadre.
11	Selection committee for Departmental Promotion	As per University rules.

**MAULANA AZAD NATIONAL URDU UNIVERSITY**  
**SCHEDULE TO PROMOTION RULES (NON-TEACHING EMPLOYEES)**

1	Name of the post	<b>ASSISTANT</b>
2	No. of posts	
3	Classification	Group "B"
4	Pay Band and Grade Pay/Pay scale	Pay Band - 2 (Rs.9300-34800) + Grade Pay Rs.4200/-
5	Whether selection post or non selection post	Selection
6	Educational and other qualifications for Direct Recruits	1) A Bachelor's Degree. 2) At least 03 years experience as UDC or equivalent level in State / Central / Universities / Other Organisations, etc. 3) Knowledge of Urdu reading, writing and speaking is essential.
7	Whether age and educational qualification prescribed for direct recruits will apply in case of promotees	Qualifications remain same without linkage to the percentage of marks and upper age limit.
8	Period of probation (if any)	2 years for Direct Recruits and 1 Year for promotees
9	Method of Recruitment, whether by direct Recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	50% by Promotion 50% by Direct Recruitment
10	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	From amongst the UDC / Stenographer / Sr. Data Entry Operator fulfilling the qualification as mentioned above with 5 years regular service in the cadre.
11	Selection committee for Departmental Promotion	As per University rules.

**MAULANA AZAD NATIONAL URDU UNIVERSITY**

**SCHEDULE TO PROMOTION RULES (NON-TEACHING EMPLOYEES)**

1	Name of the post	<b>PERSONAL ASSISTANT</b>
2	No. of posts	
3	Classification	Group "B"
4	Pay Band and Grade Pay/ Pay scale	Pay Band - 2 (Rs.9300-34800) + Grade Pay Rs.4200/-
5	Whether selection post or non selection post	Selection
6	Educational and other qualifications for Direct Recruits	1) Graduate in any discipline. 2) A pass in Govt. examination conducted by State Board of Technical Education in English Typewriting (40 WPM). 3) A pass in Govt. examination conducted by State Board of Technical Education in English Stenography (100 WPM). 4) 5 years experience as stenographer with knowledge of Computer of at least two years. 5) Knowledge of Urdu reading, writing and speaking is essential. Desirable: Knowledge of Urdu Software.
7	Whether age and educational qualification prescribed for direct recruits will apply in case of promotees	Qualifications remain same without linkage to the percentage of marks and upper age limit.
8	Period of probation (if any)	2 years for Direct Recruits and 1 year for promotees
9	Method of Recruitment, whether by direct Recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	50% by Promotion 50% by Direct Recruitment
10	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	From amongst the Stenographers working in the pay scale of Rs.5200-20200 (GP 2400) with 5 years of regular service in the cadre.
11	Selection committee for Departmental Promotion	As per University rules.

**MAULANA AZAD NATIONAL URDU UNIVERSITY**

**SCHEDULE TO PROMOTION RULES (NON-TEACHING EMPLOYEES)**

1	Name of the post	<b>SEMI PROFESSIONAL ASSISTANT</b>
2	No. of posts	
3	Classification	Group "C"
4	Pay Band and Grade Pay/ Pay scale	Pay Band -1 (Rs.5200-20200) + Grade Pay Rs.2800/-
5	Whether selection post or non selection post	Selection
6	Educational and other qualifications for Direct Recruits	1) B.Lib. Information Science. 2) Knowledge of Urdu reading, writing and speaking is essential. Desirable: M.Lib. Information Science or AIS/ALIS or PG Diploma in Library Automation and Networking or PGDCA.
7	Whether age and educational qualification prescribed for direct recruits will apply in case of promotees	Qualifications remain same without linkage to the percentage of marks and upper age limit.
8	Period of probation (if any)	2 years for Direct Recruits and 01 year for promotees
9	Method of Recruitment, whether by direct Recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	50% by Promotion 50% by Direct Recruitment
10	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	From amongst the Library Assistants with minimum 5 years of regular service in the cadre.
11	Selection committee for Departmental Promotion	As per University rules.

**MAULANA AZAD NATIONAL URDU UNIVERSITY**

**SCHEDULE TO PROMOTION RULES (NON-TEACHING EMPLOYEES)**

1.	Name of the Post	<b>STENOGRAPHER</b>
2.	No. of posts	
3.	Classification	Group "C"
4.	Pay Band and Grade Pay/Pay Scale	Pay Band - 1 (Rs.5200-20200) + Grade Pay Rs.2400/-
5.	Whether Selection Post or Non selection Post	Selection
6.	Educational and other qualification for Direct Recruits	<p>1) Graduate in any discipline.</p> <p>2) A pass in Govt. examination conducted by State Board of Technical Education in English Typewriting (40 WPM).</p> <p>3) A pass in Govt. examination conducted by State Board of Technical Education in English Stenography (100 WPM).</p> <p>4) Experience as Stenographer with knowledge of computer of at least two years.</p> <p>5) Knowledge of Urdu reading, writing, and speaking is preferable.</p>
7.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Qualifications remain same without linkage to the percentage of marks and upper age limit.
8.	Period of probation (if any)	Two (02) years for Direct recruitess  One (1) year for promotees
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	<p>50% Direct</p> <p>50% Promotion</p> <p>Promotion on the basis of a skill test ( with the qualifications prescribed for direct recruitment restricted to employees in the Pay scales of Rs. 5200-20200 + GP of Rs. 1900/- who have 5 years continuous service in the pay scales referred to.</p>
10.	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	N/A
11.	Selection Committee for Departmental Promotion	As per University rules.

## MAULANA AZAD NATIONAL URDU UNIVERSITY

### SCHEDULE TO PROMOTION RULES (NON-TEACHING EMPLOYEES)

1.	Name of the Post	<b>DATA ENTRY OPERATOR (Senior)</b>
2.	No. of posts	
3.	Classification	Group "C"
4.	Pay Band and Grade Pay/Pay Scale	Pay Band - 1 (Rs.5200-20200) + Grade Pay Rs.2400/-
5.	Whether Selection Post or Non selection Post	Selection
6.	Educational and other qualification for Direct Recruits	1) BCA or Graduation with PGDCA or BSC in computer Sc/Engg/IT or BBA in IT from a recognized university and working knowledge of office assistance tools like MS OFFICE or open OFFICE etc., Also 'O' level of DOEACC after Graduation from a recognized University. 2) Having typing speed of 40 words per minute in English in computer environment. 3) Knowledge of Urdu Software essential. 4) Knowledge of Urdu reading, writing and speaking is essential.
7.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Qualifications remain same without linkage to the percentage of marks and upper age limit.
8.	Period of probation (if any)	Two (02) years for Direct recruits  One (1) year for promotees
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	50% Direct  50% Promotion
10.	In case of recruitment by promotion /deputation / absorption grades from which promotion / deputation / absorption to be made	From amongst the Data Entry Operators (Junior), LDCs or employees of equivalent posts fulfilling the qualifications with 5 years of regular service in the cadre.
11.	Selection Committee for Departmental Promotion	As per University rules.

**MAULANA AZAD NATIONAL URDU UNIVERSITY**  
**SCHEDULE TO PROMOTION RULES (NON-TEACHING EMPLOYEES)**

1.	Name of the Post	<b>UPPER DIVISION CLERK</b>
2.	No. of posts	
3.	Classification	Group "C"
4.	Pay Band and Grade Pay/Pay Scale	Pay Band - 1 (Rs.5200-20200) + Grade Pay Rs.2400/-
5.	Whether Selection Post or Non selection Post	Selection
6.	Educational and other qualification for Direct Recruits	1) A graduate or its equivalent with at least 3 years experience as Jr. Office Assistant / Jr. Assistant in the State / Centre Universities. 2) Knowledge of Urdu reading, writing and speaking is preferable.
7.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Qualifications remain same without linkage to the percentage of marks and upper age limit.
8.	Period of probation (if any)	Two (02) years for Direct recruitees  One (1) year for promotees
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	50% Direct  50% Promotion  From amongst the Junior Office Assistants (LDCs) working in the pay scale of Rs.5200-20200 (Grade pay of Rs.1900) with minimum period of 5 years regular service in the cadre.
10.	In case of recruitment by promotion /deputation / absorption grades from which promotion / deputation / absorption to be made	NA
11.	Selection Committee for Departmental Promotion	As per University rules.

**MAULANA AZAD NATIONAL URDU UNIVERSITY**  
**SCHEDULE TO PROMOTION RULES (NON-TEACHING EMPLOYEES)**

1.	Name of the Post	<b>LOWER DIVISION CLERK</b>
2.	No. of posts	
3.	Classification	Group "C"
4.	Pay Band and Grade Pay/Pay Scale	Pay Band - 1 (Rs.5200-20200) + Grade Pay Rs.1900/-
5.	Whether Selection Post or Non selection Post	Selection
6.	Educational and other qualification for Direct Recruits	1) 10+2 or equivalent qualification from a recognized Board or University. 2) A typing speed of 30 WPM in English / Diploma in Computer Application. 3) Knowledge of Urdu reading, writing and speaking is preferable.
7.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	N/A
8.	Period of probation (if any)	Two (02) years
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	100% Direct
10.	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	N/A
11.	Selection Committee for Departmental Promotion	As per University rules.