

مولاانا آزاا نیشنل اُردو 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.47/2018 DATED: 25.01.2018

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اردو یونیورسٹی  
**MAULANA AZAD NATIONAL URDU UNIVERSITY**  
*(A Central University established by an Act of Parliament in 1998)*  
 Gachibowli, Hyderabad – 500 032  
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**Information Booklet in respect of Teaching, Other Academic, Statutory and Model School Teachers posts notified vide Employment Notification No.47/2018 dated 25.01.2018**

The University invites applications for the following Teaching posts for various Departments, Centers, Schools etc.

Sl. No.	Name of the Post	Pay Band	AGP	Total Posts	Category				
					UR	SC	ST	OBC	PWD
01.	Professor - English	₹37400-67000	₹10000	1	-	1	-	-	-
02.	Professor - Women Education	₹37400-67000	₹10000	1	-	1	-	-	-
03.	Professor - Islamic Studies	₹37400-67000	₹10000	1	1	-	-	-	-
04.	Professor - Political Science	₹37400-67000	₹10000	1	-	1	-	-	-
05.	Professor - Physics	₹37400-67000	₹10000	1	-	1	-	-	-
06.	Professor - Chemistry	₹37400-67000	₹10000	1	1	-	-	-	-
07.	Professor - Botany	₹37400-67000	₹10000	1	1	-	-	-	-
08.	Professor - Centre for Women Studies (Tenure based post upto 31 <sup>st</sup> March, 2019)	₹37400-67000	₹10000	1	1	-	-	-	-
09.	Professor - Maulana Abul Kalam Azad Chair (Tenure based post upto 31 <sup>st</sup> March, 2019)	₹37400-67000	₹10000	1	1	-	-	-	-
10.	Professor - Distance Education	₹37400-67000	₹10000	1	-	1	-	-	-
11.	Associate Professor - Women Education	₹37400-67000	₹9000	1	1	-	-	-	-
12.	Associate Professor - English	₹37400-67000	₹9000	2	1	1	-	-	-
13.	Associate Professor - Hindi (Tenure based post upto 31 <sup>st</sup> March, 2019)	₹37400-67000	₹9000	1	-	1	-	-	-
14.	Associate Professor - Mass Communication & Journalism	₹37400-67000	₹9000	1	-	-	1	-	-
15.	Associate Professor - Social Work	₹37400-67000	₹9000	1	-	1	-	-	-
16.	Associate Professor - Persian	₹37400-67000	₹9000	1	1	-	-	-	-
17.	Associate Professor - Sociology	₹37400-67000	₹9000	1	-	1	-	-	-
18.	Associate Professor - Economics	₹37400-67000	₹9000	1	-	1	-	-	-
19.	Associate Professor - Chemistry	₹37400-67000	₹9000	1	-	-	1	-	-
20.	Associate Professor - Mathematics	₹37400-67000	₹9000	1	1	-	-	-	-
21.	Associate Professor - History (D.E.)	₹37400-67000	₹9000	1	-	1	-	-	-
22.	Associate Professor - CPDUMT	₹37400-67000	₹9000	1	1	-	-	-	-
23.	Associate Professor - CUCS	₹37400-67000	₹9000	1	1	-	-	-	-
24.	Assistant Professor - Arabic	₹15600-39100	₹6000	1	-	1	-	-	-
25.	Assistant Professor - Centre for Women Studies - CWS (Tenure based post upto 31 <sup>st</sup> March, 2019)	₹15600-39100	₹6000	1	1	-	-	-	-

Sl. No.	Name of the Post	Pay Band	AGP	Total Posts	Category				
					UR	SC	ST	OBC	PWD
<b>MANUU ARTS AND SCIENCE COLLEGE FOR WOMEN, SRINAGAR (J&amp;K)</b>									
26.	Associate Professor - Arabic	₹37400-67000	₹9000	1	1	-	-	-	-
27.	Associate Professor - Urdu	₹37400-67000	₹9000	1	1	-	-	-	-
28.	Associate Professor - Persian	₹37400-67000	₹9000	1	1	-	-	-	-
29.	Associate Professor - English	₹37400-67000	₹9000	1	-	1	-	-	-
30.	Associate Professor - Economics	₹37400-67000	₹9000	1	-	1	-	-	-
31.	Associate Professor - History	₹37400-67000	₹9000	1	-	1	-	-	-
32.	Associate Professor - Political Science	₹37400-67000	₹9000	1	1	-	-	-	-
33.	Associate Professor - Public Administration	₹37400-67000	₹9000	1	-	-	1	-	-
34.	Assistant Professor - History	₹15600-39100	₹6000	1	-	1	-	-	-
35.	Assistant Professor - Public Administration	₹15600-39100	₹6000	1	-	1	-	-	-
36.	Assistant Professor - Kashmiri	₹15600-39100	₹6000	1	-	-	1	-	-

### **Library/Examination/Physical Education posts:**

Sl. No.	Name of the Post	Pay Band	AGP	Total Posts	Category				
					UR	SC	ST	OBC	PWD
1.	University Librarian	₹37400-67000	₹10000	1	1	-	-	-	-
2.	Controller of Examination*	₹37400-67000	₹10000	1	1	-	-	-	-
3.	Director - Physical Education	₹37400-67000	₹10000	1	1	-	-	-	-
4.	Deputy Director - Physical Education	₹37400-67000	₹9000	1	1	-	-	-	-
5.	Assistant Director - Physical Education	₹15600-39100	₹6000	1	-	1	-	-	-

\* Tenure Post for a period of five years or till attaining the age of 62 years whichever is earlier.

Note: 1) All the above posts carry minimum qualifications and API Scores claim for appointment as per the provisions of UGC Regulations, 2010 as amended in 2016 - (4<sup>th</sup> Amendment - 11<sup>th</sup> July, 2016).

2) All the above Pay Scales are likely to be revised as per the recommendations of 7<sup>th</sup> CPC, as extended by UGC/MHRD guidelines

### **Model School Teachers posts:**

Sl. No.	Name of the Post	Pay Band	GP	Total Posts	Category				
					UR	SC	ST	OBC	PWD
<b>1. Post Graduate Teacher - English</b>									
		₹9300-34800	₹4800	1	-	1	-	-	-
<b>Trained Graduate Teacher (TGT)</b>									
2.	English	₹9300-34800	₹4600	1	-	-	1	-	-
3.	Hindi	₹9300-34800	₹4600	1	-	-	1	-	-
4.	Physical Education	₹9300-34800	₹4600	1	-	1	-	-	-
<b>Work Experience Teacher</b>									
5.	Electrical Gadgets and Electronics	₹9300-34800	₹4600	2	1	1	-	-	-
6.	Sewing, Needle Work and Embroidery	₹9300-34800	₹4600	1	-	-	-	1	-
<b>Yoga Teacher</b>									
7.	Yoga Teachers	₹9300-34800	₹4600	3	-	1	1	1	-

Note: Presently the University Model Schools are located at Hyderabad (T.S.), Darbhanga (Bihar) and Nuh, (Haryana). New Model Schools may come up in other parts of the country. The candidates applying for the Teacher Posts should be willing to work anywhere in the country.

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

## DETAILS OF ESSENTIAL QUALIFICATIONS, EXPERIENCE, ETC.

**PROFESSOR:** English, Islamic Studies, Women Education, Political Science, Physics, Chemistry, Botany, Distance Education, Centre for Women Studies (CWS) & Maulana Abul Kalam Azad Chair:

- A. (i) An eminent scholar with Ph.D. qualification(s) 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 publications as books and/or research/policy papers.
- (ii) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- (iii) Contribution to educational innovation, design of new curricula and course, and technology – mediated teaching learning process.
- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS) set out in the UGC Regulations.

OR

- B. An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/ allied/ relevant discipline, to be substantiated by credentials.
- C. Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.

**ASSOCIATE PROFESSOR:** Urdu, English, Hindi, Arabic, Persian, Women Education, Sociology, Social Work, Mass Communication & Journalism, Economics, History, Political Science, Public Administration, Chemistry, Mathematics, History (D.E);

- (i) 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 equivalent grade in a point scale wherever grading systems is followed) in relevant subject.
- (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 excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and / or research / policy papers.
- (iv) Contribution to educational innovation, design of new curricula and courses and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- (v) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) set out in the UGC Regulations.
- (vi) Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.

**ASSOCIATE PROFESSOR : Centre for Professional Development of Urdu Medium Teachers (CPDUMT)**

- A. (i) Good academic record with a Ph.D. Degree in any discipline.
- (ii) A Master's Degree with at least 55% marks (or equivalent grade in a point scale wherever grading systems is followed) in any discipline.
- (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 excluding the period of Ph.D. research with evidence of published work and minimum of 5 publications as books and / or research / policy papers.
- (iv) Contribution to educational innovation, design of new curricula and courses and technology - mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- (v) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS).
- B. 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)**

- A. (i) Good academic record with a Ph.D Degree in the concerned / allied / relevant disciplines.
- (ii) A Master's Degree in Arts/Humanities and Social Sciences with at least 55% marks (or equivalent grade in a point scale wherever grading systems 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 excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and / or research / policy papers.
- (iv) Contribution to educational innovation, design of new curricula and courses and technology - mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- (v) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) set out in the UGC Regulations.
- B. Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.

**ASSISTANT PROFESSOR: Arabic, Kashmiri, History, Public Administration & Centre for Women Studies (CWS):**

- (i) Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading systems is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
- (ii) Besides fulfilling the above qualifications, the candidates must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- (iii) Provided further, the award of degree to candidates registered for the M.Phil/Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bylaws/Regulations of the Institutions awarding the degree and the Ph.D candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/

Colleges/Institutions subject to the fulfillment of the following conditions:-

- a) Ph.D. degree of the candidate awarded in regular mode only;
- b) Evaluation of the Ph.D. thesis by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate had been conducted;
- d) Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
- e) Candidate has made at least two presentations in conferences/seminars, based on his/her Ph.D work.

(a) to (e) as above are to be certified by the Vice-Chancellor/Pro-Vice-Chancellor/Dean(Academic Affairs)/Dean(University instructions).”

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

### **LIBRARY/EXAMINATION/PHYSICAL EDUCATION POSTS:**

#### **UNIVERSITY LIBRARIAN:**

- (i) A Master’s Degree in Library Science / Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record.
- (ii) At least thirteen years as Deputy Librarian in a University Library or eighteen years experience as a College Librarian.
- (iii) Consolidated A.P.I Score of 400 points.
- (iv) Evidence of innovative library service and organization of published work.
- (v) Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.

**Desirable:** M.Phil./Ph.D. Degree in library science / information science / documentation / achieves and manuscript – keeping.

#### **CONTROLLER OF EXAMINATIONS:**

- (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 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 is Essential as per Clause - 6 of the Ordinance No.1 of the University.
- (iv) **Age:** Preferably below 57 years.

#### **Desirable:**

- (a) Ph.D in any subject from a recognized Institution.
- (b) Adequate experience in the pre-conduct and post –conduct of University examinations or other comparable examinations.

**DIRECTOR: Physical Education:**

- A**
- (i) Ph.D. in Physical Education.
  - (ii) Experience of at least ten years as University Deputy Director of Physical Education or fifteen years as University Assistant DPEs / College (Selection grade).
  - (iii) Participation in at least two national/international seminars/conferences.
  - (iv) Consistently good appraisal reports.
  - (v) Evidence of organizing competitions and conducting coaching camps of at least two week's duration.
  - (vi) Evidence of having produced good performance teams/athletes for competitions like state/national/inter-university/combined university, etc.
- B** Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.

**Note:** (a) Subject to the provisions of the UGC Regulations 2010, as amended in 2016 (4<sup>th</sup> amendment - 11<sup>th</sup> July, 2016) all candidates who are required to undertake the physical fitness test shall be required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.

(b) On production of such certificate mentioned (a) above, the candidates would be required to undertake the physical fitness test in accordance with the following norms:

<b>NORMS FOR MEN</b>			
<b>12 MINUTES RUN/WALK TEST</b>			
<b>Up to 30 years</b>	<b>Up to 40 years</b>	<b>Up to 45 years</b>	<b>Up to 50 years</b>
<b>1800 meters</b>	<b>1500 meters</b>	<b>1200 meters</b>	<b>800 meters</b>

  

<b>NORMS FOR WOMEN</b>			
<b>8 MINUTES RUN/WALK TEST</b>			
<b>Up to 30 years</b>	<b>Up to 40 years</b>	<b>Up to 45 years</b>	<b>Up to 50 years</b>
<b>1000 meters</b>	<b>800 meters</b>	<b>600 meters</b>	<b>400 meters</b>

**DEPUTY DIRECTOR - Physical Education:**

- (i) A Ph.D. in Physical Education. Candidates from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned.
- (ii) Eight years experience as University Assistant DPES/College DPES, with a benefit of two years and one year for Ph.D. and M.Phil. Degree holders. 31
- (iii) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
- (iv) Evidence of having produced good performance teams/athletes for competitions like state / national / inter-university / combined university, etc.
- (v) Passed the physical fitness test in accordance with UGC Regulations.
- (vi) Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.
- (vii) Consistently good appraisal reports.

**Note:** (a) Subject to the provisions of the UGC Regulations 2010, as amended in 2016 (4<sup>th</sup> amendment - 11<sup>th</sup> July, 2016) all candidates who are required to undertake the physical fitness test shall be required to produced a medical certificate certifying that he/she is medically fit before undertaking such tests.

(b) On production of such certificate mentioned (a) above, the candidates would be required to undertake the physical fitness test in accordance with the following norms:

NORMS FOR MEN			
12 MINUTES RUN/WALK TEST			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1800 meters	1500 meters	1200 meters	800 meters

  

NORMS FOR WOMEN			
8 MINUTES RUN/WALK TEST			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1000 meters	800 meters	600 meters	400 meters

#### ASSISTANT DIRECTOR: Physical Education

- (i) A Master's Degree in Physical Education or Master's Degree in Sports Science with at least 55% marks (or an equivalent grade in a point scale whenever grading system is followed) with a consistently good academic record.
- (ii) Record of having represented the university / college at the inter-university / inter collegiate competitions or the State and/or national championships.
- (iii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC
- (iv) Passed the physical fitness test conducted in accordance with UGC Regulations
- (v) Provided further, the award of degree to candidates registered for the M.Phil/Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bylaws/Regulations of the Institutions awarding the degree and the Ph.D candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/Institutions subject to the fulfillment of the following conditions:-
  - a) Ph.D. degree of the candidate awarded in regular mode only;
  - b) Evaluation of the Ph.D. thesis by at least two external examiners;
  - c) Open Ph.D. viva voce of the candidate had been conducted;
  - d) Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
  - e) Candidate has made at least two presentations in conferences/seminars, based on his/her Ph.D. work.

(a) to (e) as above are to be certified by the Vice-Chancellor/Pro-Vice-Chancellor/Dean (Academic Affairs)/Dean(University instructions).”
- (vi) Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.

### MODEL SCHOOL TEACHERS POSTS:

#### Post Graduate Teacher (PGT): English

1. Master Degree from a recognized University with atleast 50% marks in aggregate in the following subjects:
  - a) PGT (English) - English
2. B.Ed. or equivalent degree from recognized university.
3. Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.
4. **Age Limit:** Preferably not above 40 years.  
**Desirable :** Knowledge of computer applications.



## Trained Graduate Teachers - TGT

### English & Hindi:

1. Four years integrated degree course in Teacher's Training with an aggregate of 50% marks like B.A. Ed. or B.Sc. Ed. of NCERT.

**OR**

Graduate/Post Graduate with 50% marks in the subjects concerned and B.Ed. degree with 50% marks.

- a) For TGT (English) - English as an elective subject at Degree level.
  - b) For TGT (Hindi) - Hindi as an elective subject at Degree level.
2. Pass in the Central Teacher Eligibility Test (CTET), conducted by CBSE in accordance with the Guidelines framed by the NCTE for the purpose.
  3. Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.
  4. **Age Limit:** Preferably not above 35 years.

#### **Desirable :**

*Knowledge of Computer Applications.*

### Physical Education:

1. University Degree with 50% marks and Diploma in Physical Education or BPED (4 years) from a recognized Institution or its equivalent.
2. Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.
3. **Age Limit:** Preferably not above 35 years.

### Work Experience Teachers :

#### **I Electrical Gadgets and Electronics:**

1. Three Years Diploma after Higher Secondary in Electrical, Electronics Engineering from an institution recognized by the State. Govt./Govt. of India (The minimum qualification for the admission to the Diploma Course should be at least Higher Secondary).

**OR**

Degree in Electrical or Electronics Engineering from a recognized University.

**OR**

Graduate in Electrical or Electronics Engineering from recognized University.

2. B.Ed. degree.
3. Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.
4. **Age Limit:** Preferably not above 35 years.

#### **Desirable:**

- i) *One Year Practical experience in a recognized workshop institutions/factory.*
- ii) *Knowledge of Computer applications.*

#### **II Sewing, Needle work & Embroidery:**

1. A three-year Diploma after Higher Secondary in Tailoring /Sewing, Needle Work and Embroidery.

**OR**

A three year Diploma after Higher Secondary in Home Science.

**OR**

B.Sc. (Home Science).

2. B.Ed. degree.
3. Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.
4. **Age Limit:** Preferably not above 35 years.

#### **Desirable:**

- i) *One Year Practical experience in a recognized workshop institutions/factory*
- ii) *Knowledge of Computer applications.*

### Yoga Teachers:

1. Graduation in any subject or equivalent from a recognized University with 50% marks.
2. Atleast one year Diploma in Yoga from a recognized Institute.
3. Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.
4. *Age Limit:* Preferably not above 35 years.

### GENERAL INFORMATION

1. Selected Candidates shall be posted at Headquarters or any of the Institutions of the University in the country.
2. The Qualifications as prescribed by the UGC ([www.ugc.ac.in](http://www.ugc.ac.in)) are applicable from time to time. Revisions/Changes/Modifications in the same shall be applicable.
3. 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.
4. 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".
5. 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 19<sup>th</sup> September, 1991.
6. Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized University shall also be considered eligible.
7. 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.
8. Applicants should fill-up the API score card and Annexure - B & C (wherever applicable) and send along with the application form. Each API score is supported by the documentary evidence, without which no claim on account of API score card would be entertained. Applications without API score card and Annexure - B & C shall not be considered for short-listing.

9. (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.
10. The University has the right to relax any qualification, experience, age, etc.
11. The maximum age limit is relaxed 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 belongs to SC/ST/OBC categories, such SC/ST-cum-PWD candidate are eligible for 15 years and OBC-cum-PWD candidates are eligible for 13 years relaxation in the age limit prescribed for respective posts.
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. 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 Photostate copies 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](http://www.ncbc.nic.in) for further details). Without valid certificate, the applications will not be considered against the reserved posts.
17. The candidates applying against vacancies reserved for OBCs should note that they have to produce a valid Caste Certificate (*Certificate issued on or before 3 years from the closing date of receipt of application forms*) issued by the Competent Authority in the prescribed format for this purpose so as to prove that they do not belong to "Creamy Layer" of the OBCs. Further, the caste to which the candidate belongs should be the one included in the Central list of OBC issued by the Government of India. A declaration shall also be submitted by the candidate that he does not belong to the Creamy Layer of OBC. A format of OBC Certificate is attached at Annexure - A.
18. 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).
19. **Canvassing in any form on behalf of any candidate will disqualify such a candidate.**
20. 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.

21. The in-service candidates should apply through proper channel.
22. Separate application should be submitted for each post.
23. Candidates applying for same post in different categories shall submit their application forms separately.
24. Qualifications, experience, etc. will be reckoned as on the last date for receipt of filled-in applications i.e. **28.02.2018**. 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.
25. Incomplete applications in any respect shall not be considered at all.
26. No interim queries regarding interview/ selection will be entertained.
27. University reserves the right not to fill any of the vacancies advertised, if the circumstances so warrant.
28. University will not be responsible for any postal delay at any stage.
29. New Pension Scheme as introduced by the Government of India with effect from 1<sup>st</sup> 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 31<sup>st</sup> 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 29<sup>th</sup> August,1984 read with Department of Pensions and Pensioner Welfare, O.M. No.28-(10)/84-P&PW/Vol.II dated 7<sup>th</sup> 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 29<sup>th</sup> August,1984 read with O.M. dated 7<sup>th</sup> 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 26<sup>th</sup> July, 2005 as modified vide O.M. of even no. dated 28<sup>th</sup> 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 31<sup>st</sup> December, 2003.
30. 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, Caste Certificate, etc., together with registration fee as mentioned below 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 **28.02.2018**.

### Details of registration fee:

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

For the posts mentioned at Sl. No. 1 to 36 (Teaching), & Library/Examination/Physical Edn. posts	:	For General & OBC candidates: <b>₹500/- registration fee.</b>
For other posts mentioned at S.No.1 to 7 (Model School Teachers)	:	For General & OBC candidates: <b>₹300/- registration fee.</b>

- 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**

Place: Hyderabad

Dated: 25.01.2018

**FORM OF CERTIFICATE TO BE PRODUCED BY  
OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT  
TO POSTS UNDER THE GOVERNMENT OF INDIA**

This to certify that Shri/Smt./Kumari \_\_\_\_\_  
Son/daughter of \_\_\_\_\_ of village/town \_\_\_\_\_ in  
District/Division \_\_\_\_\_ in the State/Union Territory  
\_\_\_\_\_ belongs to the \_\_\_\_\_ community which is  
recognized as a backward class under the Government of India, Ministry of Welfare  
Resolution No. 12011/68/93-BCC© dated 10<sup>th</sup> September, 1993 published in the Gazette of  
India Extraordinary Part I Section I dated 13<sup>th</sup> September, 1993\*. Shri/Smt./Kumari  
\_\_\_\_\_ and/or his/her family ordinarily reside(s) in the  
\_\_\_\_\_ District/Division of the \_\_\_\_\_  
State/Union Territory. This is also to certify that he/she does not belong to the  
persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the  
Government of India, Department of Personnel & Training OM No.36012/22/93-Estt  
(SCT) dated 8.9.1993\*.

**District Magistrate /  
Deputy Commissioner /  
Mandal Revenue Officer, etc.**

**Dated :**

**Seal**

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\* As amended from time to time

**NOTE :** The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.