

مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University)

Gachibowli, Hyderabad (T.S) – 500 032.

(Accredited "A" Grade by NAAC)

**Employment Notification**

No.57/2019

Dated: 01.8.2019



**INFORMATION BOOKLET FOR  
RECRUITMENT TO NON-TEACHING POSTS**

**Closing date for receiving Applications: 31<sup>st</sup> August 2019**



**Information Booklet in respect of Non-Teaching posts Notified  
 vide Employment Notification No.57/2019, dated: 01.8.2019**

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, CTEs, Polytechnics, ITIs, Model Schools and Regional Offices/Sub-Regional Offices of Directorate of Distance Education across the country. The MANUU invites applications for the following regular Non-Teaching posts to be deployed in its Main Campus and Satellite campuses and Offices:

Sl. No	Name of the post	Group	Total posts	Category					PWD
				UR	EWS	SC	ST	OBC	
1.	Internal Audit Officer (On Deputation basis)	A	01	01					
2.	Chief Security Officer (On Deputation basis)	A	01	01					
3.	Section Officer	B	01				01		
4.	Assistant	B	04*	02		01	01		
5.	Technical Assistant (Computers)	C	01	01					
6.	Lab Assistant	C	01			01			
7.	Stenographer	C	01					01	

**Abbreviations:**

UR- Unreserved,

EWS- Economic Weaker Section

SC-Scheduled Caste;

ST- Scheduled Tribe;

OBC- Other Backward Classes;,,

\* One post is tenure based. This will be offered to the candidate selected securing least marks

**DETAILS OF ESSENTIAL & DESIRABLE QUALIFICATION AND EXPERIENCE ETC.:**

S.No	Name of the post and Pay Scale	Essential Qualification & experience	Age limit
1	<b>INTERNAL AUDIT OFFICER</b> (On Deputation basis) ₹78,800-2,09,200/- (Level-12)	<b>Deputation:</b> By drawing officers belonging to Audit and Accounts Services or other similar organised Accounts Services in Central / State Govt., holding analogous posts on regular basis. <b>OR</b> With three years regular service in Level-11 Rs. 67,700 - 2,08,700 in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies. <b>OR</b> With five years regular service in Level-10 Rs. 56,100 - 1,77,500/- in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.	56 years
2	<b>CHIEF SECURITY OFFICER*</b> <b>On Deputation Basis</b> ₹67,700-2,08,700/- ( Level -11)	(i) Bachelor's degree or equivalent from a recognized University/ Institute. (ii) 5 years experience as a Commissioned Officer in Indian Army/ Navy/ Air Force or its equivalent position in Police/ Para Military in Level-10 <b>OR</b> 10 years experience as a Junior Commissioned Officer in Indian Army/ Navy/ Air Force or its equivalent position in Police / Para Military in Level -8	Below 56 years

\* No HRA will be provided. Selected person is required to stay in the Campus.

3	<b>SECTION OFFICER</b> ₹44,900-1,42,400/- ( Level -07)	<b>Essential:</b> (i) A Bachelor Degree in any discipline from any recognised Institute/ University. (ii) Three Years Experience as Assistant in the Pay Scale of Rs.35,400 – 1,12,400/- (Level-6) in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of Rs.200/- Crores. (iii) Proficiency in Computer Operation, noting and drafting as per the requirement of the University. <b>Desirable:</b> Knowledge of Urdu	35 years
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4	<b>ASSISTANT</b> ₹35,400-1,12,400/- (Level-06)	<b>Essential:</b> <ul style="list-style-type: none"> <li>(i) Bachelor Degree from a recognized University/ Institution.</li> <li>(ii) Three Years of experience as UDC or equivalent in the Pay Scale of Rs.25,500-81,100/-(Level-4) in Central/ State Government/ University/ PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of Rs.200/- Crores.</li> <li>(iii) Speed in English Typing @ 35 wpm or Speed in Hindi Typing @ 30 wpm</li> <li>(iv) Proficiency in Computer Operations, noting and drafting.</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>(i) Experience in Administrative/ Accounts/ Academic matters. Capacity to work in a fully computerized environment.</li> <li>(ii) ii. Knowledge of Urdu</li> </ul>	35 years
5	<b>TECHNICAL ASSISTANT (COMPUTERS)</b> ₹29,200-92,300/- (Level-05)	<ul style="list-style-type: none"> <li>(i) Bachelor's Degree in Engineering / Technology in Computer Science and Technology / Electronics and Communication / Information Technology from recognized University or Institute.  <b>OR</b>            Master of Science in Computer Science from recognized University / Institute.  <b>OR</b>            Master of Computer Applications from recognised University/ Institute.</li> <li>(ii) At least two years experience in relevant field in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private Organization of repute.</li> </ul> <b>Desirable:</b> <ol style="list-style-type: none"> <li>1. Knowledge of Urdu software.</li> <li>2. CCNA / CCNP</li> </ol>	32 years
6	<b>LAB ASSISTANT (Polytechnic)</b> ₹25,500-81,100/- (Level-4)	<b>Essential :</b> <ul style="list-style-type: none"> <li>(i) Bachelors' Degree in Engineering/ Technology in Civil/Electrical /Mechanical / Computer Science/ Information Technology/Apparel Technology/ Automobile Engineering from a recognized Institute/ University</li> </ul> <b>OR</b>	32 years

		<p>Three year diploma in Civil/Electrical /Mechanical/ Computer Science/ Information Technology/Apparel Technology/ Automobile Engineering <b>with two Years Experience</b> in Laboratory of Academic / Research Institution.</p> <p>(ii) Knowledge of Urdu - reading writing and speaking.</p>	
7	<p><b>STENOGRAPHER</b> ₹25,500-81,100/- (Level-4)</p>	<p><b>Essential:</b></p> <p>i) A Bachelor Degree in any discipline from any recognised Institute/ University.</p> <p>ii) Proficiency in Stenography in English / Hindi with minimum speed of 80 wpm.</p> <p>iii) Proficiency in Typing in English / Hindi with minimum speed of 35 / 30 wpm respectively.</p> <p>iv) Knowledge of Computer Applications.</p> <p><b>Desirable:</b></p> <p>i) Knowledge of Urdu</p> <p>ii) Proficiency in English and good communication skills.</p> <p>iii) Relevant experience as Stenographer in Central/ State Govt. organization / Universality / Research Institutions or Central or State autonomous institutions.</p> <p>iv) Skill Test Norms on Computer: Dictation: 10 minutes @ 80 w.p.m. Transcription : 50 minutes English/65 minutes Hindi</p>	35 years

### UGC 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

### General Terms and Conditions of Recruitment

1. Selected Candidates shall be liable to be posted at Main Campus or any of the Institutions/ Offices of the University across Country as per the requirements and exigencies of services.
2. Mere possessing the eligibility conditions shall not entitle a candidate to be called for written/skill test (or interview, where ever applicable).
3. The University reserves its right to restrict the number of candidates to be called for interview on the basis of qualifications and experience higher than the minimum

prescribed; or by any other condition that it may deem fit. Those who are possessing higher qualifications may be given preference in short-listing the candidates. The University may constitute a Screening Committee to scrutinize the applications and short-list the candidates. Call letters for test/interview will be sent only to the short-listed candidates and no correspondence will be made with applicants who are not short-listed.

4. Incomplete applications and applications not submitted on the prescribed format, along with the prescribed fee and self-attested enclosures, etc., shall be summarily rejected.
5. The applications received after the due date, shall not be entertained.
6. Separate application should be submitted for each post.
7. The University follows the norms of the Government of India in respect of reservation/relaxation/ concessions to various categories in recruitment pertaining to age, qualifying marks, experience/fees, etc., as amended from time to time.
8. **Age Relaxation:** The upper age limit for appointment to various posts has been specified in this notification. The crucial date for determining the age shall be the last date of receipt of applications as notified in this recruitment advertisement. The relaxation in age shall also be as follows in respect of the following categories as mentioned against each:

S.No.	Category of Persons	Extent of age relaxation
1	SC/ST candidates	5 years
2	OBC ( Central List) Non Creamy Layer candidate	3 years
3	Persons with Disabilities	10 years In case the PWD candidates belong to SC/ST/OBC categories, such SC/ST-cum PWD candidates are eligible for 15 years and OBC-cum-PWD candidates are eligible for 13 years relaxation in the age limit prescribed for respective posts.
4	Regular Employees of MANUU, regular employees of Central Govt / Central Universities/ UGC maintained deemed to be Universities / other Central Institutions of Higher Learning.	Below 55 years
5	Existing short-term contractual employees working in MANUU and other Central Government Departments/ Ministries, attached and subordinate Offices with minimum three years of service	To the extent of their service rendered in MANUU or the Govt. department concerned but below 55 years. The above relaxation is not extended to contractual employees working in autonomous bodies/ universities or employees working in MANUU or Govt. departments through outsourced basis.
6.	Ex-Servicemen & other categories	Age limit as per Government of India rules.

Note: The incumbents desirous to avail such age relaxation above must submit a valid proof for claiming the relaxation otherwise their candidature shall be summarily rejected.

9. **Reservations:** The candidate belonging to the reserved categories must enclose self attested photocopies of the caste certificate and/or medical certificate (pertaining to determination of degrees of disability in case of PwD candidates) from the competent authority in the format prescribed by the Government of India, failing which the application shall be rejected. The candidates applying against vacancies reserved for OBCs (NCL) should note that they have to produce a valid Caste Certificate issued

by the Competent Authority in the prescribed format during the preceding three years wherein it should be compulsorily mentioned that he/she does 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 format of OBC Certificate is attached at Annexure-I.**

10. **Mode of selection:** The Selection Committee may decide its own method of evaluating the performance of the candidates through interview/ Test. The University may utilize written test /skill test as a method of selection. There shall not be any interview for Group 'B' & 'C' level positions. However, the details of test viz., subjects, descriptive, objective, skill test, aptitude etc shall be communicated separately. The candidate shall attend the interview, wherever applicable, at the designated place and time at his own expenses. However, the outstation candidates belonging to the SC/ST/PwD categories shall be reimbursed to and fro rail fare (Sleeper class) for self only by the shortest route only on submission of original tickets. 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 SC/ ST/ candidates who are already in Central/ State Government Service/ or holding any other employment under Universities/Autonomous Bodies/PSUs / Local Governments/Panchayats.
11. **Submission of NOC for In-service candidates:** Candidate who is already in service shall submit his application through proper channel. However, he may send an advance copy of his application and in case his application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he/she, should produce a "No Objection Certificate" from the employer failing which he shall not be allowed to appear at the test/ interview as the case may be. The University may obtain copies of the Annual Performance Appraisal Reports (APARs) for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority for the in-service candidates for Group A & B posts.
12. **Knowledge of Computers:** Knowledge of computers is compulsory for appointment of all non-teaching positions.
13. It shall be the responsibility of the candidate to assess his own eligibility for the post for which he is applying in accordance with the prescribed qualifications, experience, etc., and submit his application duly filled in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or **canvassing in any manner on the part of the candidates shall lead to his disqualification**. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible or had furnished false information, his appointment shall be liable to termination forthwith as per this clause.
14. Qualifications, experience, etc. will be reckoned as on the last date for receipt of filled-in applications. 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.
15. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority. If any document is found to be false / fake / incorrect either before or after appointment; the document shall be summarily rejected and action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be.
14. The person appointed against any post shall be governed by the Act/ Statutes/ Ordinances/ Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/ resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University in consonance with Govt. of India norms.

15. The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents report is received, the appointment shall be treated as provisional. In case the report with regard to his conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled / terminated forthwith.
16. The selected candidate shall be governed by the 'New Pension Scheme' of the Government of India as in force as amended from time to time. 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. However in the case of tenure post, NPS shall be applicable.
17. At the time of recruitment, a 'Service Agreement' shall be executed between the University and the employee concerned for such categories of staff as provided under the Statues of the University, and a copy of the same shall be deposited with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.
18. No interim queries regarding test / interview selection will be entertained.
19. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. The University reserves the right to withdraw the advertisement, either partly or wholly, at any time without assigning any reason.
20. **The number of vacancies indicated in this Employment Notification are tentative. The University reserves its right to increase or decrease the number of posts at the time of selection and make appointments accordingly subject to roster points, if more vacancies do exist in between and advertisement and Selection Committee meetings.** The University may also draw a panel in the form of a waiting list to fill up a post, if a candidate on higher merit did not join. The panel of selected waitlisted candidates will be valid for one year from the date of selection.
21. The candidates are required to visit the University website for updates about test, Interview etc and the most of the communications from the University shall be through email. **Errors and omissions are subject to correction to be notified in the University website.**
22. 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 Headquarters of the University.
23. **HOW TO APPLY:**
  - i) Application Form is available only on University website [www.manuu.ac.in](http://www.manuu.ac.in) and the same can be downloaded.
  - ii) The filled-in application form along with copies of required documents viz. education & experience certificates, etc., together with Registration fee as mentioned below in the form of crossed Demand Draft drawn in favour of **Registrar, Maulana Azad National Urdu University, Hyderabad** on any



Nationalized Bank **Payable at Hyderabad** should reach through Speed / Registered Post to the **Assistant Registrar, ER-II Section, Room No. 106, Admin Building, Maulana Azad National Urdu University, Gachibowli, Hyderabad – 500 032 (T.S.)** in a closed cover super-scribing "Application for the post of .....".

iii) **The last date of receipt of Filled-in-Application is 31.08.2019.**

The University will not be responsible for any postal delay or loss at any stage.

<b>Details of Registration Fee</b>		
<b>Fee</b>	<b>Group of post</b>	<b>Category of candidates</b>
Rs.500/-	A	General, EWS & OBC candidates
Rs.250/-	A	SCs/STs/PwDs/XSM/Women candidates
Rs.300/-	B & C	General, EWS & OBC candidates
Rs.150/-	B & C	SCs/STs/PwDs/XSM/Women candidates

**Note:** All the above fee is to be paid through Demand Draft/Pay Order ONLY in favour of **MANUU payable at Hyderabad**. No other form of payment shall be accepted. Fees once paid shall not be refunded under any circumstances. Applications received after the last date or with incomplete information or without requisite fee will be summarily rejected.

Hyderabad

**REGISTRAR**

Dated: 01.8.2019

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

This is to certify that Shri/Smt./Km\* \_\_\_\_\_ son/daughter of  
\_\_\_\_\_ of \_\_\_\_\_ village  
\_\_\_\_\_ District/Division \_\_\_\_\_ in  
the \_\_\_\_\_ State \_\_\_\_\_ belongs to the  
\_\_\_\_\_ Community which is recognized as a backward class under:

- i) Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No. 186 dated 13th September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India – Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.

Shri /Smt./Km. \_\_\_\_\_ and/or his family ordinarily reside(s) in  
the \_\_\_\_\_ District/Division of the  
\_\_\_\_\_ State.

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 and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide Govt. of India, DOP&T O.M.No.36033/3/2004 dated 09.03.2004 and 14.10.2008.

District Magistrate or Deputy Commissioner etc

Dated:

Seal:

**Government of.....**  
**(Name & Address of the authority issuing the certificate)**

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY  
ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

**VALID FOR THE YEAR** \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent Passport size  
attested photograph  
of the applicant

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\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

\*\*\*Note 3: The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.