

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

(Accredited "A" Grade by NAAC)



**INFORMATION BOOKLET FOR TEACHER POSTS FOR
MODEL SCHOOLS OF THE UNIVERSITY**

EMPLOYMENT NOTIFICATION NO.39/2016 DATED 04.10.2016

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Information Booklet for the following Teacher Positions for Model Schools of the University Notified vide Employment Notification No. 39/2016 dated 04.10.2016

The University invites applications for the following Teacher positions for Model Schools:

Sl. No.	Name of the Post	Pay Band	GP	Total Posts	Category				
					UR	SC	ST	OBC	PWD
Post Graduate Teacher (PGT Grade)									
1.	English	₹9300-34800	₹4800	1	-	1	-	-	-
Head Master (TGT Grade)									
2.	Head Master	₹9300-34800	₹4600	1	1	-	-	-	-
Trained Graduate Teacher (TGT)									
3.	Hindi	₹9300-34800	₹4600	1	-	-	1	-	-
4.	English	₹9300-34800	₹4600	3	1	-	1	1	-
5.	Social Studies	₹9300-34800	₹4600	1	-	-	-	1	-
6.	Physical Education	₹9300-34800	₹4600	1	-	1	-	-	-
Work Experience Teacher									
7.	Electrical Gadgets and Electronics	₹9300-34800	₹4600	2	1	1	-	-	-
8.	Sewing, Needle Work and Embroidery	₹9300-34800	₹4600	1	-	-	-	1	-
Yoga Teacher & Primary Teacher									
9.	Yoga Teachers	₹9300-34800	₹4600	5	2	1	1	1	-
10.	Primary Teacher (PRT)	₹9300-34800	₹4200	2	-	1	1	-	-

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

Note: Presently the University Model Schools are located at Hyderabad (Telangana), Darbhanga (Bihar) and Nuh, Mewat (Haryana). New Model Schools may come up in other parts of the country. The candidates applying for the Teacher Posts can be posted anywhere in the country.

Details of essential qualifications, experience, etc.

Post Graduate Teacher (PGT) - English:

1. Master Degree in English from a recognized University with atleast 50% marks in aggregate.
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.

Head Master (TGT Grade):

1. Graduate with 50% Marks.
2. B.Ed. /B.Sc. Ed/B.A. Ed.
3. Competence to Teach through Urdu.
4. Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.
5. Experience: At least five years regular service as Primary Teacher.
6. **Age Limit:** Preferably not above 40 years.
Desirable :
Knowledge of Computer Applications.

Trained Graduate Teachers - TGT: Hindi, English, Social Studies, Physical Education

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 (Hindi): Hindi as an elective subject at Degree level.
 - b) For TGT (English): English as an elective subject at Degree level.
 - c) For TGT (Social Studies): Social Studies 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.

Primary Teacher :

1. Senior Secondary School Certificate with 50% marks or Intermediate with 50% marks or its equivalent; and
2. Diploma or Certificate in Basic Teacher's Training of duration of not less than two years;
OR
Bachelor of Elementary Education (B.El.Ed.)
3. Pass in the Central Teacher Eligibility Test (CTET) conducted by the CBSE in accordance with the Guidelines framed by the NCTE for the purpose.
4. Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.
5. **Age Limit:** Preferably not above 30 years.

GENERAL INFORMATION

1. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. The University reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed; or by any other condition that it may deem fit. The University may constitute Screening Committees to scrutinize the applications and short-listing of the candidates. Call letters for test/interview will be sent only to the short-listed candidates and no correspondence will be made with applicants who are not short-listed.
2. The University has the right to relax any of the qualifications, experience and age.
3. The maximum age limit is relaxable by 5 years in respect of SC/ST and woman candidates, 3 years for OBC candidates and 10 years for Persons with Disabilities (General category). In case the PWD candidates belong to SC/ST/OBC category, 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. For woman candidates extra relaxation in age will also be considered.
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. 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.
6. The panel of selected/waitlisted candidates will be valid for one year from the date of selection.
7. Reservation for SCs/STs, OBCs and PWD for all posts is as per GOI rules. Candidates applying for the reserved posts should clearly state to which category they belong. They must also enclose attested photocopies of valid Caste Certificate / Medical Certificate from the concerned competent authorities as per Govt. of India orders. The form of caste certificate to be produced by any other backward class (OBC) candidates must be in the format as prescribed by the Govt. of India (please visit www.ncbc.nic.in for further details). Without valid certificate, the applications will not be considered against the reserved posts.
8. The candidates applying against vacancies reserved for OBCs should note that they have to produce a valid Caste Certificate 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 - I
9. 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).

10. **Canvassing in any form on behalf of any candidate will disqualify such a candidate.**
11. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview. The University may utilize written/skill test or seminar/colloquium as a method of selection.
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 expert in their fields.
14. The in-service candidates should apply through proper channel.
15. Separate application should be submitted for each post.
16. Qualifications, experience, etc. will be reckoned as on the last date for receipt of filled-in applications i.e. **04.11.2016**. Clear photocopies of all important certificates must be attached with the application. The request for including any documents/information to the application forms after the last date of submission of applications shall not be entertained and no correspondence will be made in this regard.
17. Incomplete applications in any respect shall not be considered at all.
18. No interim queries regarding interview/ selection will be entertained.
19. University reserves the right not to fill any of the vacancies advertised, if the circumstances so warrant.
20. University will not be responsible for any postal delay at any stage.
21. New pension scheme in accordance with the O.M.No.1 (13) EV/2001, Govt. of India, Ministry of Finance, Department of Expenditure, dated 15.03.2004, will be applicable with subsequent amendments made or will be made from time to time.
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 Headquarter of the University.

Errors and omissions are subject to correction.

HOW TO APPLY:

- i) Application form can be downloaded from the University website-www.manuu.ac.in.
- ii) The candidates shall submit filled-in application form along with copies of required documents viz. education & experience certificates, etc., together with **registration fee of ₹300/-** for General & OBC candidates through crossed Demand Draft drawn in favour of **Maulana Azad National Urdu University, Hyderabad**, of 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 04.11.2016**.
SC/ST/PWD and Women candidates do not have to pay the registration fee.
- iii. Those who are submitting application through post must be enclosed self-addressed envelop with ₹5/- postal stamp. The applicant must write name of the post applied, his/her name and address on the back of the Demand Draft (**Cheques / Money Orders / Postal Orders will not be accepted**). Fees once paid shall not be refunded under any circumstances. Applications received after the last date and with incomplete information

or without requisite fee will be summarily rejected. The University will not be responsible for any postal delay at any stage.

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

Registrar

Place: Hyderabad

Dated: 04.10.2016

**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 10th September, 1993 published in the Gazette
of India Extraordinary Part I Section I dated 13th 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

* 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.