

مولاانا آزااا نيشنل اردو يونيورسٲى  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
(A Central University)  
Gachibowli, Hyderabad – 500 032  
(Accredited "A" Grade by NAAC)

EMPLOYMENT NOTIFICATION  
NO.60/2020  
DATED: 20.02.2020



INFORMATION BOOKLET  
(TEACHING POSTS)

**Closing date of application: 27.03.2020**

**MAULANA AZAD NATIONAL URDU UNIVERSITY  
HYDERABAD**

**Information Booklet in respect of Teaching posts notified vide Employment  
Notification No.60/2020 dated 20.02.2020**

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

**(1) School of Education & Training, Hyderabad and Colleges of Teacher Education (CTEs)\*  
(As per NCTE Qualifications)**

Sl. No.	Name of the Post	No. of Posts	Category earmarked	Remarks
01	Professor - Education	06	SC-01, ST-01, UR-04	--
02	Associate Professor - Education	04	OBC-02, ST-02	--
03	Assistant Professor - Education	09	SC-06, ST-01, UR-02	Out of 09 posts, two posts are reserved for Visually Challenged Persons
<b>Total</b>		<b>19</b>		

\* Located at Asansol (West Bengal), Aurangabad (Maharashtra), Bhopal (Madhya Pradesh), Bidar (Karnataka), Darbhanga (Bihar), Sambhal (Uttar Pradesh), Nuh (Haryana) & Srinagar (J&K).

**(2) Departments under the School of Sciences, School of Arts & Social Sciences & School of Languages, Linguistics & Indology, School of Technology and Satellite Campuses at Lucknow:**

S.No.	Name of the Post	Department	No. of posts
01	Professor	Women Education	01 (SC)
02	Professor	Political Science	01 (SC)
03	Professor	Islamic Studies	01 (UR)
04	Professor	Computer Science & Information Technology (For B.Tech./M.Tech/MCA Programmes)	01 (UR)
05	Associate Professor	Mass Communication & Journalism	01 (ST)
06	Associate Professor	Social Work	01 (SC)
07	Associate Professor	Chemistry	01 (ST)
08	Associate Professor	Economics	01 (SC)
09	Associate Professor	Sociology	01 (SC)

(3) **MANUU Arts and Science College at Budgam (J&K) - Satellite Campus**

S.No.	Name of the Post	Department	No. of posts
01	Associate Professor	English	01 (SC)
02	Associate Professor	Public Administration	01 (ST)
03	Associate Professor	Economics	01 (SC)
04	Associate Professor	History	01 (SC)
05	Assistant Professor	Kashmiri	01 (ST)

(4) **Directorate of Distance Education**

S.No.	Name of the Post	Centres/Directorates	No. of post
01.	Associate Professor - History	Directorate of Distance Education	01 (SC)

(5) **Polytechnics (located at Hyderabad, Bangaluru, Darbhanga, Kadapa & Cuttack)  
(As per AICTE Guidelines)**

S.No.	Name of the post	Specialization	No. of posts
01.	Head of the Department (HoD)	Electrical & Electronics Engineering	01 (OBC)
02.	Head of the Department (HoD)	Automobile Engineering	01 (UR)

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

**Pay Scales:**

Professors ₹1,44,200-2,18,200/- (Academic Level 14), Associate Professors ₹1,31,400-2,17,100/- (Academic Level 13A), Assistant Professors ₹57,700-1,82,400 (Academic Level-10), Head of the Department (HoD) ₹1,31,400-2,04,700/- (Academic Level 13A1).

**DETAILS OF ESSENTIAL QUALIFICATIONS, EXPERIENCE, ETC.**

(1) **School of Education & Training, Hyderabad and Colleges of Teacher Education (CTEs)**

**PROFESSOR OF EDUCATION**

- (i) Postgraduate degree with minimum 55% marks in the discipline relevant to the area of specialization.
- (ii) Postgraduate degree in Education (M.Ed/M.A. Education) with minimum 55% marks.
- (iii) An eminent scholar having a Ph.D. Degree in Education or in the discipline relevant to the area of specialization and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2.
- (iv) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.
- (v) **Knowledge of Urdu:**  
As per Section 4 of the University Act, the medium of instruction in the University is Urdu. Therefore, as a general policy, Urdu shall be compulsory for all the teaching posts. The candidate should either be from Urdu medium School/Madarsa or should have studied Urdu as a subject at X Std. or +2/Intermediate level or studied Urdu as one of the subject either at X or XII from Central or State Boards recognized by the Govt. of India or Madrasa Boards of State Government or NIOS/State Open Schools recognized by the Govt. of India (Ministry of HRD).

## **ASSOCIATE PROFESSOR - EDUCATION**

- (i) Postgraduate degree with minimum 55% marks in the discipline relevant to the area of specialization.
  - (ii) Postgraduate degree in Education (M.Ed/M.A. Education) with minimum 55% marks.
  - (iii) Ph.D Degree in Education or in the discipline relevant to the area of specialization.
  - (iv) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2.
  - (v) **Knowledge of Urdu:**  
As per Section 4 of the University Act, the medium of instruction in the University is Urdu. Therefore, as a general policy, Urdu shall be compulsory for all the teaching posts. The candidate should either be from Urdu medium School/Madarsa or should have studied Urdu as a subject at X Std. or +2/Intermediate level or studied Urdu as one of the subject either at X or XII from Central or State Boards recognized by the Govt. of India or Madrasa Boards of State Government or NIOS/State Open Schools recognized by the Govt. of India (Ministry of HRD).
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## **ASSISTANT PROFESSOR : EDUCATION**

- A. (i) Postgraduate degree with minimum 55% marks in the discipline relevant to the area of specialization.
- (ii) Postgraduate degree in Education (M.Ed/M.A. Education) with minimum 55% marks.
- (iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET.
- (iv) Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such 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) The Ph.D. degree of the candidate has been awarded in a regular mode;
  - b) The Ph.D. thesis has been evaluated by at least two external examiners;
  - c) An open Ph.D. viva voce of the candidate has been conducted;
  - d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
  - e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

*The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*

OR

- B. The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following:
  - (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the

Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

**Note:** The Academic score as specified in Appendix II (Table 3A) for Universities in UGC Regulations, 2018, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.

**C. Knowledge of Urdu:**

As per Section 4 of the University Act, the medium of instruction in the University is Urdu. Therefore, as a general policy, Urdu shall be compulsory for all the teaching posts. The candidate should either be from Urdu medium School/Madarsa or should have studied Urdu as a subject at X Std. or +2/Intermediate level or studied Urdu as one of the subject either at X or XII from Central or State Boards recognized by the Govt. of India or Madrasa Boards of State Government or NIOS/State Open Schools recognized by the Govt. of India (Ministry of HRD).

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**(2) Departments under the School of Sciences, School of Arts & Social Sciences, School of Languages, Linguistics & Indology, School of Technology and Satellite Campuses at Lucknow & Budgam (J&K)**

**PROFESSOR:** Women Education, Political Science, Islamic Studies

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

OR

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

**C. Knowledge of Urdu:**

As per Section 4 of the University Act, the medium of instruction in the University is Urdu. Therefore, as a general policy, Urdu shall be compulsory for all the teaching posts. The candidate should either be from Urdu medium School/Madarsa or should have studied Urdu as a subject at X Std. or +2/Intermediate level or studied Urdu as one of the subject either at X or XII from Central or State Boards recognized by the Govt. of India or Madrasa Boards of State Government or NIOS/State Open Schools recognized by the Govt. of India (Ministry of HRD).

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**PROFESSOR: COMPUTER SCIENCE & INFORMATION TECHNOLOGY (FOR B.TECH/M.TECH./MCA PROGRAMMES)**

- I. a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b. Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

AND

- c. At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion.

OR

At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.

## II. **Knowledge of Urdu:**

As per Section 4 of the University Act, the medium of instruction in the University is Urdu. Therefore, as a general policy, Urdu shall be compulsory for all the teaching posts. The candidate should either be from Urdu medium School/Madarsa or should have studied Urdu as a subject at X Std. or +2/Intermediate level or studied Urdu as one of the subject either at X or XII from Central or State Boards recognized by the Govt. of India or Madrasa Boards of State Government or NIOS/State Open Schools recognized by the Govt. of India (Ministry of HRD).

### **Desirable:**

(a) Contribution to educational innovation including design of new curricula and courses; (b) Experience in conceptualizing & implementing e-Governance Projects / Information Systems in large setups; (c) Research/Development experience in Big Data Analytics/ Information Systems/ Data Mining/ Cloud Computing/ Block Chain; (d) Experience in setting up of technology mediated teaching learning process and environments; and (e) Proven ability to learn, apply and teach emerging ICT technologies.

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**ASSOCIATE PROFESSOR:** Mass Communication & Journalism, Social Work, Chemistry, English, Economics, Sociology, Public Administration & History (Distance Education);

- (i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- (ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- (iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2.

(vi) **Knowledge of Urdu:**

As per Section 4 of the University Act, the medium of instruction in the University is Urdu. Therefore, as a general policy, Urdu shall be compulsory for all the teaching posts. The candidate should either be from Urdu medium School/Madarsa or should have studied Urdu as a subject at X Std. or +2/Intermediate level or studied Urdu as one of the subject either at X or XII from Central or State Boards recognized by the Govt. of India or Madrasa Boards of State Government or NIOS/State Open Schools recognized by the Govt. of India (Ministry of HRD).

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## **ASSISTANT PROFESSOR - KASHMIRI**

- A. (i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university

- (ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET:
- (iii) Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such 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) The Ph.D. degree of the candidate has been awarded in a regular mode;
  - b) The Ph.D. thesis has been evaluated by at least two external examiners;
  - c) An open Ph.D. viva voce of the candidate has been conducted;
  - d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
  - e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

*The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*

Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

OR

B. The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

Note: The Academic score as specified in Appendix II (Table 3A) for Universities in UGC Regulations, 2018, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.

C. **Knowledge of Urdu:**

As per Section 4 of the University Act, the medium of instruction in the University is Urdu. Therefore, as a general policy, Urdu shall be compulsory for all the teaching posts. The candidate should either be from Urdu medium School/Madarsa or should have studied Urdu as a subject at X Std. or +2/Intermediate level or studied Urdu as one of the subject either at X or XII from Central or State Boards recognized by the Govt. of India or Madrasa Boards of State Government or NIOS/State Open Schools recognized by the Govt. of India (Ministry of HRD).

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**(3) POLYTECHNICS (LOCATED AT HYDERABAD, BANGALURU, DARBHANGA, KADAPA & CUTTACK )**

**Head of the Department (HoD) :** Electrical and Electronics Engineering, Automobile Engineering disciplines:

- A. Ph. D. in relevant field and First Class at Bachelor's or Master's level in the relevant discipline; minimum of 12 years of experience in Teaching/ Research/ Industry, out of which at least 2 years shall be post Ph.D. experience minimum at the level of Lecturer (Selection Grade-I).

OR

Bachelor's and Master's Degree in relevant discipline with minimum of 15 years of experience in Teaching / Research / Industry, out of which at least 3 years shall be at the level of Lecturer (Selection Grade - II).

**B. Knowledge of Urdu:**

As per Section 4 of the University Act, the medium of instruction in the University is Urdu. Therefore, as a general policy, Urdu shall be compulsory for all the teaching posts. The candidate should either be from Urdu medium School/Madarsa or should have studied Urdu as a subject at X Std. or +2/Intermediate level or studied Urdu as one of the subject either at X or XII from Central or State Boards recognized by the Govt. of India or Madrasa Boards of State Government or NIOS/State Open Schools recognized by the Govt. of India (Ministry of HRD)..

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**GENERAL INFORMATION**

1. Selected Candidates shall be liable to be posted at Main Campus, Hyderabad or any of the Institutions of the University in the country depending upon the requirements and exigencies of service.
2. The Qualifications as prescribed by the UGC ([www.ugc.ac.in](http://www.ugc.ac.in)) / NCTE as the case may be 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. As per UGC Regulations, 2018, 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.
5. Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized University shall also be considered eligible.
6. 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.



7. Applicants should fill-up the Academic/Research score card (wherever applicable) as prescribed by UGC in **Appendix II, Table-2 annexure at Annexure-A** and send along with the application form. Each the Academic/Research score card shall be supported by the documentary evidence, without which no claim on account of Academic/Research score card would be entertained. Applications without Academic/Research score card shall not be considered for short-listing.
8. (i) The candidates who are or have been awarded a Ph.D. degree prior to July, 11 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 or 2016.  
(ii) The marks sheet regarding completion of course work in Ph.D. should be enclosed, if applicable.
9. The University has the right to relax any qualification, experience, age, etc.
10. 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.
11. 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.
12. 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.
13. The panel of selected waitlisted candidates will be valid for one year from the date of selection.
14. The candidate shall attend the interview at the designated place and time at his own expenses. However, the outstation candidates belonging to SC/ST/PwD categories shall be reimbursed to and fro rail fare (Sleeper class) for self only by the shortest route only. In case any station is not connected by rail, ordinary bus fare shall be paid by the shortest route on production of ticket. The above mentioned concessions shall not be admissible to those SC/ST/PwD candidates who are already in Central / State Government Service/ or holding any other employment under University/ Autonomous Bodies/PSUs/Local Government/Panchayats.
15. **Canvassing in any form on behalf of any candidate will disqualify such a candidate.**
16. 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.
17. The in-service candidates should apply through proper channel or submit NOC at the time of interview failing which they will not be allowed to appear in the interview.
18. Separate application should be submitted for each post. Similarly, candidates applying for same post in different categories shall submit their application forms separately.
19. The age limit of all teaching posts is 65 years. Interested candidates retired from State Universities shall also be considered on re-employment basis and their pay will be regulated as per DoPT guidelines on the subject.
20. Qualifications, experience, etc. will be reckoned as on the closing date for receipt of filled-in applications i.e. **27.03.2020**. 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.

21. Reservation for SCs/STs, OBCs /EWS 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) / Economically Weaker Section (EWS) candidates must be in the format as prescribed by the Govt. of India. Without valid certificate, the applications will not be considered against the reserved posts.
22. 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 - B**. Similarly, the candidates applying against vacancies reserved for EWS category should produce a valid certificate issued by the competent authority in the prescribed format attached at **Annexure - C**.
23. Incomplete applications in any respect shall not be considered at all.
24. No interim queries regarding interview/ selection will be entertained.
25. University reserves the right not to fill any of the vacancies advertised, if the circumstances so warrant.
26. University will not be responsible for any postal delay at any stage.
27. 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.
28. In case of any disputes/suits or legal proceedings against the University, the Jurisdiction shall be restricted to the Courts in Hyderabad, which is the Headquarter of the University.

## HOW TO APPLY:

- i) Application Form is available only on University website-www.manuu.ac.in and the same can be downloaded. The candidates shall submit the filled-in application Form along with copies of required documents together with **registration Fee of ₹500/-** through crossed Demand Draft drawn in favour of **Maulana Azad National Urdu University, Hyderabad**, on any Nationalized Bank **payable at Hyderabad**. The filled-in application should reach through Speed/Registered post **on or before 27.03.2020** to:

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

- ii) SC/ST/PWD and Woman candidates are exempted from the payment of registration fee.
- iii) Those who are submitting application through post must enclose a self-addressed envelope with ₹5/- postal stamp. The applicant must write name of the post applied, his/her name and address on the back of the Demand Draft (**Cheques / Money Orders / Postal Orders will not be accepted**). Fees once paid shall not be refunded under any circumstances. Applications received after the last date and with incomplete information or without requisite fee will be summarily rejected. The University will not be responsible for any postal delay at any stage.

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

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

**Registrar I/c**

Place: Hyderabad

Dated: 20.02.2020

**MAULANA AZAD NATIONAL URDU UNIVERSITY  
HYDERABAD**

**Annexure - A**

**Appendix II - Table 2**

**Methodology for University and College Teachers for calculating Academic/Research Score**

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Education / Physical Education / Commerce / Management & other related disciplines	Score claimed by the candidate	Enclosure No.	Verified by the Screening Committee
1.	<b>Research Papers in Peer-Reviewed or UGC listed Journals</b>	08 per paper	10 per paper			
2.	<b>Publications (other than Research papers)</b>					
	<b>(a) Books authored which are published by ;</b>					
	International publishers	12	12			
	National Publishers	10	10			
	Chapter in Edited Book	05	05			
	Editor of Book by International Publisher	10	10			
	Editor of Book by National Publisher	08	08			
	<b>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>					
	Chapter or Research paper	03	03			
	Book	08	08			
3.	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>					
	<b>(a) Development of Innovative pedagogy</b>	05	05			
	<b>(b) Design of new curricula and courses</b>	02 per curricula/ course	02 per curricula/ course			
	<b>(c) MOOCs</b>					
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20			

	MOOCs (developed in 4 quadrant) per module/lecture	05	05			
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02			
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08	08			
	<b>(d) E-Content</b>					
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12			
	e-Content (developed in 4 quadrants) per module	05	05			
	Contribution to development of e-content module in complete course/ paper/ e-book (at least one quadrant)	02	02			
	Editor of e-content for complete course/ paper /e-book	10	10			
4	<b>(a) Research guidance</b>					
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted			
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded			
	<b>(b) Research Projects Completed</b>					
	More than 10 lakhs	10	10			
	Less than 10 lakhs	05	05			
	<b>(c) Research Projects Ongoing :</b>					
	More than 10 lakhs	05	05			
	Less than 10 lakhs	02	02			
	<b>(d) Consultancy</b>	03	03			
5.	<b>(a) Patents</b>					
	International	10	10			
	National 07	07	07			
	<b>(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)</b>					
	International	10	10			
	National	07	07			
	State	04	04			

	<b>(c) Awards/ Fellowship</b>					
	International	07	07			
	National	05	05			
6.	<b>*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)</b>					
	International (Abroad)	07	07			
	International (within country)	05	05			
	National	03	03			
	State/University	02	02			
			<b>Total</b>			

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

**Signature of the Candidate**

**The Research score for research papers would be augmented as follows :**

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- i) Paper in refereed journals without impact factor - 5 Points
- ii) Paper with impact factor less than 1 - 10 Points
- iii) Paper with impact factor between 1 and 2 - 15 Points
- iv) Paper with impact factor between 2 and 5 - 20 Points
- v) Paper with impact factor between 5 and 10 - 25 Points
- vi) Paper with impact factor >10 - 30 Points
- (a) Two authors: 70% of total value of publication for each author.
- (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

**Note:**

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- \*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

**The research score shall be from the minimum of three categories out of six categories.**

**UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND OTHER MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 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.

**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\*\*\* :

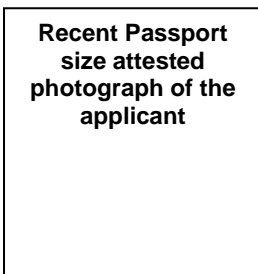
- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

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 \_\_\_\_\_



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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.



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. 60/2020

Dated: 20.02.2020



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

**Closing date for receiving Applications: 27<sup>th</sup> March 2020**

**Information Booklet in respect of Non-Teaching Posts Notified  
 vide Employment Notification No.60/2020, dated: 20.02.2020**

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					
				UR	EWS	SC	ST	OBC	PwD
1.	Internal Audit Officer	A	01	01	-	-	-	-	-
2.	Chief Security Officer	A	01	01	-	-	-	-	-
3.	Section Officer	B	01	-	-	-	01	-	-
4.	Assistant	B	03*	-	-	01	01	01	-
5.	Lower Division Clerk	C	04	-	-	01	01	-	02 (HH-1 VH-1)
6.	Instructor – Polytechnic Computer Science Engineering	B	01	-	-	-	01	-	-
7.	Instructor – Polytechnic Civil Engineering	B	01	-	-	-	-	01	-
8.	Instructor – Polytechnic Mechanical Engineering	B	01	01	-	-	-	-	-
9.	Instructor – Polytechnic Electrical & Electronics Engineering	B	01	-	-	-	-	01	-
10.	Library Assistant	C	01	-	-	-	-	-	01 (HH)
11.	Library Attendant	C	02*	01	-	-	-	01	-

**Abbreviations:**

UR- Unreserved, EWS- Economically Weaker Section, SC-Scheduled Caste, ST- Scheduled Tribe, OBC- Other Backward Classes, HH- Hearing Handicapped, VH – Visually Handicapped

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

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

<b>S.No</b>	<b>Name of the post and Pay Scale</b>	<b>Essential Qualification &amp; experience</b>	<b>Age limit</b>
1	<b>Internal Audit Officer</b> <i>On deputation basis</i> ₹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 ₹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 ₹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> <i>On deputation basis</i> ₹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.  <i>*Selected person is required to stay in the Campus, hence, no HRA will be provided.</i>	Below 56 years
3	<b>Section Officer</b> ₹44,900-1,42,400/- (Level-7)	<b>Essential:</b> (i) A Bachelor Degree in any discipline from any recognized Institute/ University. (ii) Three years experience as Assistant in the Pay Scale of ₹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 ₹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
4	<b>ASSISTANT</b> ₹35,400-1,12,400/- (Level-6)	<b>Essential:</b> (i) Bachelor Degree from a recognized University/ Institution. (ii) Three Years of experience as UDC or equivalent in the Pay Scale of ₹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 ₹200/- Crores.	35 years

		<p>(iii) Speed in English Typing @ 35 wpm or Speed in Hindi Typing @ 30 wpm</p> <p>(iv) Proficiency in Computer Operations, noting and drafting.</p> <p><b>Desirable:</b></p> <p>(i) Experience in Administrative/ Accounts/ Academic matters. Capacity to work in a fully computerized environment.</p> <p>(ii) Knowledge of Urdu</p>	
5	<p><b>Lower Division Clerk</b> ₹19,900-63,200/- (Level-2)</p>	<p><b>Essential :</b></p> <p>i) 10+2 or equivalent qualification from a recognised Board.</p> <p>ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work)</p> <p>iii) Proficiency in Computer Operations.</p> <p><b>Desirable:</b></p> <p>i. Graduate from a recognised University.</p> <p>ii. Knowledge of Urdu.</p>	30 years
6	<p><b>Instructor – Polytechnic</b> (For all branches) ₹44,900-1,42,400/- (Level-7)</p>	<p><b>Essential:</b></p> <p>(i) B.E / B.Tech. or equivalent in appropriate branch of Engineering from a recognized University/ institution with three years of relevant experience in industry /organization /educational institution</p> <p style="text-align: center;"><b>OR</b></p> <p>Diploma in appropriate branch of Engineering from a recognized University/ institution with five years of relevant experience in industry /organization/educational institution</p> <p>(ii) Knowledge of Urdu reading, writing and speaking</p>	35 years
7	<p><b>Library Assistant</b> ₹25,500-81,100/- (Level-4)</p>	<p><b>Essential:</b></p> <p>i) Bachelor’s degree in Library &amp; Information Science or equivalent from a recognized University.</p> <p>ii) Typing speed of 30 words per minute in English.</p> <p>iii) Knowledge of Computer Applications.</p> <p>iv) Knowledge of Urdu and English in reading and writing.</p>	30 years
8	<p><b>Library Attendant</b> ₹18,000-56,900/- (Level-1)</p>	<p><b>Essential:</b></p> <p>i) 10+2 or its equivalent examination from a recognized Board.</p> <p>ii) Certificate course in Library Science from a recognized Institution.</p> <p>iii) Knowledge of Urdu and English in reading and writing</p> <p><b>Desirable:</b></p> <p>i) Two years of experience in a University/ College/ Educational Institution Library.</p> <p>ii) Basic knowledge of computer applications.</p> <p>iii) Knowledge of Hindi</p>	30 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

- 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.
- Mere possessing the eligibility conditions shall not entitle a candidate to be called for written/skill test (or interview, where ever applicable).
- 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.
- Incomplete applications and applications not submitted on the prescribed format, along with the prescribed fee and self-attested enclosures, etc., shall be summarily rejected.
- The applications received after the due date, shall not be entertained.
- Separate application should be submitted for each post.
- 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.
- Age Relaxation:** The upper age limit for appointment to various posts have 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 yeas
3	Persons with Disabilities	10 yeas In case the PWD candidates belong to SC/ST/OBC categories, such SC/ST-cum PWD candidates are eligible for 15 yeas and OBC-cum-PWD candidates are eligible for 13 yeas 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 yeas.
5	Existing short-term contractual employees working in MANUU and other Central Government Departments/ Ministries, attached	To the extent of their service rendered in MANUU or the Govt. department concerned but below 55 yeas. The above relaxation is not extended to

	and subordinate Offices with minimum three years of service	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 University may decide its own method of evaluating the performance of the candidates through interview/ written test/skill 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 through University website. The candidate shall attend the interview, wherever applicable, at the designated place and time at his own expenses.
11. **Submission of NOC for In-service candidates:** Candidate who is already in service shall submit his/her application through proper channel. However, he/she may send an advance copy of his/her application and in case his/her 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/she 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.

16. 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.
17. 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.
18. 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.
19. 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.
20. No interim queries regarding test / interview selection will be entertained.
21. 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.
22. **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.
23. 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.**
24. 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.

25. **HOW TO APPLY:**

- i) Application Form is available only on University website [www.manuu.ac.in/](http://www.manuu.ac.in/) [www.manuu.edu.in](http://www.manuu.edu.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 **Maulana Azad National Urdu University** on any Nationalized Bank **Payable at Hyderabad** should reach through Speed / Registered Post to the **Assistant Registrar, ER-II Section, 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 27.03.2020.**  
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>
₹500/-	A	General, EWS & OBC candidates
₹250/-	A	SCs/STs/PwDs/XSM/Women candidates
₹300/-	B & C	General, EWS & OBC candidates
₹150/-	B & C	SCs/STs/PwDs/XSM/Women candidates

**Note:** All the above fee is to be paid through Demand Draft only in favour of **Maulana Azad National Urdu University 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

Sd/-  
**REGISTRAR i/c.**

Dated: 20.02.2020.



**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: