

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.36/2015 DATED 05.04.2015

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**Information Booklet for the following Teacher Positions for Model Schools of the University Notified vide Employment Notification No. 36/2015 dated 05.04.2015**

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
1	Principal – Model School (Temporary vacancy, likely to be permanent)	₹15600-39100	₹7600	1	1	-	-	-	-
<b>Post Graduate Teacher (PGT)</b>									
2.	English	₹9300-34800	₹4800	1	-	1	-	-	-
3.	History	₹9300-34800	₹4800	1	1	-	-	-	-
<b>Physical Education Teacher, Yoga Teacher, Primary Teacher (PRT)</b>									
4.	Physical Education Teacher	₹9300-34800	₹4600	2	1	1	-	-	-
5.	Primary Teacher (PRT)	₹9300-34800	₹4200	4	3	-	1	-	-

**Abbreviation:** UR=Unreserved; SC – Scheduled Caste; ST – Scheduled Tribe; OBC- Other Backward Classes

**Note:**

1. Presently the University Model Schools are located at Hyderabad (A.P), Darbhanga (Bihar) and Nuh, (Haryana). New Model Schools may come up in other parts of the country. The candidates applying for the Teacher Posts should be willing to work anywhere in the country.
2. Qualifications, experience etc., will be applicable as notified in this notification only. This will supersede the qualifications, experience, etc., as notified in the previous notifications.

## Details of essential qualifications, experience, etc.

### Principal – Model School:

1. Essential Qualification:
  - A. **Academic**
    - i) Master Degree from recognized university with atleast 50% marks in aggregate.
    - ii) B.Ed or equivalent teaching degree.
  - B. **Experience**
    - (a) Persons holding analogous posts or posts of Principals in Central/State Govt./ Autonomous organizations of Central/State Govt. in the Pay Band of Rs. 15600-39100 with Grade Pay of Rs. 7600;  
OR  
(b) Vice-Principal/ Asstt. Education Officers in Central/State Govt./ Autonomous organizations of Central/State Govt. in the pay band of Rs. 15600-39100 with Grade pay of Rs. 5400 with combined services of 05 years as PGT and 02 years as Vice-Principal.  
OR  
(c) Persons holding posts of PGTs or Lecturer in Central/State Govt./ Autonomous organizations of Central/State Govt. in the pay band of Rs. 9300-34800 with Grade Pay Rs. 4800 or equivalent with at least 8 years' regular service in the aforesaid grade.  
OR  
(d) 15 years combined regular services as TGT in the Pay band of Rs. 9300-34800/- with Grade Pay of Rs. 4600/- and PGT in the Pay Band of Rs. 9300-34800/- with Grade Pay of Rs. 4800/- out of which 03 years as PGT.
2. Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.
3. **Age Limit:** Minimum 35 and maximum 50 years. Age relaxation for SC./ST and OBC categories as applicable under the Govt. of India Rules.

**Desirable :** Knowledge of computer application.

### Post Graduate Teacher (PGT):

1. Master Degree from a recognized University with atleast 50% marks in aggregate in the following subjects:
  - a) PGT (English) – English
  - b) PGT (History) – History
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.

### Physical Education Teacher:

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.

### Primary Teachers :

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 a Screening Committee 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 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.
5. The panel of selected/waitlisted candidates will be valid for one year from the date of selection.
6. 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](http://www.ncbc.nic.in) for further details). Without valid certificate, the applications will not be considered against the reserved posts.
7. 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

8. Outstation candidates belonging to SC/ST categories and Women candidates called for interview will be paid sleeper class rail fare (to & fro) by shortest route towards journey expenses on submission of original ticket(s).
9. **Canvassing in any form on behalf of any candidate will disqualify such a candidate.**
10. 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.
11. 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.
12. 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.
13. The in-service candidates should apply through proper channel.
14. Separate application should be submitted for each post.
15. Qualifications, experience, etc. will be reckoned as on the last date for receipt of filled-in applications i.e. 24.04.2015. 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.
16. Incomplete applications in any respect shall not be considered at all.
17. No interim queries regarding interview/ selection will be entertained.
18. University reserves the right not to fill any of the vacancies advertised, if the circumstances so warrant.
19. University will not be responsible for any postal delay at any stage.
20. 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.
21. 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 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, on any Nationalized Bank payable at Hyderabad. The filled-in applications should reach through Speed/Registered post to the Deputy Registrar, Registrar, ER-I Section, Maulana Azad National Urdu University, Gachibowli, Hyderabad - 500 032 (Telangana) on or before 24.04.2015.

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 i/c**

Place: Hyderabad

Dated: 05.04.2015

**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.