

مولانا آزاد نیشنل اردو یونیورسٹی
مौलانا آزاد नेशनल उर्दू यूनिवर्सिटी
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
(Accredited "A" Grade by NAAC)
Gachibowli, Hyderabad (T.S) – 500 032.



**INFORMATION BOOKLET FOR
NON-TEACHING POSTS**

EMPLOYMENT NOTIFICATION NO.44/2017 DATED 12.05.2017

**Information Booklet in respect of Non-Teaching posts notified vide
Employment Notification No.44/2017, dated: 12.05.2017**

The University invites applications for the following Non-Teaching posts:

Sl. No	Name of the post	Pay Band	GP	Total Posts	Category				
					UR	SC	ST	OBC	PWD
1	Assistant Registrar Temporary post, likely to be permanent	Rs.15600-39100	Rs.5400	01	--	01	--	--	--
2	Section Officer 1 – UR is lien vacancy	Rs 9300-34800	Rs.4600	02	01	--	01	--	--
3	Personal Secretary	Rs 9300-34800	Rs.4600	01	01	--	--	--	--
4	Asst. Accounts Officer	Rs 9300-34800	Rs.4600	01	--	--	--	01	--
5	Instructor – Computer Engineering , Polytechnic Science	Rs 9300-34800	Rs.4600	02	01	--	01	--	--
6	Assistant	Rs 9300-34800	Rs.4200	01	--	--	01	--	--
7	Professional Assistant	Rs 9300-34800	Rs.4200	01	--	01	--	--	--
8	Stenographer Tenure based post upto 31.03.2018	Rs.5200-20200	Rs.2400	01	01	--	--	--	--
9	Lower Division Clerk Temporary post, likely to be permanent	Rs.5200-20200	Rs.1900	01	--	--	--	--	01 HH

Abbreviations: UR- Unreserved; SC-Scheduled Caste; ST- Scheduled Tribe; OBC- Other Backward Classes; PWD- Persons with Disabilities – HH (Hearing Handicapped)

DETAILS OF ESSENTIAL QUALIFICATION & EXPERIENCE ETC:

ASSISTANT REGISTRAR

- (i) Good academic record plus Master's degree with at least 55% of the marks or its equivalent of B in the UGC seven-point scale.
- (ii) Five years of experience as Section Officer / Superintendent in Central / State University Offices.
- (iii) Knowledge of Urdu reading, writing and speaking is essential.
- (iv) Age Limit: Not above 35 years.

SECTION OFFICER

- (i) Graduate in any discipline.
- (ii) Knowledge of computer application.
- (iii) Five years experience as Superintendent / Senior Assistant in State / Central Universities.
- (iv) Knowledge of Urdu reading, writing and speaking is essential.
- (v) Age Limit: Not above 33 years.

PERSONAL SECRETARY

- (i) Graduate in any discipline.
- (ii) Qualified in the following examinations held by any Board of Technical Education or its equivalent examination.
 - a) Typing speed 40 w.p.m
 - b) Stenography speed 100 w.p.m
- (iii) A good knowledge of computers with Urdu software
- (iv) Experience as Personnel Assistant of not less than 5 years in State / Central Universities.
- (v) Knowledge of Urdu reading, writing and speaking is essential.
- (vi) Age Limit: Not above 33 years.

ASST. ACCOUNTS OFFICER

- (i) Graduate with at least 55% of marks
- (ii) 5 years experience as Sr. Assistant / Assistant in State / Central Govt. Offices/Reputed Organization
- (iii) Adequate knowledge of accounts
- (iv) Knowledge of Urdu reading, writing and speaking is preferable.
- (v) Age Limit Not above 33 years.

INSTRUCTOR – Computer Science Engineering (Polytechnic)

- (i) AMIE or equivalent in appropriate branch of Engineering.

OR

Diploma in appropriate branch of Engineering with three years of experience in the recognized Industry / Organization/ Institution.

OR

National Trade Certificate in appropriate trade from a recognized Institute with 6 years of experience in the recognized Industry / Organization / Institution.
- (ii) Knowledge of Urdu reading writing and speaking is essential.
- (iii) Age Limit: Not above 33 years.

ASSISTANT

- (i) A Bachelor's Degree.
- (ii) At least 3 years experience as UDC or equivalent level in State / Central / Universities / Other Organizations, etc.
- (iii) Knowledge of Urdu reading, writing and speaking is essential.
- (iv) Age: Not above 32 years.

PROFESSIONAL ASSISTANT

- (i) M.Lib. Sc. or AIS / ALIS or PG with B. Lib. Information Science with 3 years experience.
OR
A Graduate with B.Lib. Information Science with 5 years experience.
- (ii) Knowledge of Urdu reading, writing and speaking is essential.
- (iii) Age: Not above 30 years.

STENOGRAPHER

- (i) Graduate in any discipline.
- (ii) A pass in Govt. examination conducted by State Board of Technical Education in English Typewriting (40 WPM).
- (iii) A pass in Govt. examination conducted by State Board of Technical Education in English Stenography (100 WPM).
- (iv) Experience in Stenography with knowledge of Computer of at least two years.
- (v) Knowledge of Urdu reading, writing and speaking is preferable.
- (vi) Age Limit: Not above 30 years.
Desirable: Knowledge of Urdu software.

LOWER DIVISION CLERK

- (i) 10+2 or equivalent qualification from a recognized Board or University
- (ii) A typing speed of 30 w.p.m in English / Diploma in Computer Application
- (iii) Knowledge of Urdu reading, writing and speaking is essential.
- (iv) Age Limit: Not above 30 years

Desirable: Graduate with good academic record.

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 INFORMATION

- (i) Selected Candidates shall be posted at Headquarters or any of the Institutions/ Offices of the University in the Country.
- (ii) 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 test/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. 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.
- (iii) It would be open to the University to consider the names of suitable persons who may not have applied, but recommended by experts in their respective fields.
- (iv) The University will have the right to relax any of the qualifications, experience, age, etc,
- (v) The maximum age limit is relaxable by 5 years in respect of SC/ST and Women candidates, 3 years for OBC candidates and 10 years for Persons with Disabilities (PWD). In case the PWD candidates 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.
- (vi) **The number of vacancies indicated in the Employment Notification and in this booklet are tentative. The University reserves the right to increase or decrease the number of posts at the time of selection and make appointments accordingly, if more vacancies do exist in between and advertisement and Selection Committee meetings.**
- (vii) The panel of selected waitlisted candidates will be valid for one year from the date of selection.
- (viii) 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 Other Backward Class (OBC) candidates must be in the format as prescribed by the Govt. of India (please visit website www.ncbc.nic.in. for further details). Without valid certificate, the applications will not be considered against the reserved posts.
- (ix) 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.

- (x) The University may offer lower post to a candidate who may have applied for a higher post in case suitable candidates are not available for the advertised posts.
- (xi) Outstation candidates belonging to SC/ST categories and Women candidates called for test/interview will be paid sleeper class rail fare (to & fro) by shortest route towards journey expenses on submission of original tickets).
- (xii) **Canvassing in any form on behalf of any candidate will disqualify such a candidate.**
- (xiii) 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 the posts mentioned from Sl. 2 to 9. However, the details of test viz., subjects, descriptive, objective, skill test, aptitude etc shall be communicated to the eligible candidates after screening of applications.**
- (xiv) The in-service candidates should apply through proper channel.
- (xv) Separate application should be submitted for each post.
- (xvi) Qualifications, experience, etc. will be reckoned as on the last date for receipt of filled-in applications **i.e.12.06.2017**. 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.
- (xvii) Incomplete applications in any respect shall not be considered at all.
- (xviii) No interim queries regarding test / interview selection will be entertained.
- (xix) University reserves the right not to fill any of the vacancies advertised, if the circumstances so warrant.
- (xx) University will not be responsible for any postal delay at any stage.
- (xxi) 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 may be made from time to time.
- (xxii) 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,

Errors and omissions are subject to correction.

HOW TO APPLY:

- i) Application form is available only on University website: www.manuu.ac.in and the same can be downloaded.
- ii) The filled –in application form along with copies of required documents viz. education & experience certificates, etc., together with registration fee as mentioned below in the form of crossed Demand Draft drawn in favour of **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, Maulana Azad National Urdu University, Gachibowli, Hyderabad – 500 032 (T.S.)** on or before **12.06.2017**.

Details of Registration Fee:

SC/ST/PWD and Women candidates need not to pay the registration fee.

For the post mentioned at Sl. No.1	For General & OBC candidates: Rs.500/- registration fee.
For other posts mentioned at S.No.2 to 9	For General & OBC candidates: Rs.300/- registration fee.

- iii) Those who are submitting application through the post must to be enclosed self-addressed envelope with Rs.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 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 being sent to the University, the applicant may submit an **Advance Copy** of the application along with original Demand Draft and all enclosures. A photocopy of the Demand Draft may be enclosed with 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 at the time of interview, if he / she is called for interview.

Registrar i/c

Hyderabad

Dated:12.05.2017

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

This is 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.