

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 OTHER ACADEMIC AND  
NON-TEACHING POSTS

EMPLOYMENT NOTIFICATION NO.37/2016 DATED 23.06.2016

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**Information Booklet in respect of Other Academic & Non-Teaching posts notified vide Employment Notification No. 37/2016 dated 23.06.2016**

The University invites applications for the following Other Academic & Non-Teaching posts.

Sl. No.	Name of the Post	Pay Band	AGP	Total Posts	Category				
					UR	SC	ST	OBC	PWD
<b>Other Academic posts</b>									
1.	Librarian	₹37400-67000	₹10000	1	1	-	-	-	-
2.	Director - Physical Education	₹37400-67000	₹10000	1	1	-	-	-	-
3.	Deputy Director - Physical Education	₹37400-67000	₹9000	1	1	-	-	-	-
4.	Assistant Regional Director	₹15600-39100	₹6000	1	-	-	1	-	-
<b>Non-Teaching posts</b>									
5.	Director (Media Centre)	₹37400-67000	₹10000	1	1	-	-	-	-
6.	Executive Engineer - Civil	₹15600-39100	₹6600	1	1	-	-	-	-
7.	Medical Officer	₹15600-39100	₹5400	1	1	-	-	-	-
8.	Producer - I (Media Centre)	₹15600-39100	₹5400	1	1	-	-	-	-
9.	Assistant Accounts Officer	₹9300-34800	₹4600	1	-	-	-	1	-
10.	Assistant Engineer - Electrical (Through deputation only)	₹9300-34800	₹4600	1	1	-	-	-	-
11.	Instructor - Computer Science Engg.	₹9300-34800	₹4600	1	-	-	1	-	-
12.	Assistant	₹9300-34800	₹4200	1	-	-	-	1	-
13.	Museum Curator	₹9300-34800	₹4200	1	1	-	-	-	-
14.	Nurse - Female	₹9300-34800	₹4200	1	1	-	-	-	-
15.	Technical Assistant	₹5200-20200	₹2800	1	1	-	-	-	-

**Abbreviations:** UR=Unreserved; SC=Scheduled Caste; ST=Scheduled Tribe; OBC=Other Backward Classes; PWD 6 Persons with Disabilities.

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

**OTHER ACADEMIC POSTS**

**LIBRARIAN:**

- A Master's Degree in Library Science / Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record.
- At least thirteen years as Deputy Librarian in a University Library or eighteen years experience as a College Librarian.
- Consolidated A.P.I Score of 400 points.
- Evidence of innovative library service and organization of published work.
- Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.

**Desirable:** M.Phil./Ph.D. Degree in library science / information science / documentation / achieves and manuscript – keeping.

### DIRECTOR - PHYSICAL EDUCATION:

- A**
- (i) Ph.D. in Physical Education.
  - (ii) Experience of at least ten years as University Deputy Director of Physical Education or fifteen years as University Assistant DPES / College (Selection grade).
  - (iii) Participation in at least two national/international seminars/conferences.
  - (iv) Consistently good appraisal reports.
  - (v) Evidence of organizing competitions and conducting coaching camps of at least two week's duration.
  - (vi) Evidence of having produced good performance teams/athletes for competitions like state/national/inter-university/combined university, etc.
- B** Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.

**Note:** (a) Subject to the provisions of the UGC Regulations 2010, all candidates who are required to undertake the physical fitness test shall be required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.

(b) On production of such certificate mentioned (a) above, the candidates would be required to undertake the physical fitness test in accordance with the following norms:

NORMS FOR MEN			
12 MINUTES RUN/WALK TEST			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1800 meters	1500 meters	1200 meters	800 meters

  

NORMS FOR WOMEN			
8 MINUTES RUN/WALK TEST			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1000 meters	800 meters	600 meters	400 meters

### DEPUTY DIRECTOR - PHYSICAL EDUCATION:

- (i) A Ph.D. in Physical Education. Candidates from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned.
- (ii) Eight years experience as University Assistant DPES/College DPES, with a benefit of two years and one year for Ph.D. and M.Phil. Degree holders. 31
- (iii) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
- (iv) Evidence of having produced good performance teams/athletes for competitions like state / national / inter-university / combined university, etc.
- (v) Passed the physical fitness test in accordance with these Regulations.
- (vi) Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.
- (vii) Consistently good appraisal reports.

**Note:** (a) Subject to the provisions of the UGC Regulations 2010, all candidates who are required to undertake the physical fitness test shall be required to produced a medical certificate certifying that he/she is medically fit before undertaking such tests.

(b) On production of such certificate mentioned (a) above, the candidates would be required to undertake the physical fitness test in accordance with the following norms:

<b>NORMS FOR MEN</b>			
<b>12 MINUTES RUN/WALK TEST</b>			
<b>Up to 30 years</b>	<b>Up to 40 years</b>	<b>Up to 45 years</b>	<b>Up to 50 years</b>
<b>1800 meters</b>	<b>1500 meters</b>	<b>1200 meters</b>	<b>800 meters</b>

  

<b>NORMS FOR WOMEN</b>			
<b>8 MINUTES RUN/WALK TEST</b>			
<b>Up to 30 years</b>	<b>Up to 40 years</b>	<b>Up to 45 years</b>	<b>Up to 50 years</b>
<b>1000 meters</b>	<b>800 meters</b>	<b>600 meters</b>	<b>400 meters</b>

**ASSISTANT REGIONAL DIRECTOR:**

- (i) Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading systems is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
- (ii) Besides fulfilling the above qualifications, the candidates must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- (iii) The candidates, who are, or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum standards and Procedure for Award of Ph.D. Degree) Regulation 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment.
- (iii) Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.

**Desirable Qualification:** *Administrative experience of at least 2 years as Asst. Director/ Co-ordinator in Distance Education Centres in any of the Universities.*

**NON-TEACHING POSTS**

**DIRECTOR (MEDIA CENTRE):**

- (i) A Master's Degree in any subject. Eminent Teachers / Persons having experience of Print / Electronic Media or Journalism / Theatre, Art and Culture with a total of 10 years of regular service including administrative experience.
- (ii) Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.
- (iii) Age limit : Not above 50 years.

**EXECUTIVE ENGINEER - CIVIL:**

- (i) A Bachelor's Degree in Civil Engineering with 10 years of experience in design and systems and construction of building, road, sanitary and water supply system including maintenance of the same.
- (ii) Knowledge of Urdu reading, writing and speaking is preferable.
- (iii) Age limit : Not above 50 years.

**Desirable:** Post-graduate degree in structures.

**MEDICAL OFFICER:**

- (i) Medical Graduate (Allopathic) with 5 years experience as General Duty Officer in a residential teaching institution or a hospital of repute. Candidates with post-graduate qualifications will be preferred.
- (ii) Knowledge of Urdu reading, writing and speaking is preferable.
- (iii) Age limit : Not above 50 years.

**PRODUCER - I (MEDIA CENTRE):**

- (i) Master's Degree in any subject or Bachelor's degree in Engineering with 3 years experience in video production or direction preferably in Educational TV.

OR

PG Diploma in direction from FTII or equivalent qualification.

OR

Master in Communication and 2 years experience in video production preferably in Educational TV.

- (ii) Knowledge of Urdu reading, writing and speaking is preferable.
- (iii) Age: Not above 35 years.

**ASSISTANT 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: Preferable 33 years.

**ASSISTANT ENGINEER - Electrical (On deputation):**

- (i) A degree in Electrical Engineering with 5 years experience of supervising work in any State/Central Government/government approved Contractor.
- (iii) Knowledge of Urdu reading, writing and speaking is preferable.
- (iv) Age: Preferable 33 years.

## **INSTRUCTOR - COMPUTER SCIENCE & ENGINEERING**

- (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: Preferable 33 years.

### **ASSISTANT:**

- (i) A Bachelor's Degree with atleast 50% marks.  
(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: Preferable 32 years.

### **MUSEUM CURATOR:**

- (i) M.A. in any discipline and PG Diploma in Musueology or Conservation with at least one year experience in any Museum / Archives  
(iii) Knowledge of Urdu reading, writing and speaking is essential.  
(iv) Age: Not above 30 years.

### **NURSE (Female):**

- (i) B.Sc. Nursing Degree or Two years Diploma in Nursing from recognized Institution / Authority  
(ii) Two years of experience for B.Sc. Degree holders and three years experience for Diploma holders in Nursing in a reputed Hospital / Clinics.  
(iii) Knowledge of Urdu reading, writing and speaking is preferable.  
(iv) Age: Preferable 30 years.

## **TECHNICAL ASSISTANT:**

- (i) Bachelor's Degree in Science/Electronics/Computer Applications with at least 50% marks from a recognized University / Research Institution

OR

Three years Diploma in Electronics/Computer Applications or any other related filed with at least 50% marks from a recognized University/Research Institution.

- (ii) At least three years experience of working in a Laboratory.  
(iii) Good working knowledge of computer applications.  
(iv) Knowledge of Urdu reading, writing and speaking is preferable.  
(v) Age: Preferable 30 years.

## **GENERAL INFORMATION**

- 1. Selected Candidates may be posted at Headquarters or any of the Institutions of the University in the country.**
2. The Qualifications as prescribed by the UGC ([www.ugc.ac.in](http://www.ugc.ac.in)) are applicable from time to time. Revisions/Changes 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) categories for the purpose of eligibility and for assessing good academic record for 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. 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 will 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.
7. Applicants for Other Academic posts should fill-up the API score card and send along with the application form. Each API score is supported by the documentary evidence, without which no claim on account of API score card would be entertained. Applications without API score card shall not be considered for short-listing.
8. (i) The candidates who are or have been awarded a Ph.D. degree after 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.

- (ii) The marks sheet regarding completion of course work in Ph.D should be enclosed if applicable.
9. The University will have the right to relax any of the qualification, experience and age etc., in case of deserving candidates.
  10. 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 wherever is applicable.
  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 to the University to consider the names of the suitable persons who may not have applied, but recommended by the expert in their fields.
  13. 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.
  14. The panel of selected waitlisted candidates will be valid for one year from the date of selection.
  15. Reservation for SCs/STs, OBCs 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 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](http://www.ncbc.nic.in) for further details). Without valid certificate, the applications will not be considered against the reserved posts.
  16. 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**.
  17. 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).
  18. **Canvassing in any form on behalf of any candidate will disqualify such a candidate.**
  19. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview. The University may utilize written test/ skill test or seminar/colloquium as a method of selection.
  20. The in-service candidates should apply through proper channel. The condition of age, qualifications and experience will be relaxed for in-service candidates.



21. Separate application should be submitted for each post.
22. **Qualifications, experience, etc. will be reckoned as on the last date for receipt of filled-in applications i.e. 25.07.2016. 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.**
23. Incomplete applications in any respect shall not be considered at all.
24. No interim queries regarding test/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 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.
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.

#### 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

*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 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, ER-I Section, Maulana Azad National Urdu University, Gachibowli, Hyderabad - 500 032 (Telangana)** on or before **25.07.2016**.

#### Details of resignation fee:

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

For the post mentioned at Sl. No. 1, 2, 3, 4, 5 & 6	For General & OBC candidates: <b>Rs.500/- registration fee.</b>
For other posts mentioned at S.No.7 - 15	For General & OBC candidates: <b>Rs.300/- registration fee.</b>

- iii. Those who are submitting application through post must enclose a self-address 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.

Hyderabad  
Dated: 23.06.2016

**Registrar**

**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.