

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 TEACHING POSTS

EMPLOYMENT NOTIFICATION NO.36/2015 DATED 05.04.2015

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**Information Booklet in respect of Teaching posts notified vide Employment
Notification No. 36/2015 dated 05.04.2015**

The University invites applications for the following Teaching posts for various Departments, Centers & Polytechnics.

Sl. No.	Name of the Post	Pay Band	AGP	Total Posts	Category				
					UR	SC	ST	OBC	PWD
1.	Professor – Political Science	₹37400-67000	₹10000	1	-	1	-	-	-
2.	Professor – Physics	₹37400-67000	₹10000	1	1	-	-	-	-
3.	Professor – Botany	₹37400-67000	₹10000	1	1	-	-	-	-
4.	Professor – Women Education	₹37400-67000	₹10000	1	1	-	-	-	-
5.	Professor – Education	₹37400-67000	₹10000	2	2	-	-	-	-
6.	Professor – Distance Education	₹37400-67000	₹10000	1	-	1	-	-	-
7.	Director - Physical Education	₹37400-67000	₹10000	1	1	-	-	-	-
8.	Associate Professor – Sociology	₹37400-67000	₹9000	1	-	1	-	-	-
9.	Associate Professor – Economics	₹37400-67000	₹9000	1	-	1	-	-	-
10.	Associate Professor – Chemistry	₹37400-67000	₹9000	1	-	-	1	-	-
11.	Associate Professor – Mathematics	₹37400-67000	₹9000	1	-	-	-	-	1
12.	Associate Professor – Commerce (Temporary post likely to be permanent)	₹37400-67000	₹9000	1	1	-	-	-	-
13.	Associate Professor – Education (One UR category post is temporary post likely to be permanent)	₹37400-67000	₹9000	3	1	-	2	-	-
14.	Associate Professor – History (DDE) (Temporary post likely to be permanent)	₹37400-67000	₹9000	1	-	1	-	-	-
15.	Associate Professor – Business Management (DDE)	₹37400-67000	₹9000	1	1	-	-	-	-
16.	Associate Professor – Information Technology (CS&IT Dept.) (Temporary post likely to be permanent)	₹37400-67000	₹9000	1	1	-	-	-	-
17.	Associate Professor – Civil Engineering (Polytechnic)	₹37400-67000	₹9000	1	-	1	-	-	-
18.	Associate Professor – Computer Science Engineering (Polytechnic)	₹37400-67000	₹9000	2	-	1	-	-	1
19.	Associate Professor – Electronics & Communication Engineering (Polytechnic)	₹37400-67000	₹9000	1	-	-	1	-	-
20.	Assistant Professor – Islamic Studies	₹15600-39100	₹6000	1	-	-	-	1	-
21.	Assistant Professor – Social Work (Temporary post likely to be permanent)	₹15600-39100	₹6000	1	1	-	-	-	-
22.	Assistant Professor – Mass Communication & Journalism (One UR post is temporary post likely to be permanent)	₹15600-39100	₹6000	2	1	-	-	1	-
23.	Assistant Professor – Women Education (Tenure post upto the end of XII Plan period)	₹15600-39100	₹6000	1	1	-	-	-	-
24.	Assistant Professor – Civil Engineering (Polytechnic)	₹15600-39100	₹6000	2	-	2	-	-	-
25.	Assistant Professor – Electronics & Communication Engineering (Polytechnic)	₹15600-39100	₹6000	1	-	-	1	-	-

Sl. No.	Name of the Post	Pay Band	AGP	Total Posts	Category notified in the earlier notifications				
					UR	SC	ST	OBC	PWD
MANUU ARTS AND SCIENCE COLLEGE FOR WOMEN, SRINAGAR									
1.	Associate Professor – English	₹37400-67000	₹9000	1	-	1	-	-	-
2.	Associate Professor – Urdu	₹37400-67000	₹9000	1	1	-	-	-	-
3.	Associate Professor – Kashmiri	₹37400-67000	₹9000	1	1	-	-	-	-
4.	Associate Professor – Economics	₹37400-67000	₹9000	1	-	1	-	-	-
5.	Associate Professor – History	₹37400-67000	₹9000	1	-	1	-	-	-
6.	Associate Professor – Political Science	₹37400-67000	₹9000	1	1	-	-	-	-
7.	Associate Professor – Public Administration	₹37400-67000	₹9000	1	-	-	1	-	-
8.	Assistant Professor – Kashmiri	₹15600-39100	₹6000	1	-	-	1	-	-
9.	Assistant Professor – History	₹15600-39100	₹6000	1	-	1	-	-	-
10.	Assistant Professor – Public Administration	₹15600-39100	₹6000	1	-	1	-	-	-

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

DETAILS OF ESSENTIAL QUALIFICATIONS & EXPERIENCE, ETC.

PROFESSOR: Political Science, Physics, Botany, Women Education, Distance Education:

- A.** (i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality actively engaged in research with evidence of published work with minimum of 10 publications as books and/or research/policy papers.
- (ii) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- (iii) Contribution to educational innovation, design of new curricula and course, and technology – mediated teaching process.
- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS)

OR

- B.** An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/ allied/ relevant discipline, to be substantiated by credentials.
- C.** Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.
Desirable: Out of 10 years of teaching experience, the candidates having experience atleast 5 years as Associate Professor (or equivalent) at the University/National level Institution will be preferred.

PROFESSOR: Education:

- (i) A Master's Degree in Arts / Humanities /Science /Commerce and M.Ed. / M.A. (Education) each with a minimum of 55% marks (or equivalent grade in a point scale wherever grading systems is followed).
- (ii) Ph.D in Education; and
- (iii) At least ten years of teaching experience in University department of education or College of Education, with a minimum of five years at the M.Ed level with published work in the area of his/her specialization.
- (iv) Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.

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 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:

ASSOCIATE PROFESSOR: English, Urdu, Kashmiri, Economics, History, Political Science, Public Administration, Sociology, Chemistry, Mathematics, Commerce, History (DDE), Business Management (DDE) and Information Technology (Dept. of CS & IT)

- (i) 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 equivalent grade in a point scale wherever grading systems is followed) in relevant subject.
- (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 excluding the period of Ph.D. research with evidence of published work and minimum of 5 publications as books and / or research / policy papers.
- (iv) Contribution to educational innovation, design of new curricula and courses and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- (v) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS).
- (vi) Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.

ASSOCIATE PROFESSOR: Education:

- (i) A Master's Degree in Arts / Humanities /Science /Commerce and M.Ed./ M.A. (Education) each with a minimum of 55% marks (or equivalent grade in a point scale wherever grading systems is followed).
- (ii) Ph.D in Education.
At least eight years of teaching experience in University department of education or College of Education, with a minimum of three years at the M.Ed. level and has published work in the relevant area of specialization.
- (iii) Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.

ASSOCIATE PROFESSOR (Polytechnic):

Electronics & Communication Engineering, Civil Engineering, Computer Science Engineering:

- (i) Bachelor's and Master's degree of appropriate branch in Engineering / Technology with first class or equivalent at either Bachelor's Master's level.
 - (ii) Minimum of 10 years relevant experience in teaching / research / industry.
- OR
- (iii) Bachelor's degree and Master's degree of appropriate branch in Engineering / Technology with First Class or equivalent either Bachelor's or Master's level and Ph.D or equivalent in appropriate discipline in Engineering / Technology and Minimum of 5 years relevant experience in teaching / research / industry.
 - (iv) Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.

ASSISTANT PROFESSOR: Kashmiri, History, Islamic Studies, Social Work, Public Administration, Mass Communication and Journalism, Women Education:

- (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 of Assistant Professor.
- (iv) Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.

ASSISTANT PROFESSOR (Polytechnic)

Electronics & Communication Engineering, Civil Engineering:

- (i) Bachelor's degree in Engineering/Technology in the relevant branch with First Class or equivalent.
- (ii) If the candidate has a Master's degree in Engineering/ Technology, first class or equivalent is required at Bachelor's or Master's level.
- (iv) Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.

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) 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 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. 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 19th 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 a Screening Committee to scrutinize the applications and short-listing 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 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 has the right to relax any qualification experience and age.
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 expert 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. 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 Photostat 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) 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.
15. 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.
16. 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).
17. **Canvassing in any form on behalf of any candidate will disqualify such a candidate.**
18. 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.
19. The in-service candidates should apply through proper channel.
20. Separate application should be submitted for each post.
21. 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.
22. Incomplete applications in any respect shall not be considered at all.
23. No interim queries regarding interview/ selection will be entertained.
24. University reserves the right not to fill any of the vacancies advertised, if the circumstances so warrant.
25. University will not be responsible for any postal delay at any stage.
26. 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.
27. 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 together with registration fee of ₹ 500/- 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, 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 to 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

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 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.