

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.58/2019
DATED: 03.10.2019



INFORMATION BOOKLET
(TEACHING POSTS)

Closing date of application: 25.10.2019

**MAULANA AZAD NATIONAL URDU UNIVERSITY
 HYDERABAD**

**Information Booklet in respect of Teaching posts notified vide Employment
 Notification No.55/2019 dated 03.10.2019**

The Maulana Azad National Urdu University (MANUU) is a Central University, established by 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 & Other Academic posts for various Departments, Centers, Colleges of Teacher Education (CTEs) under School of Education & Training and newly established Polytechnics located at Kadappa (A.P.) and Cuttack (Odisha), etc.:-

**(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
01.	Professor/ Principal	06 (UR-3, OBC-1, SC-1, ST-1)
02.	Associate Professor	05 (UR-1, OBC-2, ST-2)
03.	Assistant Professor	04 (SC-1, UR-2, PwD/VH-1)
Total		15

* Located at Asansol, Aurangabad, Bhopal, Bidar, Darbhanga, Sambhal, 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	English	01 (SC)
02	Professor	Arabic	01 (ST)
03	Professor	Women Education	01 (SC)
04	Professor	Political Science	01 (SC)
05	Professor	History	01 (UR)
06	Professor	Chemistry #	01 (UR)
07	Professor	Computer Science & Information Technology (For B.Tech./M.Tech. /MCA Programmes)	01 (OBC)
08	Professor	Islamic Studies	01 (UR)
09	Associate Professor	Mass Communication & Journalism	01 (ST)
10	Associate Professor	Social Work	01 (SC)
11	Associate Professor	English	01 (SC)

S.No.	Name of the Post	Department	No. of posts
12	Associate Professor	Chemistry #	02 (UR-1, ST -1)
13	Associate Professor	Economics	01 (SC)
14	Associate Professor	Sociology	01 (SC)
15	Associate Professor	Mathematics	01 (OBC)
16	Assistant Professor	English	01 (SC)
17	Assistant Professor	Economics	01 (EWS)
Total			18

Note: # Candidates applied earlier against Employment Notification No. 54/2019 dated 28.5.2019 need not apply again. However, they may submit additional information, if any within the last date of submission of application of this Notification i.e. 25.10.2019.

(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	Associate Professor	Urdu	01 (OBC)
06	Associate Professor	Arabic	01 (OBC)
07	Associate Professor	Political Science	01 (OBC)
08	Assistant Professor	History	01 (SC)
09	Assistant Professor	Kashmiri	01 (ST)

(4) 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)	Civil Engineering	02 (SC)
02.	Head of the Department (HoD)	Mechanical Engineering	01 (OBC)
03.	Head of the Department (HoD)	Electrical & Electronics Engineering	01 (OBC)
04.	Head of the Department (HoD)	Automobile Engineering	01 (UR)
05.	Head of the Department (HoD)	Computer Science Engg.	02 (SC-1, OBC & PwD/VH-1)
06.	Head of the Department (HoD)	Electronics & Comm. Engineering	01 (ST)
07.	Head of the Department (HoD)	Apparel Technology	01 (OBC)
09.	Lecturer (Level - 9A / 10)	Civil Engineering	03 (SC)
10.	Lecturer (Level - 9A / 10)	Mechanical Engineering	01 (SC)
11.	Lecturer (Level - 9A / 10)	Automobile Engineering	01 (EWS)
12.	Lecturer (Level - 9A / 10)	Apparel Technology	01 (OBC)
Total			15

Note: Initial posting for above posts shall be at the newly established Polytechnics at Kadapa (Andhra Pradesh) & Cuttack (Odisha) and existing Polytechnic at Darbhanga & Bangaluru.

(5) Directorate of Distance Education

S. No.	Name of the Post	No. of posts
01.	Professor-cum-Director	01 (UR)
02.	Professor	01 (SC)
03.	Associate Professor - History	01 (SC)
04.	Assistant Professor - Education	01 (SC)

(5) Other Academic Posts:

Directorate of Physical Education & Sports

S. No.	Name of the Post	No. of posts
01.	Director - Physical Education	01 (UR)
02.	Assistant Director - Physical Education	01 (SC)

Abbreviations: UR=Unreserved; SC=Scheduled Caste; ST=Scheduled Tribe; OBC=Other Backward Classes; EWS=Economically Weaker Sections, PWD – Persons with Disabilities.

Pay Scales:

Posts	Pay scales
Professors/Director-cum-Professor	₹ 1,44,200-2,18,200/- (Academic Level 14)
Associate Professors	₹1,31,400-2,17,100/- (Academic Level 13A)
Head of the Department (Polytechnics)	₹1,31,400-2,04,700/- (Level 13A1/AICTE Pay Scales)
Assistant Professors & Assistant Director-Physical Education	₹57,700-1,82,400 (Academic Level-10)
Lecturers-Polytechnics (with M.Tech/M.E qualifications)	₹57,700-2,05,500 (Academic Level-10/AICTE Pay Scales)
Lecturers-Polytechnic - Entry level	₹56,100-1,82,400/- (Level 9A/AICTE Pay scales)

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 is Essential as per Clause - 6 of the Ordinance No.1 of the University.
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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 is Essential as per Clause - 6 of the Ordinance No.1 of the University.

ASSISTANT PROFESSOR OF EDUCATION

(School of Education and Training & Directorate of Distance 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 is Essential as per Clause - 6 of the Ordinance No.1 of the University.
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(2) Departments under the School of Sciences, School of Arts & Social Sciences, School of Languages, Linguistics & Indology and Satellite Campuses at Lucknow & Budgam (J&K)

PROFESSOR: English, Arabic, Women Education, Political Science, History, Chemistry, Islamic Studies & Distance Education

- 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 is Essential as per Clause - 6 of the Ordinance No.1 of the University.
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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 is Essential as per Clause - 6 of the Ordinance No.1 of the University.

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.

ASSOCIATE PROFESSOR: Mass Communication & Journalism, Social Work, English, Chemistry, Economics, Sociology, Mathematics, Public Administration, Urdu, Arabic, Political Science, History & 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 is Essential as per Clause - 6 of the Ordinance No.1 of the University.
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ASSISTANT PROFESSOR: English, History, Economics & Kashmiri disciplines:

- 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 is Essential as per Clause - 6 of the Ordinance No.1 of the University.

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

Head of the Department (HoD) :

Civil Engineering, Mechanical Engineering, Electrical and Electronics Engineering, Automobile Engineering, Computer Science & Engineering, Electronics & Communication Engineering & Apparel Technology 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 is Essential as per Clause - 6 of the Ordinance No.1 of the University.

Lecturer: Civil Engineering, Mechanical Engineering, Automobile Engineering & Apparel Technology disciplines:

A. Lecturer (Level - 9A, Entry Pay 56,100/-):

B. E. / B. Tech. / B. S. in relevant discipline with First Class or equivalent.

Lecturer (Level - 10, Entry Pay 57,700/-)

Bachelor's and Master's Degrees in relevant disciplines with First Class in either of the two at the time of selection

B. Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.

Note: Placement of a candidate either at level 9A or 10 shall be as per para 4.2 (c) of AICTE Regulations, 2019.

(4) PROFESSOR - CUM - DIRECTOR - DIRECTORATE OF DISTANCE EDUCATION

- 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 is Essential as per Clause - 6 of the Ordinance No.1 of the University.

Desirable:

Proven ability of administering academic/research institution with depth of understanding of intellectual process and perspective of the University system with respect to distance and open education system.

Understanding and acquaintance with systems approach / design of computer applications in production and distribution.

- D. Mode of appointment: Direct recruitment/Deputation basis

- E. Job responsibilities of Director, DDE

To head the Directorate of Distance Education, HQrs located at Gachibowli, Hyderabad with 9 Regional Centres & 5 Sub-Regional Centres, situated across the country. To lead a team of academics and administrative staff posted under DDE and its Regional and Sub-Regional Centres for successful running of various programmes of DDE. To liaise with the UGC (DEB) and other Regulatory bodies for obtaining recognition of the programmes offered under DDE and also to ensure statutory compliance of various Regulations related to the delivery of ODL. To assist the Statutory Officers of the University in connection with the functioning of the DDE.

Responsible for effective delivery of curriculum including B.Ed through its over 160 Learners Supports Centres. Should be familiar with the Open Distance Learning, use of technology through ICT, Open Educational Resources (OER), Massive Open On-line Courses (MOOCs), Curriculum design, planning, preparation of Learning Resource Materials (Digital & Print) and its implementation. To oversee the preparation of Self Learning Materials (SLM) of various distance education programmes offered under DDE including its production.

(5) OTHER ACADEMIC POSTS:

DIRECTOR OF 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 Desirable: Knowledge of Urdu.

ASSISTANT DIRECTOR OF PHYSICAL EDUCATION:

A.

- i) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed)
- ii) Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or national championships.
- iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET), conducted by the UGC or CSIR, or a similar test accredited by the UGC, like SLET/SET, or who are or have been awarded a Ph.D. Degree in Physical Education or Physical Education and Sports or Sports Science, 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:

Provided that, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. degree holders 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 regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) 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 research papers in conference/seminar, based on his/her Ph.D work.

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

- iv. 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.
- v. Passed the physical fitness test conducted in accordance with these Regulations.

OR

B. An Asian Game or Commonwealth Game Medal Winner who has a degree at least at Post-Graduation level.

C. Desirable: Knowledge of Urdu.

**Compulsory Physical Fitness Test Norms as per UGC Regulations for
Director/Deputy Director/Assistant Director of Physical Education**

- (a) All candidates who are required to undertake the physical fitness test are required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.
- (b) On the production of such certificate mentioned in sub-clause (a) above, the candidate 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

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) / NCTE / AICTE 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. The Clause - 6 of the Ordinance No.1 of the University read as, "*As per Section 4 of the University, the medium of instruction in this University is Urdu. Therefore, as a general policy, it shall be compulsory that the candidate should possess the ability to teach ("should be able to clearly demonstrate his knowledge of reading, writing, understanding and teaching in Urdu language") in Urdu medium, which shall be judged by the Selection Committee at the time of interview. This condition shall invariably be mentioned in each advertisement, under the qualification reacquired*".
5. 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.
6. Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized University shall also be considered eligible.
7. 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.

8. Applicants for the post of Professor and Associate Professor 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. Further, proof of status of publications viz. Scopus/SCI/UGC-CARE list, past UGC listed journals, peer reviewed etc. must be enclosed along with research articles for scrutiny.
9. Applicants for the post of Assistant Professor should fill-up the Academic score sheet as prescribed by UGC in Appendix II, Table-3A annexure at **Annexure-B** 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.
10. (i) The candidates who are or have been registered Ph.D. degree prior to July, 11 2009 should enclose a copy of the certificate issued by the Registrar or the Dean (Academic Affairs of the concerned University).
(ii) The marks sheet regarding completion of course work in Ph.D. should be enclosed, if applicable.
11. The University has the right to relax any qualification, experience, age, etc.
12. 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.
13. 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.
14. 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.
15. The panel of selected waitlisted candidates will be valid for one year from the date of selection.
16. 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.
17. 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 - C**.
18. 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.

19. **Canvassing in any form on behalf of any candidate will disqualify such a candidate.**
20. 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.
21. 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.
22. Separate application should be submitted for each post. Similarly, candidates applying for same post in different categories shall submit their application forms separately.
23. 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.
24. Qualifications, experience, etc. will be reckoned as on the closing date for receipt of filled-in applications **i.e. 25.10.2019** 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.
25. Incomplete applications in any respect shall not be considered at all.
26. No interim queries regarding interview/ selection will be entertained.
27. University reserves the right not to fill any of the vacancies advertised, if the circumstances so warrant.
28. University will not be responsible for any postal delay at any stage.
29. New Pension Scheme as introduced by the Government of India with effect from 1st 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 31st 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 29th August,1984 read with Department of Pensions and Pensioner Welfare, O.M. No.28-(10)/84-P&PW/Vol.II dated 7th 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 29th August,1984 read with O.M. dated 7th 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 26th July, 2005 as modified vide O.M. of even no. dated 28th 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 31st December, 2003.
30. 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 25.10.2019** 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 Women candidates are exempted from the payment of registration fee.
- iii) Those who are submitting application through post must enclose a 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.

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

Registrar

Place: Hyderabad

Dated: 03.10.2019

**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.