

مولاانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University)
Gachibowli, Hyderabad – 500 032
(Accredited "A" Grade by NAAC)

EMPLOYMENT NOTIFICATION
NO.55/2019
DATED: 28.05.2019



INFORMATION BOOKLET
(OTHER ACADEMIC & NON-TEACHING POSTS)

Closing date of application: 08.07.2019

مولانا آزاد نیشنل اردو یونیورسٹی
 MAULANA AZAD NATIONAL URDU UNIVERSITY

**Information Booklet in respect of Other Academic & Non-Teaching posts
 notified vide Employment Notification No.55/2019 dated 28.05.2019**

The Maulana Azad National Urdu University (MANUU) is a Central University, established through the Maulana Azad National Urdu University Act, 1996 (Act of Parliament No.2 of 1997) with All India Jurisdiction, invites applications for the following Other Academic & Non-teaching posts for its main campus located at Gachibowli, Hyderabad:-

S.No.	Name of the Post	No. of posts	Pay scales
01.	Controller of Examinations	01 (Unreserved)	` 1,44,200-2,18,200/- (Level 14)
02.	Director of Physical Education & Sports	01 (Unreserved)	` 1,44,200-2,18,200/- (Academic Level 14)
03.	Deputy Director of Physical Education & Sports	01 (Unreserved)	`79,800-2,11,500/- (Academic Level 12)
04.	Assistant Director - Physical Education & Sports	01 (Scheduled Caste)	`57,700-1,82,400/- (Academic Level 10)

DETAILS OF MINIMUM QUALIFICATIONS, EXPERIENCE, MODE OF APPOINTMENT, ETC.

1. CONTROLLER OF EXAMINATIONS:

(i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale whenever grading system is followed.

(ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in research establishment and / or other Institutions of Higher Education.

OR

15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

(iii) Knowledge of Urdu - Reading, writing and speaking.

(iv) **Age:** Preferably below 57 years.

Desirable:

(a) Ph.D in any subject from a recognized Institution.

(b) Adequate experience in the pre-conduct and post-conduct of University examinations or other comparable examinations in a computerized environment.

2. DIRECTOR OF PHYSICAL EDUCATION & SPORTS:

- 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.
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3. DEPUTY DIRECTOR OF PHYSICAL EDUCATION & SPORTS:

- A.**
- (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 UGC Regulations.

OR

- B.** An Olympic games/ World Cup/ World Championship Medal Winner who has a degree at least at the Post graduation Level.
- C.** Desirable: Knowledge of Urdu
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4. ASSISTANT DIRECTOR OF PHYSICAL EDUCATION & SPORTS

- 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

Note: Women candidates are encourage to apply. One of the two posts of Deputy Director/ Assistant Director of Physical Education preferably be filled by a Women candidate.

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. (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, age, etc.
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 experts 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. The candidate shall attend the interview at the designated place and time at his own expenses. However, the outstation candidates belonging to 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 PwD candidates who are already in Central / State Government Service/ or holding any other employment under University/ Autonomous Bodies/PSUs/Local Government/Panchayats.
- 15. Canvassing in any form on behalf of any candidate will disqualify such a candidate.**
16. 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.
17. 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.
18. The application for appointment on deputation may be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs) for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authorities.
19. Separate application should be submitted for each post. Similarly, candidates applying for same post in different categories shall submit their application forms separately.
20. The age limit of all other academic posts (Physical Education) is 62 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.
21. Qualifications, experience, etc. will be reckoned as on the closing date for receipt of filled-in applications i.e. **08.07.2019** 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.
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 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.

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.

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 08.07.2019** 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: 28.05.2019