



मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
A Central University under Ministry of Education  
Government of India



*Gachibowli, Hyderabad – 500 032*

## **Employment Notification**

No. 67/2023

Dated: 16.06.2023



## **INFORMATION BOOKLET FOR RECRUITMENT TO NON-TEACHING POSTS**

**Closing Date for Receiving Online Applications: 07.07.2023**

**Last date for receipt of hard copy of online application form: 14.07.2023**



**Information Booklet in respect of Non-Teaching Posts Notified  
vide Employment Notification No.67/2023, dated: 16.06.2023**

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. 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, CTEs, Polytechnics, ITIs, Model Schools and Regional Offices/ Sub-Regional Offices of Directorate of Distance Education across the country.

The MANUU invites applications for the following Non-Teaching posts on **direct recruitment** basis to be deployed in its Main Campus and/or Satellite campuses and Offices located in various parts of the country:

Sl. No	Name of the post	Group	Total Posts	Category					
				UR	EWS	SC	ST	OBC	PwD
1	Regional Director	A	02	01	-	01	-	-	-
2	Assistant Regional Director	A	04	02	01	-	-	01	-
3	Instructor – Polytechnic Civil Engineering	B	01	-	-	01	-	-	-
4	Senior Technical Assistant*	B	01	01	-	-	-	-	-
5	MTS	C	04	02	-	-	-	02	-

**Abbreviations:**

UR- Unreserved, EWS- Economically Weaker Section, SC- Scheduled Caste

OBC- Other Backward Classes

\* Lien vacancy-Likely to be continued.

**DETAILS OF ESSENTIAL & DESIRABLE QUALIFICATION AND EXPERIENCE ETC  
FOR NON-TEACHING POSTS ON REGULAR BASIS:**

S.No	Name of the post and Pay Scale	Essential Qualification & experience	Age limit
1	<b>Regional Director</b> ₹78,800-2,09,200/- L-12	<b>Essential:</b> (i) A Master's Degree with atleast 55% of the marks or an equivalent grade from a recognized University/Institution. (ii) A minimum of 10 years experience in ODL/teaching/research/administration in a Central/ State/ Universities/ Deemed to be Universities / Research Institutions/ Government/ Government Aided Colleges equivalent to Assistant Professor / Assistant Registrar / Assistant Regional Director etc. (iii) Knowledge of Urdu (reading, writing and speaking) and passed Urdu as one of the subject at 10 <sup>th</sup> or 12 <sup>th</sup> or Graduation level from a recognised State/Central Board/University. (iv) Ability to make independent correspondence in English and should be familiar with ICT skills.	50 years

		<p><b>Desirable:</b></p> <p>(i) Ph.D. in any discipline.</p> <p>(ii) Persons with teaching or administrative experience with Open and Distance Learning.</p> <p>(iii) Master's Degree in Education/ Distance Education / Computer Application/ Computer Science/ Business Management/ Commerce.</p>	
2	<p><b>Assistant Regional Director</b> ₹56,100-1,77,500 /- L-10</p>	<p><b>Essential:</b></p> <p>(i) A Master's Degree with atleast 55% of the marks or an equivalent grade from a recognized University/ Institution.</p> <p>(ii) A minimum of three years experience in ODL/teaching/research/administration in a Central/ State/ Universities/ Deemed to be Universities / Research Institutions/ Government/ Government Aided Colleges in Pay Level-10 or five years administrative experience in a responsible capacity equivalent to Section Officer Pay Level-7 in the University system.</p> <p>(iii) Knowledge of Urdu (reading, writing and speaking) and passed Urdu as one of the subject at 10<sup>th</sup> or 12<sup>th</sup> or Graduation from a recognised State/Central Board/University.</p> <p>(iv) Ability to make independent correspondence in English and should be familiar with ICT skills.</p> <p><b>Desirable:</b></p> <p>(i) Ph.D. in any discipline.</p> <p>(ii) Persons with teaching or administrative experience with Open Distance Learning (ODL).</p> <p>(iii) UG/PG in Education / Distance Education/ Computer Application / Computer Science / Business Management / Commerce.</p>	40 years
3	<p><b>Instructor– Polytechnic Civil Engineering</b> ₹44,900-1,42,400 /- L-7</p>	<p><b>Essential:</b></p> <p>(i) B.E / B.Tech. or equivalent in appropriate branch of Engineering from a recognized University/ institution with three years of relevant experience in industry/organization/educational institution</p> <p style="text-align: center;">OR</p> <p>Diploma in appropriate branch of Engineering from a recognized University/ institution with five years of relevant experience in industry/organization/educational institution</p> <p>(ii) Knowledge of Urdu reading, writing and speaking</p>	35 years

4	<b>Senior Technical Assistant (Computers)</b> ₹35,400-1,12,400 L-6	<b>Essential:</b> i) Bachelor's Degree in Engineering / Technology in Computer Science and Technology / Electronics and Communication / Information Technology from recognized University or Institute. OR Master of Science in Computer Science from recognized University / Institute. OR Master of Computer Applications from recognised University/ Institute. ii) At least two years experience in relevant field in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private Organization of repute.  <b>Desirable:</b> i) Knowledge of Urdu software. ii) CCNA / CCNP	35 years
5	<b>Multitasking Staff (MTS)</b> 18,000-56,900 L-1	<b>Essential :</b>  Secondary School Certificate (X Std) <b>OR</b> its equivalent from a recognized Board/Institute.  <b>OR</b>  ITI Pass.	30 years

#### UGC SEVEN POINT SCALE

GRADE	GRADE POINT	PERCENTAGE EQUIVALENT
'O' = Outstanding	5.50-6.00	75-100
'A' = Very Good	4.50-5.49	65-74
'B' = Good	3.50-4.49	55-64
'C' = Average	2.50-3.49	45-54
'D' = Below Average	1.50-2.49	35-44
'E' = Poor	0.50-1.49	25-34
'F' = Fail	0-0.49	0-24

## General Terms and Conditions of Recruitment

1. Selected Candidates shall be liable to be posted at Main Campus or any of the Institutions/ Offices of the University across Country as per the requirements and exigencies of services.
2. Mere possessing the eligibility conditions shall not entitle a candidate to be called for written/skill test (or interview, wherever applicable).
3. The University reserves its right to restrict the number of candidates to be called for interview on the basis of qualifications and experience higher than the minimum prescribed; or by any other condition that it may deem fit. Those who are possessing higher qualifications may be given preference in short-listing the candidates. The University may constitute a Screening Committee to scrutinize the applications and short-list the candidates. Call letters for test/interview will be sent only to the short-listed candidates and no correspondence will be made with applicants who are not short-listed.
4. The candidates are required to upload all the necessary documents, certificates in the online application, incomplete applications form in any respect shall not be considered.
5. The applications received after the due date, shall not be entertained.
6. Separate application should be submitted for each post.
7. The University follows the norms of the Government of India in respect of reservation/ relaxation/ concessions to various categories in recruitment pertaining to age, qualifying marks, experience/fees, etc., as amended from time to time.
8. **Age Relaxation:** The upper age limit for appointment to various posts have been specified in this notification. The crucial date for determining the age shall be the last date of receipt of applications as notified in this recruitment advertisement. The relaxation in age shall also be as follows in respect of the following categories as mentioned against each:

S.No.	Category of Persons	Extent of age relaxation
1	SC/ST candidates	5 years
2	OBC ( Central List) Non Creamy Layer candidate	3 yeas
3	Persons with Disabilities	10 yeas 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.
4	Regular Employees of MANUU, regular employees of Central Govt / Central Universities/ UGC maintained deemed to be Universities / other Central Institutions of Higher Learning.	Age relaxation as per Government of India rules.
5.	Ex-Servicemen & other categories	Age relaxation as per Government of India rules.

**Note:** (i) The incumbents desirous to avail the above referred age relaxation must submit a valid proof for it.

(ii) The University may further relax the upper age limit in deserving cases on the recommendation of the screening/selection committee.

9. **Reservations:** The candidate belonging to the reserved categories must enclose self attested photocopies of the caste certificate and/or medical certificate (pertaining to determination of degrees of disability in case of PwD candidates) from the competent authority in the format prescribed by the Government of India, failing which the application shall be rejected. **The candidates applying against vacancies reserved for OBCs (NCL) should note that they have to produce a valid Caste Certificate issued during the preceding three years by the Competent Authority in the prescribed GoI format wherein it should be compulsorily**

mentioned that he/she does 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 format of OBC Certificate is attached at Annexure-I.**

10. **Mode of selection:** The University may decide its own method of evaluating the performance of the candidates through interview/ written test/skill test. The University may utilize written test /skill test as a method of selection. There shall not be any interview for Group ‘B’ & ‘C’ level positions. However, the details of test viz., subjects, descriptive, objective, skill test, aptitude etc shall be communicated separately. The candidate shall attend the written test/skill test, wherever applicable, at the designated place and time at his own expenses.
11. The candidate shall attend the interview, wherever applicable, at the designated place and time at his own expenses. However, the outstation candidates belonging to the SC/ST/PwD categories shall be reimbursed to and fro rail fare (Sleeper class) for self only by the shortest route only on submission of original tickets. 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/ candidates who are already in Central/ State Government Service/ or holding any other employment under Universities/Autonomous Bodies/PSUs /Local Governments/Panchayats.
12. **Submission of NOC for In-service candidates:** Candidate who is already in service shall submit his application through proper channel. However, he may send an advance copy of his application and in case his application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he/she, should produce a "No Objection Certificate" from the employer failing which he shall not be allowed to appear at the test/ interview as the case may be. The University may obtain copies of the Annual Performance Appraisal Reports (APARs) for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority for the in-service candidates for Group A & B posts.
13. It shall be the responsibility of the candidate to assess his own eligibility for the post for which he is applying in accordance with the prescribed qualifications, experience, etc., and submit his application duly filled in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or **canvassing in any manner on the part of the candidates shall lead to his disqualification.** In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible or had furnished false information, his appointment shall be liable to termination forthwith as per this clause.
14. Qualifications, experience, etc. will be reckoned as on the last date for receipt of filled-in applications. 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.
15. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority. If any document is found to be false / fake / incorrect either before or after appointment; the document shall be summarily rejected and action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be.
16. The person appointed against any post shall be governed by the Act/ Statutes/ Ordinances/ Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/ resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University in consonance with Govt. of India norms.

17. The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents report is received, the appointment shall be treated as provisional. In case the report with regard to his conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled / terminated forthwith.
18. The selected candidate shall be governed by the 'New Pension Scheme' of the Government of India as in force as amended from time to time. 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 31<sup>st</sup> 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 29<sup>th</sup> August,1984 read with Department of Pensions and Pensioner Welfare, O.M. No.28-(10)/84-P&PW/Vol.II dated 7<sup>th</sup> 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 29<sup>th</sup> August,1984 read with O.M. dated 7<sup>th</sup> 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 26<sup>th</sup> July, 2005 as modified vide O.M. of even no. dated 28<sup>th</sup> 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 31<sup>st</sup> December, 2003. However in the case of tenure post, NPS shall be applicable.
19. At the time of recruitment, a 'Service Agreement' shall be executed between the University and the employee concerned for such categories of staff as provided under the Statues of the University, and a copy of the same shall be deposited with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.
20. No interim queries regarding test / interview selection will be entertained.
21. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. The University reserves the right to withdraw the advertisement, either partly or wholly, at any time without assigning any reason.
22. The number of vacancies indicated in this Employment Notification are tentative. The University reserves its right to increase or decrease the number of posts at the time of selection and make appointments accordingly subject to roster points, if more vacancies do exist in between and advertisement and Selection Committee meetings. The University may also draw a panel in the form of a waiting list to fill up a post, if a candidate on higher merit did not join. The panel of selected waitlisted candidates will be valid for one year from the date of selection.
23. The candidates are required to visit the University website for updates about test, Interview etc and the most of the communications from the University shall be through email. **Errors and omissions are subject to correction to be notified in the University website.**
24. In case of any disputes / suits or legal proceedings against the University, the Jurisdiction shall be restricted to the Courts in Hyderabad, which is the Headquarters of the University.
25. The University shall not pay Transfer Travelling Allowance to the candidates selected on directed recruitment basis on any category of post.
26. **HOW TO APPLY:**
  - i) Application Form is available on <https://manuunt.samarth.edu.in> and for further information / detailed advertisement is also available at University website [www.manuu.edu.in](http://www.manuu.edu.in)

- ii) **Only online application will be accepted.** The hard copy of the filled-in online application form along with self attested testimonials, certificates, educational qualification and all supporting documents should reach to the **Assistant Registrar, ER-II Section, Maulana Azad National Urdu University, Gachibowli, Hyderabad- 500 032 (T.S)** in a closed cover super -scribing “**application for the post of**”
- ii) The last date for submission of online application form **07.07.2023.**
- iii) Last date for receipt of hard copy of application form **14 .07.2023 by 5.30 p.m**
- iv) The University will not be responsible for any postal delay or loss at any stage.

<b>Details of Registration Fee</b>		
<b>Fee</b>	<b>Group of Post</b>	<b>Category of candidates</b>
₹500/-	A	General, EWS & OBC candidates
₹250/-	A	SCs/STs/PwDs/XSM
₹300/-	B & C	General, EWS & OBC candidates
₹150/-	B & C	SCs/STs/PwDs/XSM
Exempted	A, B & C	All Women Candidates
<p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. All the above fee is to be paid through online mode only.</li> <li>2. No other form of payment shall be accepted. Fees once paid shall not be refunded under any circumstances.</li> <li>3. Applications received after the last date or with incomplete information or without requisite fee will be summarily rejected.</li> </ol>		

Hyderabad  
Dated: 16.06.2023

Sd//  
REGISTRAR



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

This is to certify that Shri/Smt./Km\* \_\_\_\_\_ son/daughter of  
\_\_\_\_\_ of \_\_\_\_\_ village  
\_\_\_\_\_ District/Division \_\_\_\_\_ in  
the \_\_\_\_\_ State \_\_\_\_\_ belongs to the  
\_\_\_\_\_ Community which is recognized as a backward class under:

- i) Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No. 186 dated 13th September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India – Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.

Shri /Smt./Km. \_\_\_\_\_ and/or his family ordinarily reside(s) in  
the \_\_\_\_\_ District/Division of the  
\_\_\_\_\_ State.

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 and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide Govt. of India, DOP&T O.M.No.36033/3/2004 dated 09.03.2004 and 14.10.2008.

District Magistrate or Deputy Commissioner etc

Dated:

Seal:

**Government of.....  
(Name & Address of the authority issuing the certificate)**

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY  
ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

**VALID FOR THE YEAR \_\_\_\_\_**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

**Recent Passport size  
attested photograph  
of the applicant**

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\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 15 years

\*\*\*Note 3: The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.