

مولاانا آزاا نیشنل اُردو یونیورسٹی
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MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University)

Gachibowli, Hyderabad – 500 032

(Accredited "A" Grade by NAAC)

EMPLOYMENT NOTIFICATION

NO.61/2021

DATED: 08.10.2021



INFORMATION BOOKLET
(STATUTORY/NON-TEACHING POSTS)

Closing date of application: 18.11.2021

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY



**Information Booklet in respect of Statutory/Non-Teaching posts notified vide
Employment Notification No.61/2021 dated 08.10.2021**

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 Statutory/Non-Teaching posts for its main campus located at Gachibowli, Hyderabad:-

S.No.	Name of the Post	No. of posts	Pay scales
01.	Registrar	01 (Unreserved)	₹ 1,44,200-2,18,200/- (Level 14)
02.	Finance Officer	01 (Unreserved)	₹ 1,44,200-2,18,200/- (Level 14)
03.	Controller of Examinations	01 (Unreserved)	₹ 1,44,200-2,18,200/- (Level 14)

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

1. REGISTRAR:

- (i) Master's Degree with at least 55% of the marks or an equivalent grade of B in the UGC 7 point scale.
- (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 a 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) **Desirable:** Knowledge of Urdu.
- (iv) **Age:** Preferably below 57 years.

2. Job Description:

The Registrar is a statutory post under MANUU. The Registrar should have wide-ranging experience in all aspects of University management. Registrar will be the head of the Administrative office of the University. Further, Registrar shall perform such of the duties as have been specified in the University Act, Statutes, Ordinances, Rules and Regulations.

Note: The appointment for above post shall be made for a tenure as may be recommended by the Selection Committee which can be renewed by the Executive Council of the University based on the performance. For candidates applying on deputation basis from Govt. or any other

organization/institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India. However, the age of retirement would be 62 years.

Mode of appointment: Direct/Deputation

2. FINANCE OFFICER:

- (i) Master's Degree with at least 55% of the marks or an equivalent grade of B in the UGC 7 point scale.
- (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 a 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) **Desirable:** Knowledge of Urdu.
- (iv) **Age:** Preferably below 57 years.

For deputation:

By drawing officers belonging to Audit and Accounts Services or other similar organized Accounts Services in Central/State Government (a) holding analogous posts at Level 14 - Rs.1,44,200/- to Rs.2,18,200/- (7th CPC) on regular basis OR with three years regular service at Level-13 - Rs. 1,23,100/- to Rs.2,15,900/- in the area of Audit and Accounts in any Govt. Department/Autonomous bodies OR with 8 years regular service at Level-12 - Rs.78,800/- to Rs.2,09,200/- in the area of Audit and Accounts in any Govt. department/Autonomous bodies OR 15 years of accounts/administrative experience of which 8 years shall be combined service as a Deputy Registrar/Jt. Registrar (Level 12/Level-13) or an equivalent post in the University system and possessing the minimum educational qualification prescribed for direct/tenure appointment and other conditions stipulated by the Ministry of Education/UGC.

Nature of duties:

The Finance Officer is a statutory post under MANUU. He/she is responsible for general supervision over the funds of the University and render advise on financial matters. Will be responsible for the preparation of annual accounts and the budget of the University for its presentation to the Finance Committee and Executive Council. The FO is the Secretary to the Finance Committee of the University. Must be conversant with the Government Accounting and Finances and is required to liaise with the UGC/MoE for funding/grants. Further, Finance Officer shall perform such of the duties as have been specified in the University Act, Statutes, Ordinances, Rules and Regulations.

Note: The appointment for above post shall be made for a tenure as may be recommended by the Selection Committee which can be renewed by the Executive Council of the University based on the performance. For candidates applying on deputation basis from Govt. or any other organization/institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India. However, the age of retirement would be 62 years.

Mode of appointment: Direct/Deputation

3. 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.

2. Job Description:

Adequate experience in the pre-conduct and post-conduct of university examinations or other comparable examinations. Working knowledge of examination software and results automation. The preference will be given to those having working experience of Govt. University administration/Central Educational Institution administration.

Subject to the provisions of the Act, Statutes and Ordinances, the Controller of Examinations shall perform the duties in regard to the arrangements for the conduct of examinations and such duties and functions as may be assigned to him from time to time by the Executive Council/ Vice-Chancellor.

Note: The appointment for above post shall be made for a tenure as may be recommended by the Selection Committee which can be renewed by the Executive Council of the University based on the performance. For candidates applying on deputation basis from Govt. or any other organization/institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India. However, the age of retirement would be 62 years.

Mode of appointment: Direct/Deputation

GENERAL INFORMATION

1. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. The University reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit. The University will constitute a Screening Committee to scrutinize the applications and short-list the candidates. Call letters for test/interview will be sent only to the short-listed candidates and no correspondence will be made with applicants who are not short-listed.
2. The University will have the right to relax any of the qualification, experience and age etc., in case of deserving candidates.
3. It would be open to the University to consider the names of the suitable persons who may not have applied, but recommended by the expert in their fields.
4. The panel of selected waitlisted candidates will be valid for one year from the date of selection.
5. The panel of selected waitlisted candidates will be valid for one year from the date of selection.

6. 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.
7. **Canvassing in any form on behalf of any candidate will disqualify such a candidate.**
8. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
9. 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.
10. 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.
11. Separate application should be submitted for each post.
12. Qualifications, experience, etc. will be reckoned as on the closing date for receipt of filled-in applications i.e. **18.11.2021** 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.
13. Incomplete applications in any respect shall not be considered at all.
14. No interim queries regarding interview/ selection will be entertained.
15. University reserves the right not to fill any of the vacancies advertised, if the circumstances so warrant.
16. University will not be responsible for any postal delay at any stage.
17. 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.

18. 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.edu.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 18.11.2021** to:

**Deputy Registrar (Establishment & Recruitment-I),
Room No.110 (1st Floor) Administrative Building,
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 i/c

Place: Hyderabad
Dated: 08.10.2021