



INFORMATION BOOKLET

Employment Notification No. 49/2018 dated 12.06.2018

The University invites applications for the following post under Direct recruitment /Deputation basis:

Sl. No.	Name of the Post	Pay Matrix (7 <sup>th</sup> CPC)	No. of Post
		Level - 14	
01	Director - Directorate of Distance Education	₹144200-218200	01 (UR)

**Abbreviations:** UR-Unreserved

**Note:** The above post carry minimum qualifications and API Scores claim for appointment as per the provisions of UGC Regulations, 2010 as amended in 2016 - (4<sup>th</sup> Amendment - 11<sup>th</sup> July, 2016).

**DETAILS OF ESSENTIAL QUALIFICATIONS, EXPERIENCE, ETC.**

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

**OR**

- B. An outstanding professional, with established reputation in organizing training programme, who has made significant contributions to the knowledge in the discipline, to be substantiated by credentials.
- C. Knowledge of Urdu is Essential as per Clause - 6 of the Ordinance No.1 of the University.

**Desirable:**

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.

### GENERAL INFORMATION

1. Selected Candidates shall be posted at Headquarters or any of the Institutions of the University in the country.
2. The Qualifications as prescribed by the UGC ([www.ugc.ac.in](http://www.ugc.ac.in)) are applicable from time to time. Revisions/Changes in the same shall be applicable.
3. A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently-abled) /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 19<sup>th</sup> 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 should fill-up the API score card and send along with the application form. Each API score is supported by the documentary evidence, without which no claim on account of API score card would be entertained. Applications without API score card shall not be considered for short-listing.

9. (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.
10. The University has the right to relax any qualification, experience, age, etc.
11. 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.
12. It would be open the University to consider the name of the suitable persons who may not have applied, but recommended by the expert in their fields.
13. 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.
14. The panel of selected waitlisted candidates will be valid for one year from the date of selection.
15. 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 Photostate 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.nbc.nic.in](http://www.nbc.nic.in) for further details). Without valid certificate, the applications will not be considered against the reserved posts.
16. 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/candidates who are already in Central / State Government Service/ or holding any other employment under University/ Autonomous Bodies/PSUs/Local Government/Panchayats.
17. **Canvassing in any form on behalf of any candidate will disqualify such a candidate.**
18. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview. The University may utilize seminar or colloquium as a method of selection.
19. The in-service candidates should apply through proper channel.
20. 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.
21. Qualifications, experience, etc. will be reckoned as on the last date for receipt of filled-in applications i.e **16.07.2018**. 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 application 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 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 1<sup>st</sup> 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 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.

27. In case of any disputes/suits or legal proceedings against the University, the Jurisdiction shall be restricted to the Courts in Hyderabad, which is the Headquarter of the University.

#### SEVEN POINT SCALE

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

*Errors and omissions are subject to correction.*

#### HOW TO APPLY:

- i) Application form is available only on University website-www.manuu.ac.in and the same can be downloaded.
- ii) The 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 to the **Deputy Registrar, ER-I Section, Room No.110, Maulana Azad National Urdu University, Gachibowli, Hyderabad - 500 032 (Telangana) on or before 16.07.2018.**

SC/ST/PWD and Women candidates do not have to pay the registration fee.

- iii. Those who are submitting application through post must enclose a self-address 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.

Place: Hyderabad  
Dated: 12.06.2018

Sd/-xxxx  
Registrar