



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



EMPLOYMENT NOTIFICATION  
NO.68/2024  
DATED: 31.07.2024



INFORMATION BOOKLET  
(OTHER ACADEMIC &  
MODEL SCHOOL TEACHERS POSTS)

**Activation of online link for submission of application: 01.08.2024**

**Closing date of online application: 31.08.2024**

**Last date for receipt of hard copy of online application: 09.09.2024**



## Information Booklet in respect of Other Academic & Model School Teachers posts notified vide Employment Notification No.68/2024 dated: 31.07.2024

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, Colleges of Teacher Education (CTEs), Polytechnics, ITIs and Regional Offices/Sub-Regional Offices of Directorate of Distance Education, Model Schools across the country. The University invites applications for the following Other Academic & Model School Teachers posts:

### Other Academic Posts (Physical Education & Library)

S.No.	Name of the Post	No. of posts and category	Pay scales
01.	Director of Physical Education & Sports	01 (UR)	₹ 1,44,200-2,18,200/- (Academic Level 14)
02.	University Deputy Librarian	01 (UR)	₹1,31,400-2,17,100/- (Academic Level 13A)

### Model School Teachers

(located at Hyderabad {Telangana}, Darbhanga {Bihar} & Nuh {Mewat}, Haryana)

S.No.	Name of the Post	No. of posts and category	Pay scales
01	Principal, Model School	02 (OBC-1, UR-1)	₹ 78,800-2,09,000/- (Level 12)
02.	<b>Trained Graduate Teachers</b>		
	English	01 (ST)	₹ 44,900-1,42,400/- (Level 7)
	Hindi	01 (ST)	₹ 44,900-1,42,400/- (Level 7)
03.	<b>Work Experience Teachers</b>		
	Sewing, Needle Work and Embroidery	02 (SC-01, OBC-01)	₹ 44,900-1,42,400/- (Level 7)
04.	Yoga Teacher	01 (ST)	₹ 44,900-1,42,400/- (Level 7)
05.	Primary Teacher	02* (SC-01, OBC-01)	₹ 35,400-1,12,400/- (Level 6)

\* Lien Vacancy.

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

**1. DIRECTOR OF PHYSICAL EDUCATION & SPORTS:**

- A**
- (i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.
  - (ii) Experience of at least ten years in Physical Education and Sports as University Assistant/Deputy DPES or ten years as College DPES or teaching for ten years in Physical Education and Sports or Sports Science as Assistant/Associate Professor..
  - (iii) Evidence of organising competitions and coaching camps of at least two weeks' duration
  - (iv) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter

**B Knowledge of Urdu:**

As per Section 4 of the University Act, the medium of instruction in the University is Urdu. Therefore, as a general policy, Urdu shall be compulsory for all the teaching posts. The candidate should either be from Urdu medium School/Madarsa or should have studied Urdu as a subject at X Std. or +2/Intermediate level or UG level or studied Urdu as one of the subject either at X or XII from Central or State Boards recognized by the Govt. of India or Madrasa Boards of State Government or NIOS/State Open Schools recognized by the Govt. of India (Ministry of Education) or UG/PG (Urdu) or Urdu as one of the subjects from any UGC recognized State/Central/Private University.

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**Compulsory Physical Fitness Test Norms as per UGC Regulations for 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:

<b>NORMS FOR MEN</b>			
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

<b>NORMS FOR WOMEN</b>			
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

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## **2. UNIVERSITY DEPUTY LIBRARIAN:**

- A i) A Master's Degree in library science/information science/documentation science, with at least 55% marks or an equivalent grade in a point –scale, wherever grading system is followed.
- ii) Eight years experience as an Assistant University Librarian/College Librarian.
- iii) Evidence of innovative library services including integration of ICT in library.
- iv) A Ph.D. Degree in library science/ Information science / Documentation Science/Archives and manuscript keeping/computerization of library.

### **B Knowledge of Urdu:**

As per Section 4 of the University Act, the medium of instruction in the University is Urdu. Therefore, as a general policy, Urdu shall be compulsory for all the teaching posts. The candidate should either be from Urdu medium School/Madarsa or should have studied Urdu as a subject at X Std. or +2/Intermediate level or UG level or studied Urdu as one of the subject either at X or XII from Central or State Boards recognized by the Govt. of India or Madrasa Boards of State Government or NIOS/State Open Schools recognized by the Govt. of India (Ministry of Education) or UG/PG (Urdu) or Urdu as one of the subjects from any UGC recognized State/Central/Private University.

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## **MODEL SCHOOL TEACHERS POSTS:**

### **Principal, Model School:**

#### **Essential Qualification:**

##### **A. Academic**

- i) Masters Degree from recognized University with atleast 50% marks in aggregate.
- ii) B.Ed degree from a recognized University/Institution
- iii) Should have studied Urdu as a subject atleast upto secondary level (10th Class)

##### **B. Experience**

Persons holding analogous post or post of Principal in Central/State Govt./ Autonomous organizations/Statutory Bodies of Central/State Govt. in the Pay Matrix Level -12 Rs. 78,800/- to 2,09,200/-

**OR**

Vice-Principal/Assistant Education Officers in Central / State Govt./ Autonomous organizations/Statutory of Central/State Govt. in the Pay Matrix Level-10 Rs. 56,100/- to 1,77,500/- with combined services of 05 years as PGT and 02 year as Vice-Principal.

**OR**

Persons holding posts of PGTs or Lecturer in Central/State Govt./ Autonomous organizations of Central/State Govt. in the Pay Matrix Level-8 Rs. 47,600/- to 1,51,100/- or equivalent with at least 8 years' regular service in the aforesaid grade.

**OR**

15 years combined regular services as TGT in the Pay Matrix Level-7 Rs. 44,900/- to 1,42,400/- and PGT in the Pay Matrix Level-8 Rs. 47,600/- to 1,51,100/- out of which 03 years as PGT.

**Desirable:**

1. Working knowledge of Hindi and English
2. Knowledge of computer application.

**C. Age Limit:** Minimum 35 and maximum 50 years. No age bar in case of employees of MANUU. Age relaxation for SC./ST and other categories as applicable under the Govt. of India Rules.

**D. Knowledge of Urdu:**

As per Section 4 of the University Act, the medium of instruction in the University is Urdu. Therefore, as a general policy, Urdu shall be compulsory for all the teaching posts. The candidate should either be from Urdu medium School/Madarsa or should have studied Urdu as a subject at X Std. or +2/Intermediate level or UG level or studied Urdu as one of the subject either at X or XII from Central or State Boards recognized by the Govt. of India or Madrasa Boards of State Government or NIOS/State Open Schools recognized by the Govt. of India (Ministry of Education) or UG/PG (Urdu) or Urdu as one of the subjects from any UGC recognized State/Central/Private University.

**Trained Graduate Teachers - TGT (English & Hindi):**

1. Four years' Integrated degree course of Regional College of Education of NCERT in the concerned subject with at least 50% marks in aggregate ;  
OR  
Bachelor's Degree with at least 50% marks in the concerned subjects/ combination of subjects and in aggregate. The electives subjects and Languages in the combination of subjects as under :
  - a) For TGT (English) - English as a subject in all the three years .
  - b) For TGT (Hindi) - Hindi as a subject in all the three years.
2. B.Ed. Degree from a recognized University with relevant methodology
3. Pass in the Central Teacher Eligibility Test (CTET), conducted by CBSE in accordance with the Guidelines framed by the NCTE for the purpose.
4. **Age Limit:** Preferably not above 35 years.  
**Desirable :** *Knowledge of Computer Applications.*
5. **Knowledge of Urdu:**  
As per Section 4 of the University Act, the medium of instruction in the University is Urdu. Therefore, as a general policy, Urdu shall be compulsory for all the teaching posts. The candidate should either be from Urdu medium School/Madarsa or should have studied Urdu as a subject at X Std. or +2/Intermediate level or UG level or studied Urdu as one of the subject either at X or XII from Central or State Boards recognized by the Govt. of India or Madrasa Boards of State Government or NIOS/State Open Schools recognized by the Govt. of India (Ministry of Education) or UG/PG (Urdu) or Urdu as one of the subjects from any UGC recognized State/Central/Private University.

**Work Experience Teachers :**

**Sewing, Needle work & Embroidery:**

1. A three year Diploma after 10th class in Tailoring/sewing, Needle Work and embroidery  
OR  
A three year Diploma after 10th class in Home Science  
OR  
B.Sc. (Home Science)
2. B.Ed. from a recognized University/ Institute.
3. **Age Limit:** Preferably not above 35 years.

4. **Desirable:**
  - i) One Year Practical experience in a recognized workshop institutions/factory
  - ii) Knowledge of Computer applications.

5. **Knowledge of Urdu:**

As per Section 4 of the University Act, the medium of instruction in the University is Urdu. Therefore, as a general policy, Urdu shall be compulsory for all the teaching posts. The candidate should either be from Urdu medium School/Madarsa or should have studied Urdu as a subject at X Std. or +2/Intermediate level or UG level or studied Urdu as one of the subject either at X or XII from Central or State Boards recognized by the Govt. of India or Madrasa Boards of State Government or NIOS/State Open Schools recognized by the Govt. of India (Ministry of Education) or UG/PG (Urdu) or Urdu as one of the subjects from any UGC recognized State/Central/Private University.

#### **Yoga Teachers:**

1. Bachelors Degree in any subject from a recognized University/Institute with 50% marks
2. Atleast one year Diploma in Yoga from a recognized University/Institute
3. **Age Limit:** Preferably not above 35 years.

**Desirable:** Knowledge of Computer applications.

4. **Knowledge of Urdu:**

As per Section 4 of the University Act, the medium of instruction in the University is Urdu. Therefore, as a general policy, Urdu shall be compulsory for all the teaching posts. The candidate should either be from Urdu medium School/Madarsa or should have studied Urdu as a subject at X Std. or +2/Intermediate level or UG level or studied Urdu as one of the subject either at X or XII from Central or State Boards recognized by the Govt. of India or Madrasa Boards of State Government or NIOS/State Open Schools recognized by the Govt. of India (Ministry of Education) or UG/PG (Urdu) or Urdu as one of the subjects from any UGC recognized State/Central/Private University.

#### **Primary Teacher :**

1. Senior Secondary School Certificate with 50% marks or Intermediate with 50% marks or its equivalent.
2. D.Ed/D.El.Ed
3. Pass in the Central Teacher Eligibility Test (CTET) conducted by the CBSE in accordance with the Guidelines framed by the NCTE for the purpose.
4. **Age Limit:** Preferably not above 30 years.

**Desirable:** Knowledge of Computer applications.

5. **Knowledge of Urdu:**

As per Section 4 of the University Act, the medium of instruction in the University is Urdu. Therefore, as a general policy, Urdu shall be compulsory for all the teaching posts. The candidate should either be from Urdu medium School/Madarsa or should have studied Urdu as a subject at X Std. or +2/Intermediate level or UG level or studied Urdu as one of the subject either at X or XII from Central or State Boards recognized by the Govt. of India or Madrasa Boards of State Government or NIOS/State Open Schools recognized by the Govt. of India (Ministry of Education) or UG/PG (Urdu) or Urdu as one of the subjects from any UGC recognized State/Central/Private University.

## GENERAL INFORMATION

1. The University Model Schools are located at Hyderabad (Telangana), Darbhanga (Bihar) and Nuh (Haryana). Selected Candidates shall be liable to be posted at any of the Model Schools of the University in the country depending upon the requirements and exigencies of service.
2. Qualifying Central Teacher Eligibility Test (CTET) is mandatory for all the Model School Teacher posts except for the post of Principal & Post Graduate Teachers.
3. The Qualifications as prescribed by the NCTE/KV as the case may be are applicable from time to time. Revisions/Changes/Modifications in the same shall be applicable.
4. **In case of non-availability of Urdu knowing candidates under SC/ST categories as per Section 4 of the University Act, the candidates belongs to SC/ST categories and fulfills the minimum eligibility criteria for short-listing as per UGC/AICTE/NCTE etc., Regulations, but did not possess the requisite Urdu qualification shall be given opportunity to appear for interview. In case of their Selection, they shall be issued an appointment letter with a condition that the confirmation of their services shall be considered only after successfully completing Urdu Certificate of Courses (Level - I & Level - II) offered by MANUU as recommended by the Equivalence Committee and approved by the Executive Council of the University.**
5. The Candidates possessing Urdu Qualification shall enclose the proof of Urdu highlighting the level of Urdu studied along with the Hardcopy of the application with proper pagination.
6. 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.
7. Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized University shall also be considered eligible.
8. The maximum age limit is relaxed by 05 years in respect of SC / ST and Women candidates, 03 years for OBC candidates and 10 years for Persons with Disabilities (PwD). In case the candidate 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.
9. 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 by email (as provided in the application form). No correspondence will be made with applicants who are not short-listed.
10. Applicant must note that enclosures / evidence claimed in the online application shall be accepted only until the last date for submission of applications. No enclosures/supporting documents will be accepted after the last date prescribed for receipt of hard copies of the applications.

11. The applicant must enclose the self - attested document(s) with the hard copy of the application. Any entry / claim made in the application without supporting document as evidence will be summarily rejected resulting in disqualification of the applicant's candidature.
12. Copies of the Experience/Service certificates/pay certificates or pay slips as proof of total service till the date of application must be attached with the hard copies of the application or else the service claimed shall not be considered.
13. The Experience / Service Certificate shall include the full details of the positions like post held, period of service with pay scale / pay level / Grade pay.
14. **As per Clause -3.11 of the UGC Regulations, 2018:** The time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment.
15. The candidates who are or have been awarded a Ph.D. degree prior to 11<sup>th</sup> July, 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, 2016 or 2018. The marks sheet regarding completion of course work in Ph.D. should be enclosed, if applicable.
16. The Candidates who have been awarded Ph.D. Degree from Foreign Universities should enclose "Equivalence Certificate" issued by the Association of Indian Universities, New Delhi without which their candidature shall not be considered.
17. The University has the right to relax any qualification, experience, age, etc.
18. 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.
19. 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.
20. 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.
21. The panel of selected waitlisted candidates will be valid for one year from the date of selection.
22. The candidates shall attend the interview at the designated place and time at his/her 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.
23. **Canvassing in any form on behalf of any candidate will disqualify such a candidate.**
24. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
25. Candidates in-service of any Government organization, must have their applications forwarded through the proper channel or submit a 'No Objection Certificate' with the application. The candidates are therefore advised to apply for NOC well in advance to facilitate its submission with the application. In case of non-submission of NOC with the application, the in-service candidates found eligible should submit NOC at the time of interview failing which they will not be allowed to appear in the interview.



26. Separate application should be submitted for each post. Similarly, candidates applying for same post in different categories shall submit their application forms separately.
27. Qualifications, experience, etc. will be reckoned as on the closing date for receipt of filled-in applications i.e. **31.08.2024**. 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.
28. Reservation for SCs/STs,OBCs/EWS 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 Photo 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) / Economically Weaker Section (EWS) candidates must be in the format as prescribed by the Govt. of India. Without valid certificate, the applications will not be considered against the reserved posts.
29. **Unless the Hardcopy of the Caste Certificate in support of the claim made in the Online application is submitted, the application will be treated as incomplete and summarily rejected. No appeal in this regard will be entertained.**
30. 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 - A**. Similarly, the candidates applying against vacancies reserved for EWS category should produce a valid certificate issued by the competent authority in the prescribed format attached at **Annexure - B**.
31. Incomplete applications in any respect shall not be considered at all.
32. It is the responsibility of the candidate to ensure that the application is complete in all respect and that it is accompanied by the requisite self attested valid supporting documents for the information furnished in the application at the time of scrutiny. No interim queries regarding interview / selection will be entertained.
33. **As per Clause 3.3(I) of the UGC Regulations, 2018: The National Eligibility Test (NET) or an accredited test (State Level Eligibility Test SLET/SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in these Regulations. Further, SLET/SET shall be valid as the minimum eligibility for direct recruitment to Universities/Colleges/ Institutions in the respective state only and As per UGC Gazette Notification dated: 31st July, 2023: SLET/SET score shall be valid for appointment in respective State Universities/Colleges/ Institutions only.**
34. University reserves the right not to fill any of the vacancies advertised, if the circumstances so warrant.
35. The University reserves the right to issue any addendum/corrigendum to this notification as necessary/deemed fit and it will be published on the University website for the information of all concerned. No other communication will be made or published in public domain. No separate communication whatsoever shall be sent separately to any of the candidates.

36. It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience and submit the application along with desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false and misleading information or canvassing in any manner on the part of the candidate shall leads to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, appointment of the candidate shall be liable to termination forthwith as per this clause. In case of any ambiguity in the recruitment rules in general and eligibility in particular for any post, the decision of the Executive Council shall be final.
37. If any document is found to be false/fake/incorrect either before or after the appointment, the document shall be summarily rejected or action may be initiated against the candidate which shall leads to the cancellation of appointment of the candidate, as the case may be.
38. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment order, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
39. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
40. National Pension System (earlier known as 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.
41. 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) Online Application form is available on <https://curec.samarth.ac.in> (for Other Academic posts) / <https://manuunt.samarth.edu.in> (For Model School posts) and for further information detailed advertisement is also available on the University website [www.manuu.edu.in](http://www.manuu.edu.in)
- ii) For all posts, **Registration Fee of ₹ 500/-** is to be paid through Online mode only. SC/ST/PwD & Women candidates are exempted from the payment of registration fee.
- iii) **Only Online Applications will be accepted.** After submission of the online application, the applicant will be required to take the printout of the online application. A Hardcopy of the of the Online Application form along with all self attested certificates and supporting documents should be forwarded **on or before 09.09.2024** in a sealed envelope super-scribing “Application for the post of .....” to the following address:

**THE ASSISTANT REGISTRAR  
ESTABLISHMENT & RECRUITMENT SECTION - I  
ROOM NO: 110, FIRST FLOOR  
ADMINISTRATIVE BUILDING  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
GACHIBOWLI, HYDERABAD - 500032.  
TELANGANA, INDIA.**

- iv) While submitting the Hard Copy of the application, all the applicants shall ensure that an indexing of all documents has been done appropriately along with pagination. All documents and pagination be done in order of essential eligibility criteria. In case of non - compliance with the same, such applications shall not be taken up for screening process and candidature of the concerned applicant shall be treated as rejected without assigning any reason thereof.
- v) Last date of submission of Online Application form is **31.08.2024**.
- vi) Last date of receipt of hard copy of Online Application form and supporting documents is **09.09.2024 by 5:00 p.m.**
- vii) In case of any technical issues relating to submission of online application form, the applicants may visit - <https://manuu.edu.in/University/CIT/People> for technical assistance.
- viii) The University will not be responsible for any postal delay or loss at any stage.

### **NOTE:**

1. **Submission of Hard Copy of the application with all the relevant enclosures is mandatory. Online applications will be summarily rejected if the hard copy of the applications is not received with all supporting documents as evidence for the entries in the application.**
2. In case the applicant is in-service and expecting delay in getting endorsement from the concerned employer on the original application, the applicant may submit a ‘**ADVANCE COPY**’ of the application along with all enclosures. 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 at the time of interview, if he/she is called for interview.

**REGISTRAR**

Place: Hyderabad  
Dated: 31.07.2024.

**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 10<sup>th</sup> September, 1993 published in the Gazette of India Extraordinary Part I Section I dated  
13<sup>th</sup> 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**

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\* 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.

**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\*\*\* :

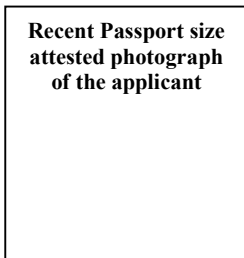
- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

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 \_\_\_\_\_



\*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 18 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.