

मौलाना आजाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
 (A Central University established by an Act of Parliament in 1998)
 Gachibowli, Hyderabad - 500032
 (Accredited "A" Grade by NAAC)



Employment Notification No.51/2018, dated 16.7.2018

RECRUITMENT OF NON-TEACHING POSTS

The MANUU invites applications for the following regular Non-Teaching posts to be deployed in its Main Campus, Gachibowli, Hyderabad, Satellite campuses and Offices located at across the country:

| Sl. No. | Name of the Post | Group | Number of posts and Category |
|---------|---|-------|------------------------------|
| 1. | Network Administrator | A | 01 (UR) |
| 2. | System Analyst | A | 01 (UR) |
| 3. | Section Officer | B | 03 (UR) |
| 4. | Assistant Engineer (Electrical) | B | 01 (UR) |
| 5. | Instructor - Polytechnic Computer Science Engineering | B | 01 (UR) & 01 (ST) |
| 6. | Instructor - Polytechnic Civil Engineering | B | 01 (UR) & 01 (OBC) |
| 7. | Instructor - Polytechnic Mechanical Engineering | B | 01 (UR) & 01 (OBC) |
| 8. | Instructor - Polytechnic Electrical & Electronics Engg. | B | 01 (UR) & 01 (SC) |
| 9. | Instructor - Polytechnic Apparel Technology | B | 01(OBC) |
| 10. | Instructor- Polytechnic Automobile Engineering | B | 01 (UR) |

Out of the 10 posts of Instructors (Polytechnic), 01 post is reserved for VH (Partially blind)

| | | | |
|-----|--|---|--------------------------------------|
| 11. | Instructor - ITI/VTC Mechanic (Automobile) | B | 01 (UR) |
| 12. | Instructor - ITI/VTC Fitter/Turner | B | 01 (SC) |
| 13. | Instructor - ITI/VTC Desktop Publishing | B | 01 (UR) |
| 14. | Instructor - ITI/VTC Electrical | B | 01 (UR) |
| 15. | Junior Engineer (Civil) | B | 01 (UR) |
| 16. | Manager - Guest House | B | 01 (UR) |
| 17. | Senior Technical Assistant (ICT) | B | 02 (UR) |
| 18. | Electrician | C | 01 (UR) & 01 (OBC) |
| 19. | Maintenance Assistant | C | 01 (UR) |
| 20. | Lab Assistant | C | 01 (UR) & 01 (SC) |
| 21. | Library Assistant | C | 02 (UR-1 & PwD -HH-1) |
| 22. | Lower Division Clerk | C | 06 (UR), 01 (SC), 01 (ST) & 06 (OBC) |

Out of 14 posts, 02 posts are earmarked for PwD category (VH-1 & HH-1)

| | | | |
|-----|----------------------|---|------------------------------|
| 23. | Workshop Attendant | C | 01 (UR) & 01 (SC) |
| 24. | Library Attendant | C | 01 (UR) & 01 (ST) |
| 25. | Laboratory Attendant | C | 02 (UR) & 01 (SC) & 01 (OBC) |

Abbreviations: UR- Unreserved; SC- Scheduled Caste; ST- Scheduled Tribe; OBC- Other Backward Classes; PWD- Persons with Disabilities; HH- Hearing Handicapped; VH- Visually Handicapped

including one Lien Vacancy

DETAILS OF ESSENTIAL & DESIRABLE QUALIFICATION AND EXPERIENCE ETC:

| S. No. | NAME OF THE POST AND PAY SCALE | Essential Qualification & experience | Age limit |
|--------|--|---|-----------|
| 01 | NETWORK ADMINISTRATOR Rs. 56,100-1,77,500/- (Level-10) | Essential : First Class M.E./M.Tech/Electronics and Communication Engineering Or equivalent with one year experience. OR First Class B.E./ B.Tech/Electronics and Communication Engineering or equivalent with three years of relevant experience. OR First Class M.E/ M.Tech/Computer Science (Computer Science)/information Technology) Or equivalent with three year experience, OR First Class B.E./ B.Tech/Electronics and Communication Engineering equivalent with five years of relevant experience. Desirable: Cisco Certified Network Associate/ Cisco Certified Network Professional or equivalent certification. Note: Preference will be given to candidates having hands on experience of managing layer-2 and layer-3 devices, Configuring and managing Wireless Controllers and APS, Linux and Windows Servers Administration; Backup and Recovery; Configuring services including active directory, DHCP, DNS. Setting up of web servers. Managing OS & Network firewalls. The selected person is expected to lead a team of technical staff for carrying out system/network administration activities. | 40 Years |

| S. No. | NAME OF THE POST AND PAY SCALE | Essential Qualification & experience | Age limit |
|--------|---|---|-----------|
| 02 | SYSTEM ANALYST Rs. 56,100-1,77,500/- (Level-10) | Essential: (i) First class M.E. /M.Tech, (Computer Science & Technology)/ Information Technology) or equivalent OR First class B.E./B. Tech. (Computer Science & Technology/ Information Technology) or equivalent with two years of relevant experience. OR First class Master in Computer Applications (MCA) with two years of relevant experience OR First class M.Sc. (Computer Science/Information Technology) from a recognized University/ Institute with three years of relevant experience. (ii) Knowledge of Urdu in reading, writing and speaking Desirable: Cisco Certified Network Associate/ Cisco Certified Network Professional or equivalent certification. Note: Preference will be given to candidates having hands on experience of developing Web based / Client Server Application using PHP (Code Igniter) or Net framework with SQL Server or MySQL as database. The selected person is expected to lead a team of technical staff for developing and maintaining university ERP/Web based information systems. | 40 Years |
| 03. | SECTION OFFICER Rs. 44,900-1,42,400/- (Level-7) | (i) A Bachelor Degree in any discipline from any recognized Institute/ University. (ii) Three Years Experience as Assistant in the Scale of Rs. 35,400 - 1,12,400/- (Level-6) in any Central/State Govt./University/PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/bank with annual turnover of Rs. 200/- Crores. iii) Proficiency in Computer Operation, noting and drafting in English and/or Urdu as per the requirement of the University. | 35 Years |
| 04. | ASSISTANT ENGINEER (ELECTRICAL) Rs. 44,900-1,42,400/- (Level-7) | Essential: (i) First Class Bachelor's Degree in relevant field (Electrical) from a recognized Institute/ University or equivalent. (ii) Three years experience in the relevant field as Junior Engineer or Equivalent in State Government PWD services or similar organized services/Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of Rs. 200/- Crores Desirable: Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software. | 40 years |
| 05. | INSTRUCTOR-POLYTECHNIC Rs. 44,900-1,42,400/- (Level-7) | Essential: (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 OR Diploma in appropriate branch of Engineering from a recognized University/institution with five years of relevant experience in industry/ organization/ educational institution (ii) Knowledge of Urdu reading, writing and speaking | 35 Years |
| 06. | INSTRUCTOR - ITI/VTC Rs. 44,900-1,42,400/- (Level-7) | Essential: (i) 10th Class pass under 10+2 system or equivalent (Science and Mathematics as compulsory subjects in case of Engineering and other trades). (ii) Degree in appropriate branch of Engineering from a recognized University/Institute OR Three-Year Diploma in the appropriate branch of Engineering from recognized University/ Board/ Institute OR National Apprenticeship Certificate in relevant Trade (issued by NCVT) OR National Trade Certificate in relevant Trade (issued by NCVT) (ii) Practical Experience in an Industry or Training/Teaching Institutes : One Year for Degree Holder or Two Year for Diploma Holder or Three Years for NAC/NTC (iii) Knowledge of Urdu reading, writing and speaking | 35 Years |

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| S. No. | NAME OF THE POST AND PAY SCALE | Essential Qualification & experience | Age limit |
|--------|--|--|-----------|
| 07. | JUNIOR ENGINEER (CIVIL) Rs. 35,400-1,12,400/- (Level-6) | Essential: Bachelor's Degree of Engineering in relevant field (Civil) from a recognized Institute/University with one year relevant experience OR Diploma in Engineering in the relevant field (Civil) and three years experience in relevant field Central CPWD/ State PWD or Similar Organized Services/Statutory or Autonomous Organizations/Central/State Universities/ Autonomous Institutions or reputed Private construction company. Desirable: Working knowledge of AUTOCAD, other relevant software. | 35 Years |
| 08. | MANAGER -GUEST HOUSE Rs. 35,400-1,12,400/- (Level-6) | Essential: (i) Bachelor's Degree in Hotel Management or allied field from a recognized University/institution with one year relevant experience. OR Diploma in Hotel Management or allied field from a recognized University/Institute with two years relevant experience (ii) Knowledge of Computer Applications Desirable: Knowledge of Urdu | 35 Years |
| 09. | SENIOR TECHNICAL ASSISTANT (ICT), Centre for I.T Rs. 35,400-1,12,400/- (Level-6) | Essential (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. Desirable: (i) Knowledge of Urdu software. (ii) CCNA/CCNP Note:- Preference will be give to candidates having hands on experience of developing Web based / Client Server Application using PHP (Code igniter) or .Net framework with SQL Server; or MySQL as database. | 35 Years |
| 10. | ELECTRICIAN Rs. 25,500-81,100/- (Level -4) | Essential: (i) Matric or equivalent qualification from recognized Board. (ii) National Trade Certificate or National Apprenticeship Certificate in Electrician Trade (issued by NCVT). (iii) Three years experience as Electrician in Industry/ Educational Institutions/reputed organization. | 32 Years |
| 11. | MAINTENANCE ASSISTANT Rs. 25,500-81,100/- (Level -4) | Essential Degree in Mechanical Engineering from recognized University/institute with one year post qualification experience in the relevant field OR Diploma in Mechanical Engineering from recognized University/ Board with two years post qualification experience in the relevant field. OR NTC/NAC in the Trade of "Mechanic Machine Tool Maintenance" (issued by NCVT) with 3 years post qualification experience in the relevant field. Desirable Preference will be given to a candidate with Craft Instructor Certificate (CIC) in Mechanic Machine Tools Maintenance Trade. | 32 Years |
| 12. | LABORATORY ASSISTANT Rs. 25,500-81,100/- (Level -4) | Essential: (i) Bachelors' Degree in Engineering/Technology in Civii/Electrical/Mechanical/ Computer Science/ Information Technology/Apparel Technology/ Automobile Engineering from a recognized institute/ University OR Three year diploma in Civil/Electrical / Mechanical/ Computer Science/ Information Technology/Apparel Technology/ Automobile Engineering with two Years Experience in Laboratory of Academic / Research Institution. (ii) Knowledge of Urdu - reading, writing and speaking. | 32 Years |
| 13. | LIBRARY ASSISTANT Rs. 21,700-69,100/- (Level-3) | Essential: (i) Bachelor's degree in Library & Information Science or equivalent from a recognized University. (ii) Typing speed of 30 words per minute in English (iii) Knowledge of Computer Applications. (iv) Knowledge of Urdu and English in reading and writing | 30 Years |

| S. No. | NAME OF THE POST AND PAY SCALE | Essential Qualification & experience | Age limit |
|--------|---|--|-----------|
| 14. | LOWER DIVISION CLERK Rs. 19,900 -63,200/- (Level-2) | Essential (i) 10+2 or equivalent qualification from a recognized Board with minimum 50% marks (ii) English Typing @ 35 wpm @ 30 wpm (35 wpm correspond to 10500 KDPH on an average of 5 Key depressions for each word) (ii) Proficiency in Computer Operations. Desirable: (i) Graduate from a recognized University (ii) Knowledge of Urdu | 30 Years |
| 15. | WORKSHOP ATTENDANT Rs. 18,000 -56,900/- (Level-1) | Essential; (i) Matric or equivalent qualification from recognized Board (ii) National Trade Certificate or National Apprenticeship Certificate (issued by NCVT) (iii) At least one year relevant experience | 30 Years |
| 16. | LIBRARY ATTENDANT Rs. 18,000-56,900/- (Level-1) | Essential: i) 10+2 or its equivalent examination from a recognized Board. ii) Certificate course in Library Science from a recognized institution. iii) Knowledge of Urdu and English in reading and writing Desirable: i) Two years of experience in a University/ College/ Educational Institution Library. ii) Basic knowledge of computer applications. iii) Knowledge of Hindi | 30 Years |
| 17. | LABORATORY ATTENDANT Rs. 18,000-56,900/- (Level-1) | Essential: 10+2 with Science stream from any recognized Central/ State Board OR 10th Pass from any recognized Central/ State Board with Science as one of the subjects and two years experience in Laboratory of recognized University/Institution/ College. | 30 Years |

General Terms & Conditions:

- The maximum age is relaxable to SC/ST/OBC/XSM and in-service candidates as per Govt. of India norms.
- The Selection Committee may decide its own method of evaluating the performance of the candidates through interview/ 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 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.
- 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.
- For detailed general terms & conditions, please visit MANUU website www.manuu.ac.in
- How to Apply:**
 - Application Forms along with information Booklet relating to qualifications, experience, age, etc, can be downloaded from University website: www.manuu.ac.in.
 - The filled-in application form along with copies of required documents viz. education & experience certificates, etc., together with Registration fee as mentioned below in the form of crossed Demand Draft drawn in favour of **Maulana Azad National Urdu University, Hyderabad** on any Nationalized Bank **Payable at Hyderabad** should reach through Speed / Registered Post to the **Assistant Registrar, ER-II Section, Maulana Azad National Urdu University, Gachibowli, Hyderabad - 500032 (T.S.)** in a closed cover super-scribing "Application for the post of.....".
 - The last date of receipt of filled in Application is 20.08.2018.**
 - The University will not be responsible for any postal delay at any stage.

Details of Registration Fee

| Fee | Group of Post | Category of candidates |
|-----------|---------------|-----------------------------------|
| Rs. 500/- | A | General & OBC candidates |
| Rs. 250/- | A | SCs/STs/PwDs/XSM/Women candidates |
| Rs. 300/- | B & C | General & OBC candidates |
| Rs. 150/- | B & C | SCs/STs/PwDs/XSM/Women candidates |

Note:- All the above fee is payable through Demand Draft/Pay Order ONLY in favour of the Registrar, MANUU payable at Hyderabad. No other form of payment shall be accepted. Fees once paid shall not be refunded under any circumstances. Applications received after the last date with incomplete information or without requisite fee will be summarily rejected.

Hyderabad
Dated: 16th July, 2018

Registrar
EN 17/63