

# अलीगढ़ मुस्लिम विश्वविद्यालय

(राष्ट्रीय मूल्यांकन और प्रत्यायन परिषद द्वारा मान्यता प्राप्त 'ए+' केंद्रीय विश्वविद्यालय)

علی گڑھ مسلم یونیورسٹی

**ALIGARH MUSLIM UNIVERSITY**

(Accredited by NAAC in 'A+' Grade Central University)

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**ALIGARH  
MUSLIM  
UNIVERSITY**

विज्ञापन सं. १/२०२३/एनटी

**ADVERTISEMENT NO. 1/2023/NT**

दिनांक: ०४.०२.२०२३

**Dated: 04.02.2023**

**ONLINE APPLICATIONS** are invited from **INDIAN NATIONALS** (including Overseas Citizen of India (OCI) Cardholders under Section 7A of the Citizenship Act, 1955) for recruitment to the following **POSTS** of **UNIVERSITY SCHOOL TEACHERS** including posts for **PERSONS WITH DISABILITIES (PwD)**. The **Last date for submission of online Application Forms is 06.03.2023 upto 11:59 P.M.** and the **last date for submission of the Hard Copy of Online filled Application Forms is 21.03.2023 upto 05:00 P.M.** The Hard Copies will not be received after **05:00 P.M. of 21.03.2023**. The University will not be responsible for any Postal delays. Therefore, applicants are advised to submit both online and offline forms well within time.

## POST GRADUATE TEACHERS

1.	PGT (Biology)	S.H. Senior Secondary School (Boys)	(01)
2.	PGT (Biology)	Senior Secondary School (Girls)	(02)
3.	PGT (Biology)	RMPS AMU City School	(01)
4.	PGT (Chemistry)	Ahmadi School for the Visually Challenged	(01)
5.	PGT (Chemistry)	S.H. Senior Secondary School (Boys)	(03)
6.	PGT (Chemistry)	S.H. Senior Secondary School (Boys)	(01) (Reserved for 'e' category)
7.	PGT (Chemistry)	Senior Secondary School (Girls)	(03)
8.	PGT (Commerce)	RMPS AMU City School	(01)
9.	PGT (Commerce)	S.H. Senior Secondary School (Boys)	(01)
10.	PGT (Commerce)	STS School	(01)
11.	PGT (Economics)	S.H. Senior Secondary School (Boys)	(02)
12.	PGT (English)	AMU Girls School	(01) (Reserved for 'VH' category)
13.	PGT (English)	S.H. Senior Secondary School (Boys)	(02)
14.	PGT (English)	Senior Secondary School (Girls)	(01)
15.	PGT (English)	STS School	(01)
16.	PGT (English)	STS School	(01) (Reserved for 'OH' Category)
17.	PGT (Geography)	Senior Secondary School (Girls)	(01)
18.	PGT (Hindi)	Ahmadi School for the Visually Challenged	(01) (Reserved for 'OH' Category)
19.	PGT (Hindi)	AMU Girls School	(01)
20.	PGT (Hindi)	RMPS AMU City School	(01)
21.	PGT (Hindi)	S.H. Senior Secondary School (Boys)	(01)
22.	PGT (History)	Ahmadi School for the Visually Challenged	(01)
23.	PGT (Home Science)	Senior Secondary School (Girls)	(01)
24.	PGT (Mathematics)	Ahmadi School for the Visually Challenged	(01)
25.	PGT (Mathematics)	S.H. Senior Secondary School (Boys)	(01)
26.	PGT (Mathematics)	S.H. Senior Secondary School (Boys)	(01) (Reserved for 'VH' Category)
27.	PGT (Mathematics)	STS School	(02)
28.	PGT (Persian)	AMU Girls School	(01) (Reserved for 'e' Category)

29.	PGT (Persian)	S.H. Senior Secondary School (Boys)	(01)
30.	PGT (Physics)	Ahmadi School for the Visually Challenged	(01)
31.	PGT (Physics)	AMU Girls School	(01)
32.	PGT (Sanskrit)	AMU Girls School	(01)
33.	PGT (Sociology)	Senior Secondary School (Girls)	(01) (Reserved for 'OH' Category)
34.	PGT (Shia Theology)	AMU Girls School	(01)
35.	PGT (Shia Theology)	STS School	(01)
36.	PGT (Sunni Theology)	RMPS AMU City School	(01) (Reserved for 'VH' Category)
37.	PGT (Sunni Theology)	STS School	(01)
38.	PGT (Urdu)	S.H. Senior Secondary School (Boys)	(01)
39.	PGT (Urdu)	Senior Secondary School (Girls)	(02)
40.	PGT (Urdu)	STS School	(01)

Pay Level-8 (Pay Range: ₹ 47600 - 151100) Plus Allowances

**AGE LIMIT:** 40 years. No age bar in the case of employees of AMU Schools. Age relaxation as applicable under the Govt. of India Rules.

**QUALIFICATIONS – ESSENTIAL:**

- Two years Integrated Post Graduate M.Sc. Course of Regional College of Education of NCERT in the concerned subject.

OR

Master Degree from a recognized University with at least 50% marks in aggregate in the following subjects:

Post	Required subject in qualification
PGT (Biology)	Botany/Zoology/Life Sciences/Bio-Sciences/Genetics/Biology/ Bio-Technology/Molecular Bio/Plant Physiology provided they have studied Botany and Zoology at Graduation level.
PGT (Chemistry)	Chemistry/Bio-Chemistry
PGT (Commerce)	Master's Degree in Commerce. However, holder of Degrees of M.Com in Applied/Business Economics shall not be eligible
PGT (Economics)	Economics/Applied Economics/Business Economics
PGT (English)	English/English Language Teaching (ELT)
PGT (Geography)	Geography
PGT (Hindi)	Hindi or Sanskrit with Hindi as one of the subjects at Graduate level
PGT (History)	History
PGT (Home Science)	Home Science
PGT (Mathematics)	Mathematics/Applied Mathematics
PGT (Persian)	Persian
PGT (Physics)	Physics/Electronics/Applied Physics/Nuclear Physics
PGT (Sanskrit)	Sanskrit or Hindi with Sanskrit as one of the subjects at Graduate level
PGT (Sociology)	Sociology
PGT (Shia Theology)	Shia Theology
PGT (Sunni Theology)	Sunni Theology
PGT (Urdu)	Urdu

- B.Ed. or equivalent Degree from recognized University OR B.Ed. Spl.Ed.(VI) (only for posts of Ahmadi School for the Visually Challenged).

**NOTE :** A permanent Teacher working in any AMU managed school not having B.Ed. or equivalent Degree from recognized University may be considered for the post. Such a candidate if selected has to complete B.Ed. Degree within four years from the date of selection/joining.

**DESIRABLE:**

- Knowledge of Computer Application.
- Proficiency in Teaching in English, Hindi and Urdu medium.

## TRAINED GRADUATE TEACHERS

41.	TGT (Arabic)	AMU ABK High School (Boys)	(01)
42.	TGT (English)	AMU City Girls High School	(01)
43.	TGT (English)	AMU ABK High School (Boys)	(02)
44.	TGT (English)	AMU ABK High School (Girls)	(02)
45.	TGT (English)	STS School	(02)
46.	TGT (Hindi)	RMPS AMU City School	(02)
47.	TGT (Home Science)	AMU ABK High School (Girls)	(01)
48.	TGT (Mathematics)	AMU Girls School	(02)
49.	TGT (Mathematics)	AMU City Girls High School	(01)
50.	TGT (Mathematics)	AMU ABK High School (Boys)	(01)
51.	TGT (Mathematics)	AMU ABK High School (Girls)	(02)
52.	TGT (Mathematics)	RMPS AMU City School	(01)
53.	TGT (Persian)	AMU ABK High School (Boys)	(01)
54.	TGT (Science)	AMU City Girls High School	(01)
55.	TGT (Science)	AMU City Girls High School	(01) (Reserved for 'e' category)
56.	TGT (Science)	AMU ABK High School (Boys)	(01)
57.	TGT (Science)	AMU ABK High School (Boys)	(01) (Reserved for 'OH' category)
58.	TGT (Science)	AMU ABK High School (Girls)	(01) (Reserved for 'e' category)
59.	TGT (Science)	STS School	(01)
60.	TGT (Science)	STS School	(01) (Reserved for 'e' category)
61.	TGT (Urdu)	RMPS AMU City School	(02)
62.	TGT (Urdu)	RMPS AMU City School	(01) (Reserved for 'OH' category)

Pay Level-7 (Pay Range: ₹ 44900 - 142400) Plus Allowances

**AGE LIMIT:** 35 years. No upper age bar in the case of employees of AMU Schools. Age relaxation as applicable under the Govt. of India Rules.

**QUALIFICATIONS – ESSENTIAL:**

- 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 subject or combination of subjects and in aggregate. The elective subjects and languages in the combination of subjects are as follows:

Post	Required subject in qualification
TGT (Arabic)	Arabic as a subject in all the three years
TGT (English)	English as a subject in all the three years
TGT (Hindi)	Hindi as a subject in all the three years
TGT (Home Science)	Bachelor's Degree in Home Science or Home Science in all the three years
TGT (Mathematics)	Bachelor Degree in Maths with any two of the following subjects: Physics, Chemistry, Electronics, Computer Science, Statistics, Geology and Geography
TGT (Persian)	Persian as a subject in all the three years
TGT (Science)	Any two of the following : Physics, Botany, Zoology and Chemistry
TGT (Urdu)	Urdu as a subject in all the three years

- B.Ed. Degree or equivalent from a recognized University OR B.Ed. Spl.Ed.(VI) (only for posts of Ahmadi School for the Visually Challenged).
- Qualified in the Central Teacher Eligibility Test (CTET), conducted by CBSE/UPTET\*

Note : \*Relaxation of two years w.e.f. 04.08.2022 is given to all working AMU School Teacher for attaining complete essential qualification in the light of the Office Memo issued vide D.No.(C)/1736 dated 04.08.2022.

DESIRABLE:

1. Working knowledge of Computer Application.
2. Proficiency in Teaching in English, Hindi and Urdu languages.

<b>63.</b>	<b>TGT (Agriculture)</b>	<b>RMPS AMU City School</b>	<b>(01)</b>
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Pay Level-7 (Pay Range: ₹ 44900 - 142400) Plus Allowances

**AGE LIMIT:** 35 years. No upper age bar in the case of employees of AMU Schools. Age relaxation as applicable under the Govt. of India Rules.

QUALIFICATIONS – ESSENTIAL:

1. Bachelor Degree in Agriculture or equivalent from a recognized University with at least 50% marks.
2. B.Ed. Degree or equivalent from a recognized University.

DESIRABLE:

1. Post Graduate Degree with at least 50% marks.
2. Working knowledge of Computer Application.
3. Proficiency in Teaching in English, Hindi and Urdu languages.

<b>64.</b>	<b>TGT (Computer)</b>	<b>Ahmadi School for the Visually Challenged</b>	<b>(01)</b>
<b>65.</b>	<b>TGT (Computer)</b>	<b>AMU ABK High School (Boys)</b>	<b>(01)</b>

Pay Level-7 (Pay Range: ₹ 44900 - 142400) Plus Allowances

**AGE LIMIT:** 35 years. No upper age bar in the case of employees of AMU Schools. Age relaxation as applicable under the Govt. of India Rules.

QUALIFICATIONS – ESSENTIAL:

At-least 50% marks in aggregate in any of the following :

B.E. or B.Tech.(Computer Science/IT) from a recognized University or equivalent Degree or Diploma from an Institution/University recognized by the Govt. of India.

OR

B.E. or B.Tech. (any stream) and Post Graduate Diploma in Computers from recognized University.

OR

B.Sc. (Computer Science)/BCA or equivalent from a recognized University.

OR

Posts Graduate Diploma in Computer and Post Graduate Degree in any subject from recognized University.

OR

'B' Level from DOEACC and Graduate Degree in any subject.

DESIRABLE:

1. Proficiency in Teaching in English, Hindi and Urdu languages.

<b>66.</b>	<b>TGT (Sunni Theology)</b>	<b>AMU ABK High School (Girls)</b>	<b>(01)</b>
<b>67.</b>	<b>TGT (Sunni Theology)</b>	<b>S.H. Senior Secondary School (Boys)</b>	<b>(01)</b>

Pay Level-7 (Pay Range: ₹ 44900 - 142400) Plus Allowances

**AGE LIMIT:** 35 years. No upper age bar in the case of employees of AMU Schools. Age relaxation as applicable under the Govt. of India Rules.

QUALIFICATIONS – ESSENTIAL:

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 subject or combination of subject and in aggregate. The elective subjects and languages in the combination of subject are as follows :

TGT Theology (Sunni)	Bachelor's Degree in Theology (Sunni)
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2. B.Ed. Degree or equivalent from a recognized University.

DESIRABLE:

1. Working knowledge of Computer Application.
2. Proficiency in Teaching in English, Hindi and Urdu languages.

68.	TGT (Social Science/Social Studies)	Ahmadi School for the Visually Challenged	(01)
69.	TGT (Social Science/Social Studies)	AMU Girls School	(02)
70.	TGT (Social Science/Social Studies)	AMU ABK High School (Boys)	(01)
71.	TGT (Social Science/Social Studies)	AMU ABK High School (Girls)	(01)

Pay Level-7 (Pay Range: ₹ 44900 - 142400) Plus Allowances

**AGE LIMIT:** 35 years. No upper age bar in the case of employees of AMU Schools. Age relaxation as applicable under the Govt. of India Rules.

QUALIFICATIONS – ESSENTIAL:

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 subject or combination of subject and in aggregate. The elective subjects and languages in the combination of subject are as follows :

TGT (Social Science/ Social Studies)	Any two of the following: History, Geography, Economics and Political Science of which one must be either History or Geography.
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2. B.Ed. Degree or equivalent from a recognized University OR B.Ed. Spl.Ed.(VI) (only for posts of Ahmadi School for the Visually Challenged).

3. Qualified in the Central Teacher Eligibility Test (CTET), conducted by CBSE/UPTET\*

Note : \*Relaxation of two years w.e.f. 04.08.2022 is given to all working AMU School Teacher for attaining complete essential qualification in the light of the Office Memo issued vide D.No.(C)/1736 dated 04.08.2022.

DESIRABLE:

1. Working knowledge of Computer Application.
2. Proficiency in Teaching in English, Hindi and Urdu languages.

72.	TGT (PHE)	AMU Girls School	(01)
73.	TGT (PHE)	S.H. Senior Secondary School (Boys)	(01)
74.	TGT (PHE)	Senior Secondary School (Girls)	(01)
75.	TGT (PHE)	STS School	(01)

Pay Level-7 (Pay Range: ₹ 44900 - 142400) Plus Allowances

**AGE LIMIT:** 35 years. No upper age bar in the case of employees of AMU Schools. Age relaxation as applicable under the Govt. of India Rules.

QUALIFICATIONS – ESSENTIAL:

Bachelor's Degree in Physical Education or equivalent (B.P.Ed.)

DESIRABLE:

1. Proficiency in Teaching in English, Hindi and Urdu languages.

## PRIMARY TEACHERS

76.	Primary Teacher	AMU ABK High School (Boys)	(07)
77.	Primary Teacher	AMU ABK High School (Girls)	(05)
78.	Primary Teacher	AMU ABK High School (Girls)	(01) (Reserved for 'VH' Category)
79.	Primary Teacher	AMU Girls School	(05)
80.	Primary Teacher	AMU City Girls High School	(02)
81.	Primary Teacher	Abdullah School	(05)
82.	Primary Teacher	Abdullah School	(01) (Reserved for 'VH' Category)
83.	Primary Teacher	STS School	(02)
84.	Primary Teacher	STS School	(01) (Reserved for 'VH' Category)

Pay Level-6 (Pay Range: ₹ 35400 - 112400) Plus Allowances

**AGE LIMIT:** Upper age limit 30 years and no age bar in the case of working employees of the University Schools. Age relaxation as applicable under the Govt. of India Rules.

**QUALIFICATIONS – ESSENTIAL:**

1. Senior Secondary (or its equivalent) with atleast 50% marks and 2 years Diploma in Elementary Education.

OR

Senior Secondary (or its equivalent) with atleast 50% marks and 4 years Bachelor of Elementary Education (B.El.Ed.)

OR

Graduation with atleast 50% marks and Bachelor of Education.

2. Qualified in the Central Teacher Eligibility Test conducted by CBSE (CTET/UPTET)\*

Note : \*Relaxation of two years w.e.f. 04.08.2022 is given to all working AMU School Teacher for attaining complete essential qualification in the light of the Office Memo issued vide D.No.(C)/1736 dated 04.08.2022.

**DESIRABLE:**

1. Knowledge of Computer Application.
2. Competence to teach through Hindi, Urdu, English media.

85.	Primary Teacher (Arts)	AMU ABK High School (Boys)	(01)
86.	Primary Teacher (Arts)	AMU ABK High School (Girls)	(01)

Pay Level-6 (Pay Range: ₹ 35400 - 112400) Plus Allowances

**AGE LIMIT:** Upper age limit 30 years and no age bar in the case of working employees of the University Schools. Age relaxation as applicable under the Govt. of India Rules.

**QUALIFICATIONS – ESSENTIAL:**

Senior Secondary (or its equivalent) (with Arts as a subject) with atleast 50% marks and 2 years Diploma in Elementary Education.

OR

Senior Secondary (or its equivalent) (with Arts as a subject) with atleast 50% marks and 4 years Bachelor of Elementary Education (B.El.Ed.)

OR

Five years' recognized Diploma in drawing and Painting/Sculpture/Graphic Art.

OR

Recognized Bachelor's Degree in drawing and Painting/Sculpture/Graphic Art.

OR

Bachelor of Fine Arts (BFA)

**DESIRABLE:**

1. Proficiency in Teaching in English, Hindi and Urdu languages.

<b>87.</b>	<b>Primary Teacher (Games)</b>	<b>AMU ABK High School (Boys)</b>	<b>(01)</b>
<b>88.</b>	<b>Primary Teacher (Games)</b>	<b>AMU ABK High School (Girls)</b>	<b>(01)</b>

Pay Level-6 (Pay Range: ₹ 35400 - 112400) Plus Allowances

**AGE LIMIT:** Upper age limit 30 years and no age bar in the case of working employees of the University Schools. Age relaxation as applicable under the Govt. of India Rules.

**QUALIFICATIONS – ESSENTIAL:**

Senior Secondary (or its equivalent) (with Physical Education as a subject) with atleast 50% marks and 2 years Diploma in Elementary Education.

OR

Senior Secondary (or its equivalent) (with Physical Education as a subject) with atleast 50% marks and 4 years Bachelor of Elementary Education (B.El.Ed.)

OR

Bachelor Degree in Physical Education or equivalent (BPED)

DESIRABLE: Proficiency in Teaching in English, Hindi and Urdu languages.

<b>89.</b>	<b>Primary Teacher (Computer)</b>	<b>AMU ABK High School (Boys)</b>	<b>(01)</b>
<b>90.</b>	<b>Primary Teacher (Computer)</b>	<b>AMU ABK High School (Girls)</b>	<b>(01)</b>

Pay Level-6 (Pay Range: ₹ 35400 - 112400) Plus Allowances

**AGE LIMIT:** Upper age limit 30 years and no age bar in the case of working employees of the University Schools. Age relaxation as applicable under the Govt. of India Rules.

**QUALIFICATIONS – ESSENTIAL:**

Senior Secondary or its equivalent (with Computer Science/IT as a subject) with atleast 50% marks and 2 year Diploma in Elementary Education.

OR

Diploma in Computer Engineering/Computer Science/IT with atleast 50% marks.

OR

B.E. or B.Tech.(Computer Science/IT) from a recognized University or equivalent Degree.

OR

B.E. or B.Tech. (any stream) and Post Graduate Diploma in Computers from recognized University.

OR

B.Sc. (Computer Science)/BCA or equivalent from a recognized University.

OR

Posts Graduate Diploma in Computer and Post Graduate Degree in any subject from recognized University.

OR

'B' Level from DOEACC and Graduate Degree in any subject.

DESIRABLE: Proficiency in Teaching in English, Hindi and Urdu languages.

**AGE/QUALIFICATIONS RELAXATION FOR THE POSTS OF PGTs/TGTs AND PRIMARY TEACHERS ONLY**

1. Relaxation of upper age limit will be as under :

No upper age bar in case of employee of AMU Schools.
Upto a maximum of 5 years in case of SC/ST candidate.
Upto a maximum of 3 years in case of OBC candidate.
Upto a maximum of 5 years for persons who had ordinary been domiciled in the state of J&K during 01.01.80 to 31.12.89.
Upto a maximum of 10 years in case of SC/ST candidate 8 Years of OBC candidates serving as Govt. employee in accordance with the Govt. of India instructions. An applicant claiming age relaxation under this Para should produce a certificate from his/her employer to the effect that he/she is a Govt. servant as on the date of advertisement.
Upto a maximum of 10 years in case of Persons with Disability Categories.
Upto a maximum of 10 years for women candidate including SC/ST/OBC candidate.
Age relaxation for Ex Serviceman will be given as per Govt. of India Rules.

2. Relaxation in Qualification for working candidates of AMU Schools will be given as per AMU Rules.

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## **IMPORTANT INSTRUCTIONS:**

1. The Application Forms for the above advertised Posts is to be filled **ONLY** in the **ONLINE MODE** at the Careers Portal of the University <https://careers.amuonline.ac.in>
2. Separate Application Forms are to be filled for each Post detailed under a different Serial Number of the Advertisement.
3. The **Processing Fee** for each Application Form is **Rs. 500/-** and is to be paid only in the **ONLINE MODE** at the Careers Portal of the University.
4. **PwD candidates are exempted** from payment of prescribed Processing Fee, in case they upload an **Authentic Disability Certificate** on the **Prescribed Proforma** alongwith the Application Form.
5. **Application fee once received shall not be refunded.**
6. **Applicants must follow all the instructions as given in the Advertisement and the User Manual available on the Careers Portal of the University. The applicants shall be solely responsible for reading all the instructions and filling up the form accordingly. The University shall in no way, be responsible for any error/omission/commission/suppression of relevant information by the applicant knowingly/unknowingly overtly/covertly while filling up the application form and uploading the documents required therein.**
7. **After successful submission of the online Application Form, the applicant must:**
  - **Take the Printout of the PDF file of the Application Form on A-4 Size Paper.**
  - **Append his/her signature and paste front facing recent photograph at the designated place on the Application Form.**
  - **Attach self-attested copies of the following documents with the Application Form :**
    - a) **Marksheets alongwith the Certificates and Degrees.**
    - b) **Experience Certificates wherever applicable.**
    - c) **If age or any other relaxation is required, the concerned Certificate should be enclosed.**
    - d) **Any other documents mentioned in the Advertisement.**
  - **In the experience Certificate, the following things should be specified :**
    - a) **Designation of Post.**
    - b) **Date of Appointment**
    - c) **The period/duration of experience.**
    - d) **Pay Level/Pay Band with Grade Pay/Scale of Pay as the case may be.**
  - **Candidates are advised to re-check their documents whether the same have been self-attested or not, before submitting the Application Forms.**
  - **Candidates must super-scribe on the top-left side of the cover, the Post applied for, Advertisement Number and its date.**
  - **Send the Application Form by Post, complete in all respect to the following address :**

**SELECTION COMMITTEE SECTION (NON-TEACHING),  
REGISTRAR'S OFFICE, ALIGARH MUSLIM UNIVERSITY,  
ALIGARH – 202002 (UTTAR PRADESH) INDIA**
8. **Working candidates should apply through PROPER CHANNEL and are required to enclose the EXPERIENCE & NO OBJECTION CERTIFICATES from their Competent Authority in their Application Forms.**
9. **Working candidates who do not apply through PROPER CHANNEL will have to bring the 'NO OBJECTION CERTIFICATE' from the Competent Authority at the time of Interview, if shortlisted, failing which the candidates may not be allowed to appear in the Interview.**



10. **The applicants are required to fill up all the relevant Columns of Application Forms. The incomplete Application Forms will not be entertained and shall be rejected.**
11. **Application Form received late or without supporting necessary documents shall be rejected.**
12. The University will not be responsible for late receipt/non-receipt of the Application Form.
13. The request for including any document(s)/information in the Application Form after the last date of submission of Application Forms shall not be entertained.
14. **Qualifications, experience, age, other eligibility conditions, etc. will be reckoned as on the last date of submission of Application Form.**
15. Applicants are advised to go through the Terms and Conditions of Non-Teaching Staff available in Chapter XL of Ordinances (Executive) of the University before filling up of Application Form.
16. The number and nature of the posts may vary at the time of Interview.
17. Higher initial start may be given to the candidates possessing exceptional qualifications and experience.
18. It is not obligatory on the part of the University to call for Interview, as the case may be, to every candidate who possesses the essential qualifications and no representation in this regard will be entertained from any candidate.
19. The candidates will be solely responsible in case the submitted documents/certificates are found fake/forged/incorrect/fabricated/falsified at any point of time. In such situation, the action will be taken as per the Rules and Regulations of the University. If found guilty of such practice, his/her candidature shall be liable to be cancelled at any stage of recruitment/at any time during the tenure of service and appropriate legal action may be initiated.
20. The University reserves the right to verify the recognition of Hospitals/Institutes/Universities/Colleges/Schools/Boards etc. at any point time. During the verification if it was found that the Hospital/Institute/Universities/Colleges/Schools/Boards etc. were not recognized when the Experience/ Qualifications were acquired by the candidates the action will be taken as per the Rules and Regulations of the University.
21. The University reserves the right to alter/insert and/or make any corrections/additions in the advertisement, or to cancel the advertisement (either in full or a part thereof), without assigning any reason.
22. In case of any inadvertent mistake in the process of scrutiny/selection, which may be detected at any stage, even after the issue of Interview letter, Intimation Letter and Appointment Letter, the University reserves the right to modify/withdraw the same and if required cancel the selection process altogether. In case of any dispute arising out of such a situation the decision of University shall be final and binding on the applicant(s).
23. The University reserves right to hold/not to hold the Selection Committee for any or all of the Post(s) without giving any reason.
24. **The Interview letter will be sent through SPEED POST ONLY on the address mentioned by the candidates in their Application Forms.**
25. **The Notices/Circulars/Addendum/Corrigendum in the advertisement and other information will be uploaded on the University websites : [www.amuregistrar.com](http://www.amuregistrar.com) and [Selection Committee \(Non Teaching Section\) | AMU](#). The candidates are required to visit the aforesaid websites regularly.**
26. **After Scrutiny of Application Forms for the Posts Post Graduate Teachers/Trained Graduate Teachers and Primary Teachers, the eligible candidates will be shortlisted @ 1:5 ratio as per shortlisting criteria. The shortlisting criteria and other conditions are available on the University websites : [www.amuregistrar.com](http://www.amuregistrar.com) and [Selection](#)**

**Committee (Non Teaching Section) | AMU.** The shortlisted candidates will be called to appear in the Interview and the selection will be made on the basis of the performance in the Interview. In case of any dispute with regard to scrutiny/shortlisting of the applicants, the decision of the Competent Authority shall be final.

27. **Canvassing, in any form or on behalf of the candidate, will lead to disqualification.**
28. **Additional Rules for Posts earmarked under PwD Category:**
- i. **Only such persons may apply for the posts earmarked for PwD candidates, who have degree of relevant disability to a minimum extent of 40% and for which they will have to upload a Disability Certificate on the prescribed Proforma (Appendix – I : available on the University websites : [www.amuregistrar.com](http://www.amuregistrar.com) and [Selection Committee \(Non Teaching Section\) | AMU](#)) issued by the Competent Authority.**
  - ii. **Applicable Categories of Disabilities are as follows:**
    - A. **Blindness and low vision (VH);**
    - B. **Deaf and hard of hearing (HH);**
    - C. **Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy (OH);**
    - D. **Autism, intellectual disability, specific learning disability and mental illness;**
    - E. **Multiple disabilities from amongst persons under clauses (A) to (D) including deaf-blindness.**
  - iii. **A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Differently-Abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness)) for the purpose of eligibility and assessing Good Academic Record for direct recruitment and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedures.**
  - iv. **PWD Certificate needs to be submitted on the Proforma/Format placed at Appendix-I. The said Proforma/Format is available on these websites : [www.amuregistrar.com](http://www.amuregistrar.com) and [Selection Committee \(Non Teaching Section\) | AMU](#)**
  - v. **The claim of the disability shall be examined by the Medical Board of the University for assessing the degree/extent of disability of the selected applicant before issuing Appointment Letter.**
29. A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Class (Non-Creamy Layer) for the purpose of eligibility and assessing Good Academic Record for direct recruitment and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedures.
30. Relevant grade which is regarded as equivalent of 55% where the grading system is followed by recognized University shall also be considered.
31. A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master's degree prior to 19<sup>th</sup> September 1991.
32. For Madarsa background applicants certificate equivalent to High School, Intermediate or Graduation etc. will be considered if the same has been obtained from Madaris/Institutions recognized by the University.
33. Age relaxation or any other concession shall be provided as per Government of India Rules.
34. In case, any Rule/Criteria/Instruction is not mentioned in the advertisement, the matter will be dealt as per the existing Rules and Regulations of the University.

35. In the absence of any Rule/Criteria or in matters requiring removal of difficulties, the matter will be decided by the Competent Authority. The decision of the Competent Authority will be final and binding.
36. It is assumed that candidates applying agree to the Terms & Conditions of the advertisement.

  
**REGISTRAR**  
S. 04-02-23  
04/02/23



**NOTE:**

1. Applicants facing any difficulty while filling the Application Form are requested to go through the User Manual available on Careers Portal <https://careers.amuonline.ac.in> for guidance. The applicant may also contact Help Desk on all working days during Office hours on the following number:

Tel : 0571-2700920  
: 0571-2700921  
Extension: 1178  
Email : [computercell.reg@amu.ac.in](mailto:computercell.reg@amu.ac.in)

2. Applicants are advised to regularly visit the Careers Portal for updates, if any.
3. It is suggested that applicants should complete the application proactively well in time rather than wait until the last date.

