

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)

Tel. : 0571-2700920

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**ALIGARH
MUSLIM
UNIVERSITY**

विज्ञापन सं. १/२०२५/एनटी

ADVERTISEMENT NO. 1/2025/NT

दिनांक: ०५.०४.२०२५

Dated: 05.04.2025

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 the **ALIGARH MUSLIM UNIVERSITY**. The **Last date for submission of online Application Forms is 05.05.2025** upto **11:59 P.M.** and the **last date for submission of the Hard Copy of Online filled Application Forms is 21.05.2025** upto **05:00 P.M.** The Hard Copies will not be received after **05:00 P.M. of 21.05.2025**. **The University will not be responsible for any Postal delays. Therefore, applicants are advised to submit both online and offline forms well within time.**

The applicants are advised to go through the General Instructions given below this Advertisement before filling up the Application Form.

ALIGARH MUSLIM UNIVERSITY

1. Controller of Examinations, Aligarh Muslim University (01)

Pay Level-14 (Pay Range: ₹ 144200 - 218200) Plus Allowances

QUALIFICATIONS - ESSENTIAL:

1. A Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
 2. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor alongwith the experience in educational administration.
- OR
3. Comparable experience in research establishment and/or other Institutions of higher education.
- OR
4. 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

Method of Recruitments :

Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier.

Deputation:

Qualifications & Experience as mentioned above and holding analogous post or eight years' experience at Pay Level-12

NOTE:

1. **The Controller of Examinations shall be a whole-time salaried employee of the University and shall be appointed on the recommendation of a Selection Committee constituted for the purpose for a tenure of five years, which may be renewed for similar terms by the Executive Council.**
2. **The term of appointment of the Controller of Examinations shall not be continued beyond the date of his attaining the age of sixty two years.**
3. **Notwithstanding his attaining the age of sixty two years, he shall continue in office until his successor is appointed and enters upon his office, or for a period of one year whichever is earlier.**

2. Finance Officer, Aligarh Muslim University (01)

Pay Level-14 (Pay Range: ₹ 144200 - 218200) Plus Allowances

QUALIFICATIONS - ESSENTIAL:

1. A Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
2. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor alongwith the experience in educational administration.

OR

3. Comparable experience in research establishment and/or other Institutions of higher education.

OR

4. 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

Method of Recruitments :

Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier.

Deputation:

Qualifications & Experience as mentioned above and holding analogous post or eight years' experience at Pay Level-12

NOTE:

1. The Finance Officer shall be a whole-time salaried employee of the University and shall be appointed on the recommendation of a Selection Committee constituted for the purpose for a tenure of five years, which may be renewed for similar terms by the Executive Council, on such terms and conditions as may be prescribed by the Ordinances.
2. The term of appointment of Finance Officer shall not be continued beyond the date of his attaining the age of sixty two years.
3. Notwithstanding his attaining the age of sixty two years, he shall continue in office until his successor is appointed and enters upon his office, or for a period of one year whichever is earlier.

GENERAL 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. **The PwD candidates are exempted from the payment of prescribed Processing Fee.** For availing exemption from the payment of processing Fee, PwD candidates have to upload a valid Certificate of Disability on the Prescribed Proforma (Appendix-I) or by a Medical Authority/Competent Authority under the Right of Persons with Disability Act and Rules (as amended from time to time) with the Application Form. The Prescribed Proforma is available on the University websites : www.amuregistrar.com and [Selection Committee \(Non Teaching Section\) | AMU](#)
 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.**
 - **The self-attested copies of the following documents are mandatory to be enclosed by the candidates with the Employment Application Form :**
 - (i) High School Marksheet alongwith its Certificate from a recognized Board.
 - (ii) Intermediate Marksheet alongwith its Certificate from a recognized Board.
 - (iii) Graduation Marksheet alongwith its Degree from a recognized University/Institution.
 - (iv) Post Graduation Marksheet alongwith its Degree from a recognized University/Institution.
 - (v) The **Experience Certificate** mentioning therein the **date of appointment, period/duration of appointment and Scale of Pay/Pay Band and Grade Pay/Pay Level** as the case may be, should be issued by the Registrar of the concerned University (General Manager, in case of Industry). Certificate issued by any other authority (i.e. Principal/Director/Head of Department/Dean etc.) shall not be considered. In case the above mentioned Post(s) are **not available** in the Organization then alongwith the above details it should be declared by the person issuing the Certificate that **"He/She is authorized to issue the Experience Certificate for the said Post/Appointment"**
 - (vi) Any other documents/Certificate as required under the essential Qualification.
 - (vii) Any other documents required under desirable qualification that the candidates wishes to be considered.
 - (viii) Any documents in support of any relaxation permissible under this advertisement.
- NOTE :** 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.
- In case, the self-attested copies of aforesaid documents are not enclosed with the Employment Application Form, the Application Form will be summarily rejected.**
- **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 Hard Copy of Online filed Application Form, complete in all respects, either by Speed Post or submit it personally to the following address during any working day from Monday to Thursday and Saturday between 09:00 AM to 05:00 PM with lunch break from 01:30 PM to 2:30 PM and Friday from 08:00 AM to 12:30 PM upto last date of submission of Application Form:**

**SELECTION COMMITTEE SECTION (NON-TEACHING),
REGISTRAR'S OFFICE, ALIGARH MUSLIM UNIVERSITY,
ALIGARH – 202001 (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 with 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 summarily 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 to include 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. Experience of University/College shall be reckoned as per AMUs Ordinances (Executive) framed in the light of UGC Regulations 2018 and other applicable Rules.
15. Wherever the word **'equivalent'** in the qualification/experience has been mentioned, it means **'equal in terms of Pay Level/Pay Band, Grade Pay and nature of work performed in that particular designation'** and it should be certified by authorized signatory of the department on official stationery with stamp in clear term or expression.
16. Wherever the word **'University'** and/or **'Academic Institution'** in the qualifications/experience have been mentioned, it means in the institutions funded by the State or Central Government.
17. The Pay Levels mentioned in the qualifications will be as prescribed by the Central Government, in the 7th Central Pay Commission's Pay Matrix.
18. Deputy Registrar is a Pay Level 12 Post.
19. 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.
20. Higher initial start may be given to the candidates possessing exceptional qualifications and experience.

21. 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.
22. 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.
23. The University reserves the right to alter/insert and/or make any corrections/additions in the advertisement, or to cancel the advertisement altogether (either in full or a part thereof), without assigning any reason.
24. In case of any inadvertent mistake in the process of advertisement/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).
25. The University reserves the right to hold/not to hold the Selection Process for any or all of the Post(s) without giving any reason.
26. The University reserves the right to seek time-bound clarification from the candidate or an Institution/Organization with respect to a document submitted to satisfy itself on a point. However, this shall in no way be deemed to be the right of any candidate. No additional documents shall be accepted except clarificatory documents.
27. **The Notices/Circulars/Addendum/Corrigendum in the advertisement and other information will be uploaded on the University websites : www.amuregistrar.com and [Selection Committee \(Non Teaching Section\) | AMU](#). The candidates are required to visit the aforesaid websites regularly.**
28. 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.
29. For availing the relaxation of marks, PwD candidates have to upload a valid Certificate of Disability on the Prescribed Proforma (Appendix-I) or by a Medical Authority/Competent Authority under the Right of Persons with Disability Act and Rules (as amended from time to time) with the Application Form. The Prescribed Proforma is available on the University websites : www.amuregistrar.com and [Selection Committee \(Non Teaching Section\) | AMU](#).
30. As per extant list of the Central Government, 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.

31. Relevant grade which is regarded as equivalent of 55% where the grading system is followed by recognized University shall also be considered.
32. 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 19th September 1991.
33. 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.
34. 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.
35. It is assumed that candidates applying agree to the Terms & Conditions of the advertisement.
36. **Canvassing, in any form or on behalf of the candidate, will lead to disqualification.**
37. **The Interview letter will be sent through SPEED POST ONLY on the address mentioned by the candidates in their Application Forms.**


(Mohammad Imran, IPS)
REGISTRAR 



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

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.

