

University Polytechnic
Aligarh Muslim University Aligarh

Local Advertisement No. 12/Poly/2024-2025 Dated: 25.09.2024

Applications on prescribed form are invited for the appointment of (01) **Guest Teacher** (in Architecture) **under E-Category of PwD** in the **Architecture Section**, University Polytechnic, AMU, for the academic session 2024-2025. The appointment will be made as Guest Teacher and to be filled as per UGC norms, purely on Temporary basis liable to termination at any time without any notice or assignment of reason.

S.No.	Post	No. of Post	Online Submission / PDF Copy Submission Date	Date & Time of Interview	Place of Interview
1.	Guest Teacher (in Architecture) under (E-Category of PwD)	01	Upto 01.10.2024 / Upto 08.10.2024	15.10.2024 at 12:00 noon	Dean's Office, F/o Engg. & Tech.

ESSENTIAL QUALIFICATION for Guest Teacher (in Architecture):

Bachelor's Degree in Architecture and Master's Degree in Architecture or equivalent discipline with First Class at either level.

The self-attested copies of the following documents are mandatory to be enclosed by the candidates with the employment form of all Teaching posts in the University:

1. High School Certificate from a Recognized Board;
2. Mark-sheet and Degree of Graduation;
3. Mark-sheet and Degree of Post-Graduation;
4. Certificate of NET, JRF, SLET/SET, CSIR, etc. as the case may be;
5. M.Phil./Ph.D. Degree wherever applicable;
6. Experience Certificates wherever applicable;

Note: For Madarsa Background applicants, certificate equivalent to High School or Graduation will be considered if the same has been obtained from Madaris/Institution recognized by the University.

In case, the self-attested copies of the aforesaid documents are not enclosed with the employment form, the employment application form will, be summarily rejected.

Candidates should apply for the above posts using the portal:
<https://careers.amuonline.ac.in>

The printed PDF copy of the application form along with attested copies of the documents are to be submitted in the Office of the Principal, University Polytechnic, during office hours. Forms submitted in any other office or after the last date will not be accepted. The last date for the receipt of application forms in the Office of the Principal, University Polytechnic is **08.10.2024** up to **4:00pm**.

Instructions for the Applicants:

1. Online Applications are invited from Indian Nationals (including Overseas Citizens of India (IOCI) Cardholders under Section 7A of the Citizenship Act, 1955) for recruitment to the Teaching Posts.
2. The application form is to be filled only in the Online Mode at the Careers Portal of the University <https://careers.amuonline.ac.in>.
3. Separate Application Forms are to be filled for each post detailed under a different serial number of the advertisement.

4. The Non-refundable Processing Fee for each Application Form is Rs.500/- and is to be paid only in the Online Mode at the Career Portal. However, ***PwD candidates are exempted from payment of prescribed processing Fee, in case they upload an authentic Disability Certificate on the prescribed proforma with the Application Form.***
5. Applicant must follow all the instructions as given in the Advertisement and the User Manual available on the Careers Portal.
6. After Successful submission of the online Application Form, the applicant must:
 - a. Take the Printout of the PDF file of the Application Form on A4 Size paper.
 - b. Append his /her signature and paste front facing recent photograph at the designated place on the Application Form.
 - c. Attach attested copies of all relevant, with the Application Form.
 - d. Submit the Application Form by post, complete in all respect, super-scribing on the top-left side of the cover, the post applied for, advertisement number and its date, to the Office of the Principal, University Polytechnic (Boys) on or before 08.10.2024 (Tuesday) by 04:00 pm.
7. Applications received late or without necessary supporting documents viz., Degrees / Certificates / Mark Sheets / Experience Certificate etc. or not attested by the Head of the Department / Institution / Gazetted Officer / Self-attested shall be summarily rejected. The University will not be responsible for any late receipt / non-receipt of the Application Form.
8. Incomplete Application Forms or applications on plain paper will not be entertained and shall be summarily rejected.
9. Qualifications, experience, other eligibility conditions, etc. will be reckoned as on the last date of submission of Application Form.
10. The request for including any document(s)/information in the Application Form after the last date of submission shall not be entertained.
11. 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. Amendment/Corrigendum, if any, in the advertisement shall be published only on the Careers Portal.
12. The number and nature of the posts may vary from the advertisement at the time of interview.
13. The prescribed qualifications and experience are minimum and the mere fact that an applicant possesses the same will not entitle him/her for being called for interview. The University reserves the right to restrict the applicants to be called for interview to a reasonable number on the basis of Rules/Criteria or by any other condition that it may deem fit. The University may constitute a Committee to scrutinize the applications and short-listing the applicants. Call letters for interview will be sent only to the short-listed applicants and no correspondence will be made with applicants who are not short-listed.
14. 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/appointment letter, the University reserves the right to modify/withdraw/cancel the selection process.
15. The University reserves the right to get selected applicants examined by an Internal Medical Board.
16. The relaxation in the percentage of marks will be given as per the rule of the Government of India.
17. 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 Careers portal 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 (HHJ);

- (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) PWD Certificate nods to be submitted on the Proforma/Format placed at Appendix-1. The said Proforma/Format is available on these websites - <https://www.amu.ac.in>, <https://www.amuregistrar.com> and <https://careers.amuonline.ac.in>.
- (iv) 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.

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: +91-571-2700920 (Extension: 1178).
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 rather than wait until the last date.

Arshad Umar
(Prof. Arshad Umar)
 Principal Principal
 University Polytechnic
 Dated: 28/9/2021

D. No./ 1100 /Poly

DISTRIBUTION:

1. In-charge, Computer Cell, Registrar Office with the request to upload the Advertisement on Careers Portal of the University;
2. Deans of the Faculties / DSW;
3. Principal, Z.H. College of Engineering & Technology / Women's Polytechnic;
4. All Chairmen of the Departments of Z.H. College of Engineering & Technology;
5. University Librarian, M.A. Library for Notice Board;
6. Director, Computer Centre, AMU;
7. All Section In-charges, University Polytechnic;
8. JFO/Deputy Finance Officer (Cash);
9. Assistant Registrar to VC for kind information to VC;
10. Sr. P.A. to Registrar/Finance Officer for kind information to the Registrar/F.O.;
11. Joint Registrar/Deputy Registrar (Computer Cell/ Admin-T/ Executive/ Selection Committee-T);
12. Public Relation Officer, AMU.