रजिस्ट्री सं. डीएल (एन)-04/0007/2003--05 REGISTERED No. DL(N)—04/0007/2003—05

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No. 29] NEW DELHI, SATURDAY, JULY 17—JULY 23, 2004 (ASADHA 26, 1926)

इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।
(Separate paging is given to this Part in order that it may be filed as a separate compilation)

भाग III—खण्ड 4
[PART III—SECTION 4]

[सांविधिक निकायों द्वारा जारी की गई विविध अधिसूचनाएं जिसमें कि आदेश, विज्ञापन और सूचनाएं सम्मिलित हैं]
[Miscellaneous Notifications including Notifications, Orders, Advertisements and Notices issued by Statutory Bodies]

भारतीय रिज़र्व बैंक

सरकारी और बैंक लेखा विभाग

केन्द्रीय कार्यालय

मुंबई, दिनांक 23 जून 2004

भारत सरकार के राजपत्र में 20 अप्रैल 1946 को प्रकाशित तथा 29 अप्रैल 1954 की अधिसूचना सं. एफ.(8) 70/बी 52 और भारत सरकार के दिनांक 21 जून, 1990 के असाधारण राजपत्र सं. 67 के अंतर्गत यथा संशोधित लोक ऋण अधिनियम 1944 की धारा 28 के अंतर्गत भारत सरकार द्वारा बनाए गए लोक ऋण नियमावली 1946 के नियम 18 के अनुसरण अप्रैल 2004 को समाप्त माह के लिए निम्नलिखित सूची खो गई आदि ऐसी प्रतिभूतियों के बारे में एतद्द्वारा विज्ञापित की जाती है, जिसके संबंध में इस बात का विश्वास करने के लिए प्रथम दृष्टया आधार मौजूद है कि प्रतिभूतियां खो गयी हैं और आवेदकों का दावा न्यायोचित है। नीचे लिखे गये संबंधित दावेदारों से इतर सभी व्यक्ति जिनका प्रतिभूतियों पर किसी प्रकार का दावा हो, तत्काल महाप्रबंधक, भारतीय रिज़र्व बैंक, केन्द्रीय कार्यालय, सरकारी और बैंक लेखा विभाग, केन्द्रीय ऋण प्रभाग, मुंबई-400 008 को संसूचित करें।

सूची दो भागों में विभाजित की गई है। भाग 'क' में अभी पहली बार विज्ञापित प्रतिभूतियां शामिल की गई हैं और भाग 'ख' में पूर्व विज्ञापित प्रतिभूतियों की सूची दी गई है।

सूची "क"

प्रतिभूतियों की सं.	मूल्य	जिस व्यक्ति के नाम जारी किया	बकाया ब्याज की तिथि	प्रतिभूति के भुगतान के लिए दावेदार का नाम	प्रतिलिपि आदेश तिथि तथा संख्या
1	2	3	4	5	6
		भायखला, मुंबई सर्कल			
		9% राहत पत्र, 1999 (डीमेट)			
बी.सी.एन. 007664 (जे.पी.एच.)	रु. 25,000/-	काली बुरजोरजी मेहता फ्रेनी काली मेहता (मृत)	07/09/1999	काली बुरजोरजी मेहता फ्रेनी काली मेहता (मृत)	06/25/63 30.7.2002

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1996)

Ministry of Human Resource Development

(Department of Secondary Education and Higher Education)

NEW DELHI – 110 001

Vide F. No. 27-12/2000 – Desk (U) dated 5th August 2005

has accorded

'NO OBJECTION' to the framing of the following Ordinances

1.) *Ordinance No. 1 - Appointment to the teaching post in the University*

2.) *Ordinance No. 2 - Service contract to be executed by the teachers and academic staff of the University*

3.) *Ordinance No. 3 - Rules and Procedure for appointment to the non-teaching posts.*

In terms of Section 43 of Maulana Azad National Urdu University Act 1996 these Ordinances are to be published in the Official Gazette and also to be laid before each house of the Parliament.

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ORDINANCE NO. 1

PROCEDURE AND NORMS FOR APPOINTMENT TO THE POSTS OF PROFESSOR READER LECTURER

In exercise of the powers vested in Section 27(1)(n) of the University Act, the Executive Council hereby makes the following Ordinance prescribing the norms and procedure for appointment to the posts of Professor/Reader/Lecturer in Maulana Azad National Urdu University, Hyderabad.

1. The post of Professor, Reader and Lecturer will be categorised as Group A posts as per Central Govt. rules.

2. The University will advertise the above posts and make appointments there-to on all India basis on the recommendations of the Selection Committee constituted in Statute 19(2).

3. The Chairman shall be entitled to vote at the Selection Committee meeting and shall have an exercise to cast a vote in the case of a tie.

4. The recommendations of the Selection Committee shall be submitted to the Executive Council and orders of appointment shall be issued after the approval of the Executive Council in accordance with Statute 13 (2)(ii) provided in an emergency, the Vice-Chancellor may issue orders of appointment as recommended by the Selection Committee and report the matter to the Executive Council at its next meeting for ratification as provided for in Section 11(3) of the University Act.

5. The terms and conditions with regard to the minimum qualifications and other terms and conditions as prescribed by the UGC in its Notification No. F.3-1/94 (PS) dated 24.12.1998 and any other Notifications, issued or will be issued by the UGC, from time to time, shall be followed. The Vice-Chancellor may prescribe in consultation with the concerned Dean and Head of the Department, such specification or any other condition as required for the post to be filled up.

6. As per Section 4 of the University Act, the medium of instructions in this University is Urdu. Therefore, as a general policy, it shall be compulsory that the candidates should posses the ability to teach (*"should be able to clearly demonstrate his knowledge of reading, writing, understanding and teaching in Urdu language"*) in Urdu medium, which shall be judged by the Selection Committee at the time of Interview. This condition shall invariably be mentioned in each Advertisement, under the qualifications required.

7. The prescribed qualification and experience will be minimum, and the mere fact that a candidate possessing the same, will not entitle him for being called for interview. The University will have the right to restrict the number of 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 may deem fit.

8. It would be open to the Executive Council to offer appointment to suitable persons who may not have applied in accordance with Statute 20(1).

9. The rules and procedures prescribed by the Govt. of India in respect of the Reserved categories shall be followed as provided in Section 7 of the University Act, with the provisions prescribed for de-reservation, in case of non-availability of the suitable candidates under Reserved categories. The candidates will have to produce Caste Certificate from Mandal Revenue Officer concerned.

10. The Selection Committee may decide its own method of evaluating the performance of the candidates.

11. If two or more candidates are selected, the recommendations shall invariably be made in order of merit of the selected candidates.

12. No recommendations should be made with a condition attached to the occurrence of the future events.

13. The Selection Committee, after considering a candidate for the post of Professor or Reader, may, if it is of the opinion that he or she will be suitable choice for the next lower post, can make such recommendation.

14. The University will have the right to relax any of the qualifications, experience and age excepting those relating to the knowledge of Urdu as given in Section (6), etc., in deserving cases for all the posts on the recommendations of the Selection Committee.

15. The statutory provision for relaxing of age, minimum qualification, experience etc. prescribed in case of the candidates belonging to SC/ST categories will be made applicable to them.

16. If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age, experience etc. it shall be so stated and recorded.

17. When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it may do so giving reasons there-for.

18. No. of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.

19. The in-service candidates should apply through Proper Channel.

20. Outstation candidates belonging to SC/ST categories called for interview will be paid equivalent to return single second class railway fare towards journey, expenses on production of Ticket numbers / proof.

21. Canvassing in any form on behalf of any candidate will disqualify such candidate.

22. The Chairman shall have the power to lay-down the procedure in respect of any matter not mentioned in the Act / Statute / Ordinance.

23. The Selection Committee's recommendations, when approved by the Executive Council / by the Vice-Chancellor on behalf or Executive Council, shall remain valid for a period of one year from the date of such approval.

24. The application forms will be sold and registration fee collected at the rates prescribed by the University from time to time. The SC/ST/Physically Handicapped candidates need not pay Registration Fee.

9—

ORDINANCE NO. 2

As stipulated in Section 31(1) of the University Act and in accordance with the Statute No. 23 [illegible] the Statutes of the University, the Executive Council hereby makes the following ordinance with regard to the written contract of appointments.

"As required in Statute No. 23 (2), every teacher and member of the academic staff of the University shall be appointed on a written contract, the form of which is hereby prescribed and appended to this ordinance."

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3094

TYPED ON Rs. 10/- NON-JUDICIAL
PAPER & SUBMIT ONE ORIGINAL
& TWO COPIES THEREOF.

SERVICE CONTRACT

ARTICLES OF AGREEMENT executed this the.....day of.....
the year Two thousand the.....year of the Republic of India between.....
S/.....aged.....years, residing at.....
of the first part (hereinafter called 'the party of the first part') and the Maulana Azad National Urdu University of the second part:

WHEREAS the Maulana Azad National Urdu University (hereinafter referred to as "the University") have engaged the party of the first part as.....
(Designation)
and the party of the first part has agreed to serve, the University on the terms and conditions hereinafter contained;

Now these present witness and the parties here to respectively agree as follows:

1. The party of the first part shall submit to the orders of the University and of the authorities under whom he may from time to time, be placed by the University and shall remain in the service commencing from the date of joining duty.....
(Date)
subject to the terms and conditions herein contained.

2. The party of the first part shall devote his whole time and attention efficiently and diligently to his duties and at all time obey the rules including the University Servants' Conduct Rules prescribed for the time being for the regulation of the branch of the University to which he may be attached and shall whenever required, proceed to any party of India and perform there such duties as may be assigned to him.

3. The party of the first part shall be of the Teacher's/Officer's rank and his status shall be that of.....in.....
(Designation) (Department)

4. The party of the first part shall from the date of coming into force of these presents, be granted Rs.....(Basic Pay in the grade of Rs).....He shall, also be eligible for the usual allowance admissible under the rules of the University in force.

5. The party of the first part shall during the period of this agreement earn leave according to the rules applicable to him/her.

6. If the party of the first part is required to travel in the interest of the University Service, he/she shall be entitled to travelling allowance on the scale applicable to the Officers of his/her equal rank in the University.

7. This agreement may be terminated as any time within the said period of the age of superannuation/by either party, by giving three months' notice in writing to the other. Provided always that either party may in lieu of the notice, give to the other pa sum equal to the salary of the period which may fall short of three months.

8. The party of the first part shall be eligible to the benefit of the University Provident Fund/Pension according to the rules.

9. In regard to any matter in respect of which no provision has been made in this agreement, the provision of the rules made deemed to have been made under Article 309 B & 313 of the constitution of India, the provisions of any Act or Rule made by the University in regard to the employees borne in the category of the Teacher/Officer in the University service shall apply to the extent to which they are applicable to the service of the party of the first part under this agreement and the decision of the University as to their applicability shall be final. IN WITNESS WHEREOF.....
(Name
the party of the first part and the Registrar acting for and on behalf of and by the order and direction of the Executive Council have hereunto set their hands in the.....
year of the REPUBLIC OF INDIA.

SIGNED BY THE PARTY OF THE FIRST PART :

IN THE PRESENCE OF :

Witness :—(1)

ORDINANCE NO. (3)

In exercise of the powers vested in Section 27(1)(J) of the University Act, the Executive Council hereby makes the following Ordinance laying down the norms and procedures for appointment to the non-teaching, academic, administrative, ministerial and lower subordinate posts in Maulana Azad National Urdu University.

I) The non-teaching posts in the University may be classified into four categories as below:

i) **Group 'A'**

1) Controller of Examination
2) Deputy. Registrar
3) Deputy Librarian
4) Assistant Registrar
5) Assistant Finance Officer
6) Assistant Public Relations Officer
7) Assistant Engineer
8) Computer Programmer / System Analyst

and such other equivalent posts that may be created in future.

ii) **Group 'B'**

1) Section Officer
2) Secretary to V.C.
3) Urdu Translator
4) Hindi Translator
5) Sr. Personal Assistant
6) Professional Assistant
7) Senior Assistant

and such other equivalent posts that may be created in future.

iii) **Group 'C'**

1) Computer Operator
2) Office Assistant
3) Stenographer
4) Junior Office Assistant
5) Drivers
6) Book Bearers
7) Library Attendants

and such other equivalent posts that may be created in future

iv) **Group 'D'**

Lower Subordinate Staff:

1) Office Attendants
2) Helper Cook
3) Sweeper

and such other equivalent posts that may be created in future.

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and such other equivalent posts that may be created in future.

2) The University will make all appointments by direct recruitments through open advertisement.

3) The Selection Committee shall comprise of the following:

i) Selection Committees for the post of Group A & B

1. Vice-Chancellor	Chairman
2. Two members from among the members of the Executive Council to be nominated by the Executive Council.	
3. Two experts not in service of this University to be nominated by the Vice-Chancellor	
4. Registrar	(Member/Secretary)

ii) Selection Committee for the posts of Group C & D.

1. Registrar	Chairman
2. One member of Executive Council to be nominated by the Executive Council.	
3. Two member of the teaching staff of the University to be nominated by the Vice-Chancellor	
4. One expert not in service of this University, to be nominated by the Vice-Chancellor.	
5. SC/ST member to be co-opted if he is not in the Selection Committee.	

4) a) The candidates for selection to the posts of Group A & B will be selected by Selection Committee through personal interview.

b) A competitive written test will be held for selection to the following posts:

1. Section Officer
2. Sr. Translator
3. Hindi Translator
4. Professional Assistant
5. Senior Assistant
6. Office Assistant
7. Junior Office Assistant

There will be a separate trade Test for the following categories to judge their technical skill in the profession:

1. Stenographer
2. Computer Operator
3. Driving Test for Drivers

c) The candidates will be picked-up for interview on the basis of marks obtained in the written test, in order of merit, in the ratio of 10:1 of the vacancies to be filled up.

5) In addition to the qualifications and other conditions prescribed, the proficiency in Urdu writing, reading and speaking will be essential / preferable, for appointment of all the categories.

6) The Chairman will be entitled to vote at the meeting and shall have an exercise to cast a vote in case of a tie.

7) a) The recommendations of the Selection Committee in respect of the posts of groups A & B will be submitted to the Executive Council and orders of appointments will be issued only after the approval of the Executive Council except in case of emergency wherein in Vice-Chancellor may issue orders as per the recommendations of the Selection Committee and report the matter to the Executive Council at its next meeting for ratification.

b) The Vice-Chancellor may be authorized to make appointments on the basis of the recommendations of the Selection Committee to the posts of groups C & D

8) a) The rules and procedure laid down by the Govt. of India in regard to Reserved Categories shall be followed. The candidates will have to produce the Caste Certificate from the concerned authorities. In case suitable candidates are not available, the prescribed procedure for the de-reservation of the post will be followed.

b) The rules of Govt. of India in regard to Pay & Allowances, Leave, Pension and P.F. shall be followed subject to amendments if any, from time to time.

9) The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.

10) If two or more candidates are selected, the recommendations shall be made in order of merit of the selected candidates.

11) No recommendation should be made with a condition attached to the occurrence of the future events.

12) The University will have the right to relax any of the qualifications, experience, age, etc., in deserving cases of all posts on the recommendations of the Selection Committee.

13) Selection Committee will consider the relaxation in age, qualification etc. applicable to the SC/ST, BC candidates as per rules.

14) If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age, etc. it shall be so stated and recorded.

15) When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it may do so giving reasons there-for.

16) No. of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.

17) The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle him for being called for interview. The University will have 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 may deem fit.

18) It would be open to the University to consider for post of category A, the names of suitable persons who may not have applied.

19) The Selection Committee, after considering the candidate for the post applied for, may, if it is of the opinion that he or she will be suitable choice for the next lower post, make such recommendations.

20) The in-service candidates should apply through proper channel. The conditions of Age, qualifications and experience will be relaxed for in service candidates, on the recommendations of the Selection Committee.

21) Outstation candidates belonging to SC/ST categories called for interview will be paid equivalent to return single second class railway fare towards journey expenses on production of Ticket numbers / proof.

22) The Chairman shall have the power to lay-down the procedure in respect of any matter not mentioned in the Act / Statute / Ordinance.

23) Canvassing in any form on behalf of any candidate will disqualify such candidate.

24) The Selection Committee's recommendations, when approved shall remain valid for a period of one year from the date of such approval.

25) The applications forms will be sold and the registration fee will be collected as prescribed by the University from time to time. The SC / ST / Physically handicapped candidates and in service candidates of MANUU need not pay registration fee.

DRAFT ORDINANCE NO.

In exercise of the powers vested in Section 27(1)(J) of the University Act, the Executive Council hereby makes the following ordinance with regard to the qualifications, experience and age etc. for selection to the various non-teaching posts:

1. Controller of Examinations:	**Pay Scale** 16,400-450-20,900-500-22,400 **Minimum Qualifications:** i) Master's Degree with atleast 55% of the marks or its equivalent grade of B in the UGC seven point scale. ii) Atleast 15 years of experience as Lecturer (Sr.Scale)/Lecturer with eight years in Reader's grade along with experience in educational administration, OR Comparable experience in research establishment and/or other institutions of higher education. OR 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post. Desirable – Ph.D. in any discipline. Knowledge of Urdu reading/writing/speaking essential. **Age: Not more than 50 years.**
2. Deputy Registrar:	**Pay Scale** 12,000-420-18,300 **Minimum Qualifications:** i) Master's Degree with atleast 55% of the marks or its equivalent grade of B in the UGC seven point scale. ii) Five years of experience as a Lecturer in a College or a University with experience in educational administration, OR Comparable experience in research establishment and / or other institutions of higher education. OR Five years of administrative experience as Assistant Registrar or in an equivalent post. Knowledge of Urdu reading / writing / speaking essential Age : Not more than 45 years.

3. Deputy Librarian	Pay Scale 12,000-420-18,300 Minimum Qualifications: i) Master's Degree in Library Science / Information Science / Documentation with atleast 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record; ii) Five years experience as an Assistant University Librarian / College Librarian. iii) Evidence of innovative Library services, published work and professional commitment, computerization of Library. Desirable : M.Phil/Ph.D. Degree in Library Science / Information Science / Documentation / Archives and Manuscript-keeping, Computerisation of Library. Knowledge of Urdu reading/writing/speaking essential. Age: Not more than 45 years.
4. Assistant Registrar and its equivalent posts	Pay Scale 8,000-275-13,500 Minimum Qualifications: i) Good academic record plus Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale. ii) Five years experience as Section Officer / Superintendent in Central / State University offices Knowledge of Urdu reading / writing / speaking essential. Age : not more than 35 years.
5. Computer Programmer :	Pay Scale : 8,000-275-13,500 Minimum Qualifications: Any of the following qualifications with atleast 55% Marks i) B. Tech (CSE) ii) B. Tech (Non CSE) with experience in Computing iii) M.Sc. (Physical Sciences) with 2 years experience in Computing. iv) M.Sc. (Physical Sciences) with PGDCA v) M.C.A. vi) Knowledge of Urdu and Urdu Software essential. Age: not above 35 years

6. Assistant Engineer :	Pay Scale 6,500-200-10,500 **Minimum Qualifications:** i) A degree in Civil Engineering with 5 years experience of supervising Civil works in any Govt. / Govt. approved Contractor. ii) Knowledge of Urdu reading writing & speaking essential. Age: Not more than 33 years.
7. Section Officer:	Pay Scale (By Competitive Written Test and Interview) 6,500-200-10,500 **Minimum Qualifications:** i) A Graduate with at least 55% marks and 5 years experience as Superintendent / Sr. Assistant in State / Central Govt. University Offices. ii) Knowledge of Urdu reading / writing / speaking essential. Age : Not more than 33 years.
8. Senior Personnel Assistant:	Pay Scale (By Competitive Written Test and Interview) 6,500-200-10,500 **Minimum Qualifications:** i) A Bachelor Degree with at least 55% marks ii) Qualified in the examination held by Board of Technical Education, Govt. of A.P. or its equivalent examination. a) Typing speed, 40 wpm b) Stenography speed 100 wpm c) A good knowledge of computers with Urdu Software iii) Experience as Personnel Assistant, of not less than 5 years in State/Central Govt. offices and Universities offices. iv) Knowledge of Urdu reading / writing / speaking essential Age: Not more than 33 years.
9. Professional Assistant	Pay Scale 6,500-200-10,500 **Minimum Qualifications:** i) A Bachelor's Degree, with atleast 55% marks B.L.I.Sc. ii) 5 years relevant experience in Central / State University Libraries iii) Knowledge of Urdu reading/writing/speaking essential. iv) A sound knowledge of computer with Urdu software. Age : Not more than 33 years.

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10. Senior Assistant :	Pay Scale (By Competitive Written Test and Interview) 5,000-150-8,500 Minimum Qualifications: i) A Bachelor's Degree with atleast 55% marks. ii) Experience of not less than 3 years as Junior Assistant in State/Central/University offices as Office Assistant. iii) Knowledge of Urdu reading / writing / speaking essential. Age : Not more than 32 years.
11. Computer Operator :	Pay Scale (By Competitive Written Test and Interview) 4,500-125-7,000 Minimum Qualifications: i) A Bachelor's Degree with at least 55% marks with D.C.A. from the Government Recognised Institutions. OR Second Class Bachelor's Degree in Computer Science ii) Three years experience in the relevant field in Central/State Govt. Universities iii) Knowledge of Urdu reading / writing / speaking essential/preferable and Urdu Software essential. Age: Not more than 31 years
12. Office Assistant :	Pay Scale (By Competitive Written Test and Interview) 4,000-100-6,000 Minimum Qualifications: i) A graduate or its equivalent atleast with 55% with at least 3 years experience as Jr. Office-Assistant/Jr. Assistant in the State/Central/University office. ii) Knowledge of Urdu reading/writing/speaking essential / preferable. Age: Not more 30 years.
13. Stenogrpher :	Pay Scale (By Competitive Written Test and Interview) 4,000-100-6,000 Minimum Qualifications: i) A Graduate with 55% marks or its equivalent ii) A Pass in Govt. Examination conducted by State Board of Technical Education in English Typewriting (40 wpm). iii) A Pass in Govt. Examination conducted by the State Board of Technical Education in English Stenography (100 wpm). iv) Experience in stenography with knowledge of computer of at least two years. v) Knowledge of Urdu reading / writing / speaking essential / preferable. Age : Not more than 30 years.