

## MAULANA AZAD EDUCATION FOUNDATION

## NOTIFICATION

New Delhi, the 31st March, 2011

**No. 2-46/2010-MAEF.**—In exercise of the powers conferred under Rule X of the Rules and Regulations and Para 3 of the Memorandum of Association of Maulana Azad Education Foundation (MAEF), the Central Government hereby makes the following rules and regulation, the method of recruitment to various posts in the MAEF, namely :—

**1. Short title and commencement.**—(1) These rules may be called the MAEF (Group 'A, B, C and D' Non-Gazetted, Non-Ministerial Posts) Recruitment Rules.

(2) They shall come into force on the date of their publication in the Official Gazette.

**2. Number of posts, classification and Pay Band and Grade Pay.**—The number of said posts, their classification and the scale of pay attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

**3. Method of recruitment, age-limit and other qualifications.**—The method of recruitment to the post, age-limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (14) of the said Schedule.

**Intitial Constitution.**—(1) The personnel holding the posts on regular basis before the commencement of these rules, shall be deemed to have been appointed in accordance with the provisions of these rules.

(2) The regular continuous service of personnel mentioned the sub-rule (1) prior to the posts at the initial constitution shall count for the purpose of probation period qualifying service for promotion, confirmation and pension in the service.

**4. Disqualification.**—No person,—

(a) who, has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said posts :

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. Power to relax.**—Where the Governing Body is of opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, and in consultation with the approval of the Central Government relax any of the provisions of these rules with respect to any class or category of persons.

**6. Saving.**—Nothing in these rules shall effect reservation, relaxation of age-limits and other concessions required to be provided for the special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

## SCHEDULE

Name of the post	No. of posts	Classification	Pay Band and Grade Pay	Whether selection post or non-selection post	Age limit	Whether the benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Secretary	One (1)* *(Subject to variation and dependent on workload.)	General Central Service Group-A (Non-Gazetted)	Pay Band-4, (Rs. 37400-67000) Grade Pay Rs. 10000	Selection	Not applicahle	Not applicable

Education and other qualification required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	<b>Method of recruitment :</b> Whether by Direct Recruitment or by Promotion or by Deputation/Absorption and percentage of the vacancies to be filled by various methods
(8)	(9)	(10)	(11)
Not applicable	Not applicable	Not applicable	By Deputation
In case of recruitment by Promotion/Deputation/Absorption grades from which promotion/deputation/absorption to be made	If a Departmental Committee exists what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	
(12)	(13)	(14)	
Officers of all India and other Organized Central Services or from established academic sectors fulfilling the following conditions :—	<b>Composition of DPC is as under :—</b> Secretary (Ministry of Minority Affairs) (1) JS, Ministry of Minority Affairs (2) Vice Chancellor, Jamia Millia Islamia	—Chairman —Member —Member	Not Reqd.
<p><b>Essential :</b></p> <p>(a) (i) Holding Senior Administrative Grade level post on regular basis.</p> <p>(ii) With three years regular service in the post and in the pay scale of Rs. 37400-67000 with grade pay of Rs. 8700.</p> <p style="text-align: center;">OR</p> <p>(b) At the level of Senior Reader or equivalent Officer in a established academic institution/research centres with at least 3 years regular service in the post in the pay scale of Rs. 37400-67000 with grade pay of Rs. 8700.</p>			
<p><b>Desirable :</b></p> <p>(c) Experience of working in the Social Sector Schemes.</p> <p>(d) Experience of working in Operation of Educational Schemes.</p> <p>(e) Sufficient knowledge of educational system.</p> <p>(f) Adequate knowledge of Urdu and Hindi.</p>			
<p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall not exceed five years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)</p>			

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Research Officer	One (1)* *(Subject to variation and dependent on workload.)	Group 'A' (Non-Gazetted, Non-Ministerial)	PB-3 (Rs. 15600-39100) G P. Rs. 5400	Not applicahle	Not applicahle	Not applicable

(8)	(9)	(10)	(11)
Not applicable	Not applicable	Not applicable	By Deputation

(12)	(13)	(14)
Officers from Central Government/ State Government/UTs./Autonomous Bodies holding (a)(i) analogous posts on regular basis, (ii) With 3 years experience in posts is GPB-4600, (b) Posts atleast 8 years experience in a supervisor capacity and with complete knowledge of work relating to Research and Development.	<b>Composition of DPC is as under :—</b> Secretary, Maulana Azad Education Foundation (1) One officer of US/DS level from Administrative Ministry (2) Treasurer, MAEF	Not Reqd.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same of other organization or department of the Central Government shall ordinarily or some not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Administrative Officer	One (01)	Group 'A' (Non-Gazetted, Non-Ministerial)	Pay Band-3, (Rs. 15600-39100) Grade Pay Rs. 5400	Not applicahle	Not applicahle	Not applicable

(8)	(9)	(10)	(11)
Not applicable	Not applicable	Not applicable	(i) By Deputation

(12)	(13)	(14)
Officers from Central Government/ State Government/UTs./Autonomous Bodies holding (a)(i) analogous posts on regular basis, (ii) With 3 years experience in posts is GPB-4600	<b>Composition of DPC is as under :—</b> Secretary, Maulana Azad Education Foundation (1) One officer of US/DS level from Administrative Ministry (2) Treasurer, MAEF	Not Reqd.

(12)

(b) Posts atleast 8 years experience in a supervisor capacity and with complete knowledge of work relating to Research and Development.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same of other organization or department of the Central Government shall ordinarily or some not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Accounts Officer	One (01)* *(Subject to variation and dependent on work load.)	Group 'B' (Non-Gazetted, Non-Ministerial)	Pay Band-2 (Rs. 9300-34800) Grade Pay Rs. 4800	Selection	Not applicahle	Not applicable

(8)	(9)	(10)	(11)
Not applicable by	Not applicable	Not applicable.	By promotion failing which deputation

(12)	(13)	(14)
Promotion of Accountant with at least 6 years experience of regular service in the pay scale PB-2 GP Rs. 4600 with complete knowledge of accounting, finalization of accounts, income tax, PF matters etc.	<b>Composition of DPC is as under :—</b> Secretary, Maulana Azad Education Foundation (1) One officer of US/DS level from Administrative Ministry (2) Treasurer, MAEF	NA

**Deputation :**

Officers under the Central or State Governments or Union Territories :—

- (a)(i) holding analogous posts on regular basis in the parent Cadre or Department; or
- (ii) with six years' service in the grade rendered after appointment thereto on a regular basis in the pay scale BP-2, Rs. 9300-34800, GP Rs. 4200 or equivalent in the parent cadre or Department; and
- (b)(i) Possessing bachelor's degree from recognized University or Institute or equivalent; and

