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PUBLISHED BY AUTHORITY

मीलाना आज्ज़ाद शिक्षा प्रतिष्ठान
अधिसूचना

नई दिल्ली, 22 सितंबर, 2015

मा.कान. 809(3)—केंद्र सरकार, दिनांक 31.03.2014 की अधिसूचना के अधिक्रमण में, और मीलाना आज्ज़ाद शिक्षा प्रतिष्ठान के नियमों एवं विनियमों के नियम संख्या 'X' तथा मीलाना आज्ज़ाद शिक्षा प्रतिष्ठान के साक्षरता शाखा के पेश संख्या 3 के तहत प्रदत्त शिक्षायोजन का प्रयोग करते हुए मीलाना आज्ज़ाद शिक्षा प्रतिष्ठान में विभिन्न पदों पर भर्ती की पद्धति के लिए नियमशीर्षित नियम एवं विनियम बनाती है, अर्थात्—
<table>
<thead>
<tr>
<th>No</th>
<th>Designation</th>
<th>Salary Range</th>
<th>Service in Year</th>
<th>Tenure</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Assistant</td>
<td>₹30,000/- - ₹40,000/-</td>
<td>5</td>
<td>1-3 years</td>
<td>all matters in the same scale</td>
</tr>
<tr>
<td></td>
<td></td>
<td>₹15,000/- - ₹20,000/-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>₹40,000/- - ₹50,000/-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>₹1500/- - ₹3000/-</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Annual increments—same service a high-level selection on the basis of 5% higher than the annual increments in the same scale.*

* Same incumbents in the first and second years of service will be moved to the same post.*

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**MAULANA AZAD EDUCATION FOUNDATION**

**NOTIFICATION**

New Delhi, the 22<sup>nd</sup> September, 2015

G.S.R. 809(E).—In supersession of the Notification dated 31.03.2011; and in exercise of the powers conferred under Rule ‘X’ of the Rules and Regulations of the Maulana Azad Education Foundation and Para 3 of the Memorandum of Association of Maulana Azad Education Foundation (MAEF), the Central Government hereby makes the following Rules and Regulations, the method of recruitment to various posts in the MAEF, namely:-

1. **Short title and commencement**—(1) These rules may be called the Maulana Azad Education Foundation (Group ‘A, B, C AND D’ Non-Gazetted, Non-Ministerial Posts) Recruitment Rules, and

(2) They shall come into force w.e.f. 22.09.2015 or the date of their publication in the Official Gazette whichever is earlier.

2. **Number of posts, classification and Pay Band and Grade Pay**—The number of said posts, name of the post, 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 (10) of the said Schedule.

**Initial 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 affect 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**

**RECRUITMENT RULES FOR DEPUTATION POSTS/ TERMS AND CONDITIONS FOR CONTRACTUAL POSTS IN MAULANA AZAD EDUCATION FOUNDATION**

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name of the Post</th>
<th>No. of Posts</th>
<th>Pay</th>
<th>Age Limit</th>
<th>Tenure</th>
<th>Method of Recruitment</th>
<th>Educational &amp; Other Qualifications for Contractual appointment</th>
<th>Qualifications in case of recruitment by Deputation</th>
<th>Selection Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Secretary &amp; Chief Executive Officer</td>
<td>01</td>
<td>For Contractual Officer: Rs.1,30,000/- + Rs. 40,000/- (HRA) +</td>
<td>45-60 years</td>
<td>5 years</td>
<td>Contractual or by Deputation (i) Post-graduate with preference to MBA with at least 15 years work experience in Officers of All India and other Central Services or from established academic sectors fulfilling the following conditions:-</td>
<td>1. Secretary(MA) - Chairman. 2. Joint Secretary, MAEF. 3. Nominee of</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Rs. 2500/- (Medical Insurance)+ Rs. 12000/- (EPF Contribution)+ Rs. 3000/- (Children Education Allowance on submission of claim) Gratuity on completion of 5 years tenure. | Rs. 37400/- 67000/- + G.P. Rs. 10000/- + Rs. 40000/- (HRA) and any other allowance as per DOP&T Guidelines. | Social and responsible organization of which with at least 3 years in a leadership role.  
(ii) Preferably, experience in managing large-scale program implementation. |
<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>For Officer on deputation:</td>
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</tbody>
</table>
| PB-4 | Essential:  
(i) Holding Senior Administrative Grade level post on regular basis in the pay scale of Rs. 37400-67000 with grade pay of Rs. 10,000/-.  
(ii) With 5 years regular service in the post and in the pay scale of Rs.37400-67000 with grade pay of Rs. 8700/-  
OR |
| At the level of Associate Professor or equivalent Officer in a established academic institution/research centres with at least 5 years regular service in the post in the pay scale of Rs. 37400-67000 with grade pay of Rs. 8700. | Desirable:  
As given in the adjoining column. |
| | Desirable:  
(a) Experience of working the Social Sector Schemes.  
(b) Experience of working in Operation of Educational Schemes.  
(c) Sufficient knowledge of educational system. |

Vice-Chancellor of AMU.  
4. Nominee of Vice-Chancellor of JMI.
<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>No. of Posts</th>
<th>Minimum Experience</th>
<th>Conditions</th>
<th>Salary Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Chief Financial Officer</td>
<td>01</td>
<td>45-55 years</td>
<td>(i) Post Graduate in Finance/Commerce or C.A. with 15 years of experience. (ii) Experience in managing Finances of a mid-sized organisation. (iii) Experience in investment management. (iv) Should be conversant with regulatory compliances.</td>
<td>(i) For Officer on Contractual: Rs.1,20,000/- + Rs. 35,000/- (HRA) + Rs. 2500/- (Medical Insurance) + Rs. 12000/- (EPF) (ii) For Officer on Deputation: PB-4 - Rs. 37400 - 67000/- + G.P. Rs. 8700/- + Rs. 35000/- (HRA) and any other allowance as per DOP&amp;T Guidelines.</td>
</tr>
<tr>
<td>3.</td>
<td>Chief Knowledge Officer</td>
<td>01</td>
<td>45-55 years</td>
<td>(i) Post-graduate with at least 15 years work experience in non-profit/social entrepreneurship organization of which with at least</td>
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<tr>
<td>4.</td>
<td>Manager</td>
<td>05</td>
<td>Rs. 65,000/- + Rs. 25,000/- (HRA) + Rs. 8,000/- (TA) + Rs. 1500/- (Medical Insurance) + Rs. 6500/EPF + Rs. 3000/- (Children Education Allowance on submission of claim)</td>
<td>35-50 years</td>
<td>Contractual or by Deputation</td>
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</tr>
<tr>
<td>5.</td>
<td>Assistant Manager</td>
<td>15</td>
<td>Rs. 55,000/- + Rs. 20,000/- (HRA) + Rs. 6000/- (TA) + Rs. 1500/- (Medical Insurance) + Rs.</td>
<td>30-45 years</td>
<td>Contractual or by Deputation</td>
</tr>
</tbody>
</table>

Central Government Officers working as Under Secretary in the Pay-Band of Rs. 15600-39100/- with Grade Pay Rs. 6600/- or a Section Officer with 6 years of regular service as Section Officer.

Desirable:
Persons with experience in Audit/Accounts/Finance.

1. Joint Secretary, MAEF - Chairman
2. Secretary, MAEF
3. Director/Deputy Secretary, MoMA

An Officer working at the level of Section Officer and drawing a grade pay of Rs. 5400/-.

OR

1. Joint Secretary, MAEF - Chairman
2. Secretary, MAEF
| 6. Associate | 13 | Rs. 30,000/- + Rs. 15,000/- (HRA) + Rs. 4000/- (TA) + Rs. 1500/- (Medical Insurance) + Rs. 3000/- (EPF) + Rs. 3000/- (Children Education Allowance on submission of claim). | 25-40 years | 5 years | Contractual | Graduate with 1-3 years relevant experience. | Section Officer with two years of regular service as Section Officer in Grade Pay of Rs. 4800/-. | 1. Joint Secretary, MAEF - Chairman  
2. Secretary, MAEF  
3. Director/Deputy Secretary, MoMA |

*Annual Increment - An annual increment based on the Performance Appraisal at the rate of 5% of the pay will be given to all the Contractual Employees.

** Gratuity will be paid on completion of five years of satisfactory service to all the employees.