Guidelines for filling the Application Form

Manipal University Jaipur (MUJ) has the following Faculties/Schools:

- **Faculty of Design:**
  1. School of Architecture & Design (SA&D)
  2. School of Planning & Design (SP&D)

- **Faculty of Engineering:**
  1. School of Automobile, Mechanical & Mechatronics Engineering (SAMM)
  2. School of Chemical & Civil Engineering (SCCE)
  3. School of Electrical, Electronics & Communication Engineering (SEEC)
  4. School of Computing & Information Technology (SCIT)

- **Faculty of Management**
  1. TAPMI School of Business (TSB)
  2. School of Hotel Management (SHM)
  3. School of Business & Commerce (SBC)

- **Faculty of Science**
  1. School of Basic Sciences (SBS)

- **Faculty of Arts**
  1. School of Humanities & Social Sciences
  2. School of Journalism & Mass Communication
  3. School of Law

The following pages give details about:

1. Positions and preferred specializations
2. Eligibility & Scale of pay
3. Benefits
4. How to apply
5. General Guidelines
1. Positions and preferred specializations

Applications are invited for the following positions in the areas/specializations mentioned below:

<table>
<thead>
<tr>
<th>No.</th>
<th>Designation</th>
<th>No. of Positions*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Professor</td>
<td>15</td>
</tr>
<tr>
<td>2</td>
<td>Associate Professor</td>
<td>30</td>
</tr>
<tr>
<td>3</td>
<td>Assistant Professor</td>
<td>90</td>
</tr>
</tbody>
</table>

*The number and/or level of positions may change, as per the need of the University at the time of final selection.

2. Details of Major areas and preferred specializations

Applications are invited for the following positions in the areas/specializations mentioned below:

Details of Major areas and preferred specializations:

- **Faculty of Design**
  - Architecture: Landscape, Architectural Conservation, Architecture
  - Planning: Traffic & Transportation Planning, Urban & Regional Planning, Housing
  - Fashion Design: Design, Garment Construction
  - Jewellery Design: Jewellery Design
  - Applied Arts: Applied Arts
  - Interior Design: Interior Design
  - Civil: Civil for Architecture

- **Faculty of Engineering**
  - Automobile: Automobile Engineering, IC Engines, Industrial Engineering & Management, Production Engineering, CAD
  - Chemical: All aspects of Chemical Engineering
  - Civil: Structural Engineering, Geotechnical Engineering, Hydraulics/Water Resources Engineering, Geology, GIS, Construction Management, Environmental Engineering, Transportation Engineering
  - Mechanical: Machine Design, Manufacturing, Thermal Science
  - Mechatronics: All aspects of Mechatronics Engineering
  - Electrical & Electronics: Power Systems, Electrical Machines, Switchgear & Protection, AC/DC Transmission, Smart Grid Systems, Power Electronics and Industrial Control

- **Faculty of Management**
  - General Management: General Management, Human Resource, Marketing, Operations, Finance
  - Commerce: Banking, Tax & Finance, Information Technology, Business Law, Quantitative Techniques
  - Economics: Microeconomics, Macroeconomics, Economics
  - Hotel Management: Food & Beverage service, Food Production (Indian Cuisine, Continental Cuisine, Bakery & Confectionery), House Keeping, Front Office

- **Faculty of Science**
  - Physics: Nuclear Physics, High Energy Physics, Nano-Electronics, Laser & Fibre Optics, Computational Physics
  - Mathematics: Mathematics & Statistics
- Botany, Biotechnology, Bio Sciences
- Geology, Environmental Science

- **Faculty of Arts**
  - English & Foreign Languages
  - Economics & Political Science
  - Psychology – Industrial & Organisational Psychology, Counseling & Vocational Psychology, Clinical Psychology

Applications in areas not listed above can also be considered.

### 3. Eligibility & Scale of pay

#### Faculty of Design

<table>
<thead>
<tr>
<th>Designation</th>
<th>Qualification &amp; experience</th>
<th>Scale of Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>As per the Norms of Council of Architecture</td>
<td>37400 - 67000</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>As for AP I</td>
<td>37400 - 67000</td>
</tr>
<tr>
<td>Assistant Professor I</td>
<td>First Class in B. Arch and as per COA Norms</td>
<td>15600 - 24810</td>
</tr>
<tr>
<td>Assistant Professor II</td>
<td>First Class in B. Arch and as per COA Norms</td>
<td>15600 - 24810</td>
</tr>
</tbody>
</table>

#### Faculty of Engineering

<table>
<thead>
<tr>
<th>Designation</th>
<th>Essential Qualification</th>
<th>Experience</th>
<th>Desirable</th>
<th>Scale of Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>1. PhD</td>
<td>10 years</td>
<td>-</td>
<td>37400 - 67000</td>
</tr>
<tr>
<td></td>
<td>2. As for AP I</td>
<td>(minimum 5 years as Associate Professor)</td>
<td>Ph. D. + 13 years of experience</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Individuals with 15 years Industry/ Research experience equivalent to PhD</td>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td>1. PhD</td>
<td>5 years</td>
<td>2 years experience post PhD</td>
<td>37400 - 67000</td>
</tr>
<tr>
<td></td>
<td>2. As for AP I</td>
<td></td>
<td>10 years Industry/ Research experience-equivalent to PhD</td>
<td></td>
</tr>
<tr>
<td>Assistant Professor I</td>
<td>As for AP II</td>
<td>5 years</td>
<td>Ph.D</td>
<td>15600 - 39100</td>
</tr>
<tr>
<td>Assistant Professor II</td>
<td>MBA with First Class</td>
<td>2 years post MBA</td>
<td></td>
<td>15600 - 24810</td>
</tr>
</tbody>
</table>

#### Faculty of Management

<table>
<thead>
<tr>
<th>Designation</th>
<th>Qualification</th>
<th>Experience</th>
<th>Scale of Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>PhD &amp; MBA</td>
<td>10 years</td>
<td>37400 - 67000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(minimum 5 years as Associate Professor)</td>
<td>Ph. D. + 13 years of experience</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Individuals with 15 years Industry/ Research experience equivalent to Ph.D.</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>PhD &amp; MBA</td>
<td>5 years post MBA</td>
<td>37400 - 67000</td>
</tr>
<tr>
<td>Assistant Professor I</td>
<td>MBA with First Class</td>
<td>2 years post MBA</td>
<td>15600 - 39100</td>
</tr>
<tr>
<td>Assistant Professor II</td>
<td>MBA with First Class</td>
<td>2 years post MBA</td>
<td>15600 - 24810</td>
</tr>
</tbody>
</table>
### Faculty of Science/ Hotel Management/Arts/Business & Commerce/Law

<table>
<thead>
<tr>
<th>Designation</th>
<th>Qualification</th>
<th>Experience</th>
<th>Scale of Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>Same as for Associate Professor</td>
<td>10 years (minimum 5 years as Associate Professor)</td>
<td>37400 - 67000</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>Same as for AP I</td>
<td>8 years post PG teaching experience</td>
<td>37400 - 67000</td>
</tr>
</tbody>
</table>
| Assistant Professor I | 1. PhD  
2. Post Graduation in relevant discipline with minimum 55% |
|                    | 5 years Post PG teaching experience                |                                                  | 15600 - 39100       |
| Assistant Professor II | 1. Post Graduation in relevant discipline with minimum 55%  
2. NET/SET/UGC/CSIR (if applicable) |

3. **Service Benefits other than Salary**

1) Relocation allowance will be admissible as per University rules, subject to a maximum of one months’ basic pay.

2) Other facilities applicable to faculty members are LTC, Children Education Allowance, coverage under Group Term Life Insurance and Group Mediclaim Policy as per the University rules.

3) Financial support for attending conferences, workshops, as per the University rules.

4) Coverage of PF, Gratuity as per rules.

4. **How to apply**

1) **To apply online** - Fill the online Application Form available at “Careers at MUJ” on our website [http://jaipur.manipal.edu](http://jaipur.manipal.edu)

   OR

2) **To apply by post** -
   a. Download the Application Form available at “Careers at MUJ” on our website [http://jaipur.manipal.edu](http://jaipur.manipal.edu)
   b. Fill in the complete Form and send it by Post to the address given below.
   c. Attach a List of enclosures comprising self-attested copies of certificates, qualifications, publications, papers and other documents as mentioned in the Application Form.
   d. Candidates need to clearly mention on the envelope the post for which they are applying
   e. Address: Head-HR, Manipal University Jaipur, Off Jaipur-Ajmer Expressway, Dehmi Kalan, Jaipur- 303007, Rajasthan.

3) Applications must reach us on or before April 30, 2015.
5. **General Guidelines**

Please read carefully and follow the guidelines mentioned below:

- **Application Process**

1) Please apply as per the eligibility criteria only.
2) Fill in the complete Application Form and the Profile Summary. No information should be left blank. Please write “NOT APPLICABLE” if the information sought does not apply to you.
3) Incomplete applications are liable for rejection.
4) Any relevant additional information that the candidates may like to give should be mentioned on a separate sheet.
5) Candidate should provide all the information and meet the eligibility and screening criteria as on the date of submission of the application.
6) Candidates should satisfy themselves that they possess the qualifications required for the post. Only candidates possessing required qualifications and experience for the post will be eligible for further consideration.
7) In case an applicant wishes to apply for more than one School/ Specialization, separate applications mentioning the relevant information, should be made.
8) Self-attested copies of the certificates, qualifications, publications, papers and other documents as mentioned in the Application Form or wherever desired, should be sent along with the application. Shortlisted Candidates will be required to carry the original copies of all such documents at the time of interview, for verification.
9) Candidates serving in Government/ Semi-Government/ Autonomous Bodies, should produce a ‘No Objection Certificate’ (NoC) from the employer at the time of the Interview. In the absence of the NoC, candidates may not be interviewed or allowed any payment towards their travelling expenses.
10) Candidates should possess sound health. If selected, they may be required to undergo a medical examination and satisfy such medical authority, as the MUJ may prescribe.

- **Selection Process**

11) All applications will be screened for eligibility, etc. and only shortlisted candidates will be called for interview. Appearing for the interview does not guarantee selection.
12) Candidates with Doctoral qualification or those who have submitted their Doctoral thesis would be preferred.
13) The number or level of positions may change, as per the need of the University at the time of final selection.
14) Candidates applying for any particular post may be considered for appointment at a lower position, at the discretion of the Selection Committee.
15) Travel Expenses will be reimbursed to candidates appearing for the positions of Associate professor and above only, as per the MUJ norms. The reimbursement may or may not be paid in cash on the spot. The candidates are requested to carry with them necessary funds for journey both ways.
- Exception Management -

16) Relaxation in qualification and experience may be considered at the discretion of the Selection Committee.

17) An outstanding candidate, working in industry with an established reputation and who has made significant contribution to knowledge, but not having a Ph.D. degree may also be considered for appointment to the post of Associate Professor/Professor on contract basis. Such appointments shall be made only sparingly and in extremely deserving cases with the approval of the Board of Management of MUJ.

18) Higher starting salary in the grade/cadre may be offered to a candidate depending on his/her qualifications and experience.

19) Any misleading or wrong information, if supplied and found subsequently, will call for rejection of application/cancellation of appointment, as applicable.

20) In case of any conflict of opinion, the decision of the President MUJ, will be final and binding.

21) All rights are reserved with MUJ, under the Jurisdiction of the High Court of Rajasthan.

22) Applications received after the last date may be considered on a need basis.