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 & Commerce**
  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 & Law**
  1. School of Humanities & Social Sciences (SH&SS)
  2. School of Journalism & Mass Communication (SJ&MC)
  3. School of Law (SOL)

The following pages give details about:

1. Positions and Designations
2. Details of Major Areas and preferred Specializations
3. Eligibility & Scale of pay
4. Benefits
5. How to apply
6. General Guidelines
1. **Positions and Designations**

Applications are invited for the following designations 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>13</td>
</tr>
<tr>
<td>2</td>
<td>Associate Professor</td>
<td>26</td>
</tr>
<tr>
<td>3</td>
<td>Assistant Professor</td>
<td>81</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 selections.

2. **Details of Major areas and preferred specializations**

- **Faculty of Design**
  - Architecture- Architecture, Structural Engineering
  - Planning- Transportation Planning, Regional Planning
  - Fashion Design- Pattern Making, Garment Construction
  - Jewelry Design- Jewelry Design
  - Applied Arts –Applied Arts
  - Interior Design – Interior Design

- **Faculty of Engineering**
  - Automobile- Automotive Materials & Manufacturing, Automotive Electrical & Electronic Systems
  - Chemical- Modelling and Simulation, Process Control/Polymers, Biofuels/ Biochemical Engineering, Computational Fluid Dynamics, Water and Wastewater Treatment
  - Civil- Environment, Structures, Geo - Technology, Construction Technology Management.
  - Computers & Communication: All aspects of Computer Science & Information Technology
  - Mechanical- Design, Production, CAD/CAM, Thermal
  - Mechatronics- Instrumentation, Robotics, Pneumatics & Hydraulics, Control & Automation
  - Electronics & Communication- Optical Communication, Nano Electronics, Intelligent Control
  - Electrical & Electronics- Power Systems, Power Electronics, Instrumentation & Control, Solid State Materials, Microelectronics

- **Faculty of Management & Commerce**
  - Commerce - Accounts, Finance
  - Management - Operations
➢ **Faculty of Science**
  ✓ **Physics**- Laser & Optoelectronics, Spectroscopy, Fiber Optics, Mathematical & Statistical Physics, Computational Solid State Physics
  ✓ **Chemistry**- Physical & Analytical Chemistry
  ✓ **Biosciences**- Biotechnology, Microbiology, Biochemistry

➢ **Faculty of Arts & Law**
  ✓ **Law**- Constitutional Law, Corporate Law, Criminal Law
  ✓ **Philosophy**- Logic and Ethics
  ✓ **Political Science**- International Relations
  ✓ **Economics**- Econometrics, Financial Economics, Development Economics, Public Economics, Health Economics
  ✓ **Psychology**– Industrial & Organizational Psychology, Clinical Psychology
  ✓ **Languages**- French, German, Mandarin
  ✓ **Journalism & Mass Communication**- Heritage & Cultural Tourism, Design & Graphics, Traditional Media of Communication, Web Journalism

Applications in areas not listed above can also be considered.
3. **Eligibility & Scale of pay**

<table>
<thead>
<tr>
<th>Faculty of Design</th>
<th>Department of Architecture</th>
<th>Scale of Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Designation</strong></td>
<td><strong>Qualification &amp; experience</strong></td>
<td><strong>37400 - 67000</strong></td>
</tr>
<tr>
<td>Professor</td>
<td>As per the Norms of Council of Architecture</td>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Professor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department of Planning</th>
<th>Designation</th>
<th>Qualification</th>
<th>Experience</th>
<th>Scale of Pay</th>
</tr>
</thead>
</table>
| Professor              | 1. Same as Assistant Professor  
                          2. Ph. D. (Desirable) | Minimum of 13 years experience with at least 5 years as Associate professor.  
Or Minimum of 13 years experience in professional practice. | 37400 - 67000 |
| Associate Professor    | 1. Same as Assistant Professor  
                          2. Ph. D. (Desirable) | Minimum of 8 years experience | 37400 - 67000 |
| Assistant Professor    | 1. UG in Planning/Architecture/Civil  
                          2. PG in Planning/Geography/Economics with First Class or equivalent at either UG or PG level. | 15600 - 39100 |

<table>
<thead>
<tr>
<th>Department of Fine Arts (Applied Art)</th>
<th>Designation</th>
<th>Qualification</th>
<th>Experience</th>
<th>Scale of Pay</th>
</tr>
</thead>
</table>
| Professor                             | 1. Same as Assistant Professor  
                          2. Ph. D. (Desirable)  
Or A Professional Artist | Minimum of 13 years experience with at least 5 years should be at the level of Associate Professor. | 37400 - 67000 |
| Associate Professor                   | 1. Same as Assistant Professor  
                          2. Ph.D. (Desirable)  
Or A Professional Artist | Minimum of 8 years experience | 37400 - 67000 |
| Assistant Professor                   | 1. UG in Applied Art  
                          2. PG in Illustration/Photography/Visualisation with First Class or equivalent at either UG or PG level. | 15600 - 39100 |
## Departments of Fashion Design & Jewellery Design

<table>
<thead>
<tr>
<th>Designation</th>
<th>Qualification</th>
<th>Experience</th>
<th>Scale of Pay</th>
</tr>
</thead>
</table>
| **Professor**     | 1. Same as Assistant Professor  
2. Ph. D. (Desirable) | Minimum of 13 years experience with at least 5 years at the level of Associate Professor. | 37400 - 67000      |
| **Associate Professor** | 1. Same as Assistant Professor  
2. Ph.D. (Desirable) | Minimum of 8 years experience in teaching/research/Professional Practice | 37400 - 67000      |
| **Assistant Professor** | UG & PG diploma/degree (Design) from NIFT, NID or equivalent with first class or equivalent at either UG or PG level. | 15600 - 39100      |

## Department of Interior Design

<table>
<thead>
<tr>
<th>Designation</th>
<th>Qualification</th>
<th>Experience</th>
<th>Scale of Pay</th>
</tr>
</thead>
</table>
| **Professor**     | 1. Same as Assistant Professor  
2. Ph. D. (Desirable) | Minimum of 13 years experience with at least 5 years at the level of Associate Professor. | 37400 - 67000      |
| **Associate Professor** | 1. Same as Assistant Professor  
2. Ph.D. (Desirable) | Minimum of 8 years experience in teaching/research/Professional Practice | 37400 - 67000      |
| **Assistant Professor** | UG & PG degree in Interior Design /Architecture with first class at either UG or PG Level. | 15600 - 39100      |

## Faculty of Engineering

<table>
<thead>
<tr>
<th>Designation</th>
<th>Qualification</th>
<th>Experience</th>
<th>Desirable</th>
<th>Scale of Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professor</strong></td>
<td>PhD</td>
<td>10 years (minimum 5 years as Associate Professor)</td>
<td>-</td>
<td>37400 - 67000</td>
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<tr>
<td></td>
<td></td>
<td>Ph. D. + 13 years of experience</td>
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<tr>
<td></td>
<td></td>
<td>Individuals with 15 years Industry/Research experience equivalent to PhD</td>
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<td></td>
</tr>
<tr>
<td><strong>Associate Professor</strong></td>
<td>PhD</td>
<td>5 years</td>
<td>2 years experience post PhD</td>
<td>37400 - 67000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10 years Industry/Research experience-equivalent to PhD</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Assistant Professor</strong></td>
<td>M.Tech in relevant discipline with First Class in both M.Tech and B.Tech</td>
<td></td>
<td>15600 - 39100</td>
<td></td>
</tr>
<tr>
<td>Designation</td>
<td>Qualification</td>
<td>Experience</td>
<td>Scale of Pay</td>
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<tr>
<td><strong>Faculty of Management &amp; Commerce</strong></td>
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<tr>
<td>Professor</td>
<td>PhD &amp; MBA</td>
<td>10 years (minimum 5 years as Associate Professor)</td>
<td>37400 - 67000</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Ph. D. + 13 years of experience</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Individuals with 15 years Industry/ Research experience equivalent to Ph.D.</td>
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<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td>PhD &amp; MBA</td>
<td>5 years post MBA</td>
<td>37400 - 67000</td>
<td></td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>MBA with First Class</td>
<td>2 years post MBA</td>
<td>15600 - 39100</td>
<td></td>
</tr>
<tr>
<td><strong>School of Business &amp; Commerce</strong></td>
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</tr>
<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>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td>1. PhD</td>
<td>8 years post PG teaching experience</td>
<td>37400 - 67000</td>
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</tr>
<tr>
<td></td>
<td>2. Post Graduation in relevant discipline with minimum 55% Marks</td>
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</tr>
<tr>
<td>Assistant Professor</td>
<td>1. Post Graduation in relevant discipline with minimum 55% Marks</td>
<td></td>
<td>15600 - 39100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. NET/SET or equivalent exam clearance will be preferred</td>
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<tr>
<td><strong>Faculty of Science</strong></td>
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</tr>
<tr>
<td>Professor</td>
<td>Same as Assistant Professor</td>
<td>10 years (minimum 5 years as Associate Professor)</td>
<td>37400 - 67000</td>
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<td>Associate Professor</td>
<td>Same as Assistant Professor</td>
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<td></td>
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</tr>
<tr>
<td>Professor</td>
<td>Same as for Associate Professor</td>
<td>10 years (minimum 5 years as Associate Professor)</td>
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<td></td>
<td>2. NET/SET or equivalent exam clearance will be preferred</td>
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</tbody>
</table>
4. **Service Benefits other than Salary**
   a) Relocation allowance will be admissible as per University rules, subject to a maximum of one months’ basic pay.
   b) 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.
   c) Financial support for attending conferences, workshops, as per the University rules.
   d) Coverage of PF, Gratuity as per rules.

5. **How to apply**
   a) **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
   b) **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.

   c) **Applications must reach us on or before April 30, 2016.**
6. **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 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.

- **Exception Management**
  15) Relaxation in qualification and experience may be considered at the discretion of the Selection Committee.
16) 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.

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

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

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

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

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