



अलीगढ़ मुस्लिम विश्विधालय  
عليگڑھ مسلم يونيورسٹی  
ALIGARH MUSLIM UNIVERSITY

दूरभाष नंबर : ०५७१-२७००९२०  
इंटरनल नंबर : ११४०, ११४१  
टिंफोन नंबर : २९००५२-१५०  
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कुलसचिव कार्यालय  
(परिषदीय अनुभाग)

OFFICE OF THE REGISTRAR  
(COUNCILS SECTION)

دفتر منسجّل  
کونسل سیکشن

D.No.(C)/...2288..

Dated : 04/01/2023

पत्रक/R.No. 15173

**OFFICE MEMO**

चयन समिति/Selection Committee Section (NT)

दिनांक/Date 09/01/23

On the recommendations of the Director, Directorate of School Education, the Vice-Chancellor has approved the procedure for short listing of applicants for the posts of PGT, TGT & Primary School Teachers in AMU Schools through General Selection Committee as per the Annexure I (04 pages) attached herewith.

(Md. Arifuddin Ahmed)  
Joint Registrar

Dated: 04/01/2023

D.No.(C)/...2288..

**Distribution:**

1. Director, Directorate of School Education
2. Principals, AMU Schools
3. Joint Registrars (Administration Teaching Section)
4. Internal Audit Officer
5. Assistant Registrar (Selection Committee Non Teaching)
6. Asstt. Registrar, Vice-Chancellor's Secretariat/Pro Vice-Chancellor's Secretariat
7. P.S. to Registrar/Finance Officer/Controller of Examinations
8. Guard File

Mr. Sajid

AR (SC-NT)

09/01/23

**PROCEDURE FOR SHORT LISTING APPLICANTS FOR VARIOUS  
TEACHING POSTS IN AMU SCHOOLS**

Screening form for the Post of : ..... Subject: .....

Name of the Candidate : .....

School applied for : .....

**FOR THE POST OF PGT**

**MM 100**

(a) For short listing of the applicants, merit points will be calculated on the basis of the formula given as under:

**MM : 70**

Qualification	Formula	Marks scored by candidate
High School or equivalent	Percentage + 10 x 1	
Intermediate or equivalent	Percentage + 10 x 1	
Graduation degree	Percentage + 10 x 1	
Post Graduate degree	Percentage + 10 x 2	
<b>Training (Professional)</b>		
Theory	Percentage + 10 x 1	
Practical	Percentage + 10 x 1	

(b) For teaching experience at Senior Secondary and Secondary level (Experience of recognised School will only be considered)

Two marks to be awarded per year of teaching experience

**MM : 10**

(c) Co-curricular Activities (Mark to be awarded as per table given below):

**MM : 10**

Co-Curricular Activities	Level of participants	Marks	Marks scored by candidate
(i) Sports	School Level	1	
	College Level (+2)	2	
	University Level	3	
	State Level	5	
	National Level	7	
(ii) Scouting		5	
(iii) National Cadet Corps. (NCC)	Under Officer or	5	
	Senior Under Officer	7	

(d) Awards and Honour (marks will be awarded as per table given below):

**MM : 10**

Level of Award / Honour	Marks	Marks scored by candidate
School / College Level (+2)	2	
University Level	3	
State Level	4	
National Level	5	

**Note : Cross out all blank Columns.**

**PROCEDURE FOR SHORT LISTING APPLICANTS FOR VARIOUS  
TEACHING POSTS IN AMU SCHOOLS**

**FOR THE POST OF TGT**

**MM : 100**

Screening form for the Post of : ..... Subject: .....

Name of the Candidate : .....

School applied for : .....

- (a) For short listing of the applicants, merit points will be calculated on the basis of the formula given as under: **MM : 70**

Qualification	Formula	Marks scored by candidate
High School or equivalent	Percentage ÷ 10 x 1	
Intermediate or equivalent	Percentage ÷ 10 x 1	
Graduation degree	Percentage ÷ 10 x 2	
Post Graduate degree	Percentage ÷ 10 x 1	
<b>Training (Professional)</b>		
Theory	Percentage ÷ 10 x 1	
Practical	Percentage ÷ 10 x 1	

- (b) Teaching experience of recognised School will only be considered. **MM : 10**  
Two marks to be awarded pe: year of teaching experience

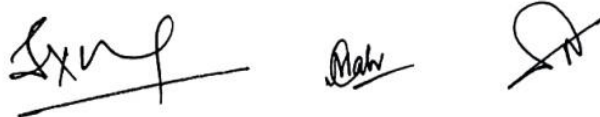
- (c) Co-curricular Activities (Mark to be awarded as per table given below): **MM : 10**

Co-Curricular Activities	Level of participants	Marks	Marks scored by candidate
(i) Sports	School Level	1	
	College Level (+2)	2	
	University Level	3	
	State Level	5	
	National Level	7	
(ii) Scouting		5	
(iii) National Cadet Corps. (NCC)	Under Officer or	5	
	Senior Under Officer	7	

- (d) Awards and Honour (marks will be awarded as per table given below) : **MM : 10**

Level of Award / Honour	Marks	Marks scored by candidate
School / College Level (+2)	2	
University Level	3	
State Level	4	
National Level	5	

**Note :** Cross out all blank Columns.





**PROCEDURE FOR SHORT LISTING APPLICANTS FOR VARIOUS  
TEACHING POSTS IN AMU SCHOOLS**

**FOR PRIMARY TEACHERS**

**MM : 100**

Screening form for the Post of : ..... Subject: .....

Name of the Candidate : .....

School applied for : .....

- (a) For short listing of the applicants, merit points will be calculated on the basis of the formula given as under: **MM : 50**

Qualification	Formula	Marks scored by candidate
High School or equivalent	Percentage ÷ 10 x 1	
Intermediate or equivalent	Percentage ÷ 10 x 2	
<b>Training (Professional)</b>		
Theory	Percentage ÷ 10 x 1	
Practical	Percentage ÷ 10 x 1	

- (b) Teaching experience of recognised School will only be considered. **MM : 10**  
Two marks to be awarded per year of teaching experience

- (c) Co-curricular Activities (Mark to be awarded as per table given below: **MM : 10**

Co-Curricular Activities	Level of participants	Marks	Marks scored by candidate
(i) Sports	School Level	1	
	College Level (+2)	2	
	University Level	3	
	State Level	5	
	National Level	7	
(ii) Scouting		5	
(iii) National Cadet Corps. (NCC)	Under Officer or	5	
	Senior Under Officer	7	

- d) Awards and Honour (marks will be awarded as per table given below) : **MM : 10**

Level of Award / Honour	Marks	Marks scored by candidate
School / College Level (+2)	2	
University Level	3	
State Level	4	
National Level	5	

- (e) Additional marks to be awarded as per table give below to the candidate / applicants for appointment of primary level position in AMU Schools with the condition that after adding additional marks the total should not exceed 100 marks. **MM : 20**

Qualification	Formula	Marks scored by candidate
Graduate	Percentage ÷ 10 x 1	
Post Graduate	Percentage ÷ 10 x 1	

**Note : Cross out all blank Columns.**



### OTHER CONDITIONS :

- 1) If the candidate having two post graduate degrees in different subject in such case marks will be awarded in that particular subjects in which he/she has applied for.
- 2) M.Ed. candidates will be awarded 3 additional marks, with the restriction that marks must not exceed the total marks of 100.
- 3) Additional 3 marks to be awarded to the candidates/applicants for Primary level post if they possess B.Ed. degree in addition to CTET conducted by CBSE/UPPET with restriction that marks must not exceed the total marks of 100.

### GUIDELINES FOR SHORT LISTING THE CANDIDATES FOR INTERVIEW :

- a) The University reserves the right to short list the candidates for Interview as per the criteria framed by it from time to time.
- b) It is the responsibility of the candidate to provide all the supporting documents. Evaluation of the candidates will be done on the basis of the documents submitted by the applicant alongwith his application.
- c) Five (05) eligible candidates will be called for Interview against one advertised Post.
- d) All working candidates in AMU Schools will be called for Interview over and above the shortlisted candidates, if they are not shortlisted otherwise and the candidates must have Teaching Experience of two Academic Sessions in the AMU Schools including current Academic Session. Further, it is also clarified that the appointment made by Selection committee at any point of time during Academic Session including current Academic Session as PGT & PGT-PTT/TGT & TGT-TGT-PTT/PRT & PRT-PTT/PTT, the services rendered will be counted as Academic Session for the purposes of shortlisting the candidate(s) already working in AMU.
- e) The candidate must be teaching in AMU Schools as PGT & PGT-PTT/TGT & TGT-TGT-PTT/PRT & PRT-PTT/PTT and has same requisite qualifications as advertised.
- f) Permanent AMU School teachers selected through GSC and desirous of switching post will also be considered as working candidates.
- g) The shortlisting of the candidates will be done by a committee comprising of the following or as decided by the Competent Authority from time to time :
  - 1) Director, Directorate of School Education or his nominee
  - 2) Principal of the concerned School
  - 3) Four (04) teachers to be appointed by the Director, Directorate of School Education on the recommendation of the Principal of the concerned school, to be the members of the Committee.

### Signature of the Committee Members :

Name	Designation	Signature
1.		
2.		
3.		
4.		
5.		
6.		

