

**DEPARTMENT OF BUSINESS ADMINISTRATION  
FACULTY OF MANAGEMENT STUDIES & RESEARCH  
FRANK & DEBBIE ISLAM MANAGEMENT COMPLEX  
ALIGARH MUSLIM UNIVERSITY, ALIGARH**

D. No: 1635/DBA

Dated: 13.09.2025

**Local Advertisement No. 01/DBA/2025-26, dated 13.09.2025**

ONLINE applications are invited on the prescribed form for the position of one (1) Guest Teacher in the Department of Business Administration, AMU, Aligarh (as per University rules) for the academic session 2025-2026 or till the vacancy exists, whichever is earlier. The appointment will be made on a purely temporary basis, liable to termination at any time without any notice or assigning any reason. **The last date for filling the ONLINE Application form is 20.09.2025.**

The interview will be held on 04.10.2025 from 10:00 a.m.

**Essential Qualifications:**

Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C.A. / ICWA / M. Com with First Class or equivalent and two years of **professional experience\*** after acquiring the Master's Degree.

**\*Professional Experience** includes experience acquired/accumulated through Teaching/Research or work in Industry.

- **Teaching experience:** implies a full-time experience of teaching MBA students at a recognized University or institution.
- **Research experience:** entails full-time Doctoral/Postdoctoral research experience at a recognized University or institution.
- **Industry experience:** indicates full-time Managerial experience at a reputed national or international organization.

**Relevant Field:** Ph.D. in "Relevant Field" implies Ph.D. in Business Administration / Management.

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**INSTRUCTIONS**

(Ref. D.Nos: 4926/SC-T dated 04.09.2021, No.(C)/828 dated 24.6.2021 and No.6042/SC/T dated 11.12.2021)

1. Online Applications are invited from Indian Nationals (including Overseas Citizens of India (OIC) Cardholders under Section-7A of the Citizenship Act, 1955) for recruitment to Teaching Posts.
2. The Application is to be filled only in the Online Mode at the Careers Portal of the University <https://careers.amuonline.ac.in>. **Last date for online application is 20.09.2025.**
3. Separate Application Forms are to be filled for each post detailed under a different Serial Number of the advertisement.
4. The non-refundable Processing Fee for each Application Form is Rs. 500/- and is to be paid online in the Online Mode at the Careers Portal. However, PwD candidates are exempted from payment of prescribed Processing Fee, in case they upload an authentic Disability Certificate on the prescribed Proforma with the Application Form.

*Salim Akhtar*  
13/09/2025  
Chairperson  
DBA Business Administration  
A.M.U., Aligarh

5. Applicants must follow all the instructions as given in the Advertisement and the User Manual available at Careers Portal.
6. After successful submission of the PDF online Application Form, the applicant must:
  - Take Printout of the PDF of the Application Form on A-4 Size paper.
  - Append his/her signature and paste front-facing recent photograph at the designated place on the downloaded Employment Application Form.
  - Attach self-attested copies of all documents, certificates, and degrees.
  - Submit the Employment Application Form by post/speed post/courier in the Office of the **Chairperson, Department of Business Administration, AMU, Aligarh** on or before **27.09.2025 till 4:00 P.M.**

**The self-attested copies of the following documents are mandatory to be enclosed by the candidates with the employment application form of all Teaching positions in the University through Local Selection Committee::**

- a. High School Certificate from a Recognized Board.
- b. Mark-sheet and Degree of Graduation.
- c. Mark-sheet and Degree of Post-Graduation.
- d. Certificate of NET, JRF, SLET/SET, CSIR, etc., if attached.
- e. Proof of 2 years Teaching Experience/Research Experience/Industry experience.
- f. Any other Certificate/Document as required under the qualifications.
- g. Experience Certificate wherever applicable.

**Note:** For Madarsa background applicants, certificate equivalent to High School or Graduation will be considered if the same has been obtained from Madaris/Institution recognised by the University.

**In case the self-attested copies of the aforesaid document are not enclosed with the employment form, the employment applicant form will be summarily rejected.**

7. Applications received late or without necessary supporting documents viz., Degrees/Certificates/Mark Sheets/Experience Certificate etc. or not attested by the Head of the Department/Institution/ Gazetted Officer/self-attested shall be summarily rejected. The University will not be responsible for any late receipt/non-receipt of the Application Form
8. Incomplete Application Forms or applications on plain paper will not be entertained and shall be summarily rejected.
9. Qualifications, experience, other eligibility conditions, etc., will be reckoned as on the last date of submission of the Application Form.
10. The request for including any document(s)/information in the Application Form after the last date of submission shall not be entertained.
11. The University reserves the right to alter/insert and/or make any corrections/additions in the advertisement, or to cancel the advertisement (either in full or a part thereof) without assigning any reason. Amendment/Corrigendum, if any, in the advertisement shall be published only on the Careers Portal.
12. The number and nature of the posts may vary from the advertisement at the time of Interview.
13. The prescribed qualifications and experience are minimum and the mere fact that an applicant possesses the same will not entitle him/her for being called for interview. The University reserves the right to restrict the applicants to be called for interview to a reasonable number on the basis of Rules/Criteria or by any other condition that it may deem fit. The University may constitute a Committee to scrutinize the applications and short-listing the applicants. Call letters for interview will be sent only to the short-listed applicants and no correspondence will be made with applicants who are not short-listed.
14. In case of any inadvertent mistake in the process of scrutiny/selection which may be detected at any stage even after the issue of interview letter/appointment letter, the University reserves the right to modify/withdraw/cancel the selection process.
15. The University reserves the right to get selected applicants examined by an Internal Medical Board.
16. The relaxation in the percentage of marks will be given as per the rule of the Government of India.
17. Additional Rules for Posts earmarked under PwD Category:

*Salwa Ahmed*  
13/09/2025  
Chairperson  
D.O. Business Administration  
A.M.U., Aligarh



- i. Only such persons may apply for the posts earmarked for PwD candidates who have degree of relevant disability to a minimum extent of 40% and for which they will have to upload a Disability Certificate on the prescribed Proforma (Appendix – I: available on the Careers Portal) issued by the Competent Authority.
- ii. Applicable Categories of Disabilities are as follows:
  - a. Blindness and low vision (VH);
  - b. Deaf and hard of hearing (HH);
  - c. Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy (OH);
  - d. Autism, intellectual disability, specific learning disability and mental illness;
  - e. Multiple disabilities from amongst persons under clauses (A) to (D) including deaf-blindness.
- iii. PwD Certificate needs to be submitted on the Proforma/Format placed at Appendix – 1. The said Proforma/Format is available on these websites <https://www.amu.ac.in> , <https://www.amuregistrar.com> and <https://careers.amuonline.ac.in>
- iv. The claim of the disability shall be examined by the Medical Board of the University for assessing the degree/extent of disability of the selected applicant before issuing an appointment letter.

**Note (1):**

1. Applicants facing any difficulty while filling the Application Form are requested to go through the User Manual available on Careers Portal <https://careers.amuonline.ac.in> for guidance. The applicant may also contact Help Desk on all working days during office hours on the following number +91-571-2700920 (Extension: 3580).
2. Applicants are advised to regularly visit the Careers Portal for updates, if any.
3. It is suggested that applicants should complete the application proactively rather than wait until the last date.

**Note (2):**

1. List of eligible candidates for the interview will be displayed on the webpage of the **Chairperson, Department of Business Administration, AMU**.
2. No separate interview letter will be issued.
3. Candidates called for interview will not be paid TA/DA.
4. Interviews of all eligible candidates will be held in the Office of the Chairperson, Department of Business Administration, AMU, on 04.10.2025 as per the schedule. Candidates are strongly advised to keep checking the webpage from time to time.

**Distribution:**

1. All Deans' / Principals / University Librarian
2. Chairman, Department of Commerce / Agricultural Economics and Business Management.
3. Directors, AMU Centres (Malappuram, Murshidabad, Kishanganj)
4. OSD, AMU, Nodal Centre
5. Deputy Registrar (Admin-T / Selection Committee-T)
6. Asstt. Finance Officer (Cash)
7. Secretary to Vice Chancellor
8. P.R.O. Office for advertisement in Local News Papers
9. Director, Computer Centre, with respect to getting the advertisement uploaded on the University website
10. Guard File.

*Salma Ahmed*  
13/09/2025  
(Prof. Salma Ahmed)  
Chairperson  
D/o Business Administration  
A.M.U., Aligarh

*Salma Ahmed*  
13/09/2025  
Chairperson  
D/o Business Administration  
A.M.U., Aligarh

*Salma Ahmed*  
13/09/2025  
(Prof. Salma Ahmed)  
Chairperson  
Chairperson  
D/o Business Administration  
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