

Jamia Millia Islamia, Jamia Nagar, New Delhi-11025

Local Advt. No. 01/2012-13 dated 02.05.2012

REQUIREMENT OF STAFF IN ARJUN SINGH CENTRE FOR DISTANCE AND OPEN LEARNING

Application on prescribed application forms are invited for appointment of staff purely on contractual basis initially for a period of three years, so as to reach in the Office of the Rectt. & Promotion Section (RPS), Registrar's Office, JMI latest by **14.05.2012** during working days between 10:00 A.M to 01:00 P.M. (Friday upto 12:00 Noon):

S.No.	Name of the post(s)	Scale/PB + GP Rs.	DA	Qualification
01	One Dy. Director (Administration)	15600-39100 GP 7600	As per rule	Master's Degree with at least 55% of marks in any subject. 08 years Administration Experience. <u>Desirable:</u> 06 years in Distance Education.
02	One Dy. Director (Academic)	15600-39100 GP 7600	As per rule	Master's Degree with at least 55% of marks in any subject. 08 years Academic Experience. <u>Desirable:</u> 06 years in Distance Education.
03	Seven Academic Coordinator/Assistant Director	15600-39100 GP 5400	As per rule	Master's Degree in any subject with consistently good academic record. 03 years experience of academic administration/ teaching /research. <u>Desirable:</u> 02 years experience on full time basis in Distance Education & Open Learning at the University level. Knowledge of developing of Self-Learning Material.
04	One Academic Coordinator/ Assistant Director	15600-39100 GP 5400	As per rule	Graduate in Engineering 05 years working on full time basis preferably in Distance Education & Open Learning at the University level. Knowledge of developing of Self Learning Material.
05	Two Accounts Assistant	9300-34800 GP 4200	As per rule	Graduate with atleast 02 years experience in handling Distance Education & Open Learning Accounts.
06	One Library Assistant	5200-20200 GP 2400	As per rule	B. Lib. Information Science Experience of working in Computerized Library.
07	Two Office Assistants	9300-34800 GP 4200	As per rule	Second Class Graduate or its equivalent with at least 05 years Administrative experience in the State/ Central/ Universities. Experience in Distance Education & Open Learning will be preferred.
08	Three UDCs	5200-20200 GP 2400	As per rule	A graduate or its equivalent with at least 05 years experience as LDC/Administrative in the State/Central/Universities. Experience in Distance Education & Open Learning shall be preferred.

09	Three LDCs	5200-20200 GP 1900	As rule	per	10+2 or equivalent qualification from a recognized Board or University. A typing speed of 35 w.p.w. in English/Diploma in computer Application.
10	One DTP Operator (Multilingual)	5200-20200 GP 2400	As rule	per	Graduation with one year Diploma in DTP Multilingual.
11	One Storekeeper	5200-20200 GP 2400	As rule	per	A Graduate with 04 years experience of working in Distance Education At least 02 years experience of handling SLM Store.

Note: A

1. Selection against vacancy shall not confer on the appointee any right of permanent appointment/regularization.
- 2.(a) The Jamia reserves the right to evolve a uniform and reasonable criterion for short-listing of eligible candidates, if needed.
- (b) Jamia also reserves right to give preference to those who possess higher qualifications.
3. Candidate must enclose the attested copies of degrees, diplomas and mark-sheets etc. giving reference of experience/published work with application form.
4. Incomplete application or application on plain paper will not be entertained and is liable to be rejected.
5. Relaxation, if any, shall be as per the UGC guidelines and other regulatory bodies.
6. Number of vacancies, with nature indicated above, may vary at the time of Selection Committee.
7. Candidate already in service must apply through proper channel.
8. Knowledge of Urdu and Hindi is a desirable qualification for all teaching posts.
9. The University reserves the right to hold/not to hold Selection Committee for any or all of the post (s)
10. Canvassing, in any form or on behalf of the candidate will be a disqualification.
11. Staff appointed shall be paid salary @ Basic Pay + Grade Pay + Dearness Pay only.

The candidates may download detailed advertisement alongwith qualifications and application form from the University website www.jmi.ac.in and send it with complete in all respect on or before **14.05.2012** to the Rectt. & Promotion Section, Room No. 202, 2nd floor, Registrar's Office, Jamia Millia Islamia, New Delhi-25, during working days between 10:00 A.M. to 01:00 P.M. (Friday upto 12:00 Noon).

Dated:**02.05.2012**

(Prof. S.M. Sajid)
Registrar

Copy of the following with the request to give it due publicity without incurring any expenditure on behalf of the Jamia Millia Islamia:

1. All the Deans of the Faculties/Heads of the Departments/Institutions/Offices/ Centres/ Schools, JMI for information and display on their notice boards.
2. The Secretary to Vice-Chancellor, JMI;
3. The Finance Officer, JMI;
4. The Sr. P.A. to the Registrar, JMI;
5. **Notice Board:** (a) V.C's Office (b) Registrar's Office (c) Establishment Branch-1.

Dated: **02.05.2012**

(Rizwan Lateef Khan)
Asstt.Registrar (RPS)