



# Jamia Millia Islamia

(A Central University)

NAAC Accredited Grade "A"

Jamia Nagar, New Delhi-110025

## **Advt. No. 02/2018-19 Dated 20.04.2018**

Applications on the prescribed forms are invited for **Non-Teaching and Other Academic** positions in Jamia Millia Islamia. The application form, advertisement and qualifications are available on Jamia's website <http://jmi.ac.in>. The application form complete in all respect should reach on or before **21.05.2018** in the Office of the Assistant Registrar, Recruitment & Promotion Section, 2<sup>nd</sup> Floor, Registrar's Office, Jamia Millia Islamia, Jamia Nagar, New Delhi-110025 during working days between 10:00 A.M. to 05:00 P.M. (Friday upto 12:00 Noon).

### **OTHER ACADEMIC POSTS:**

1. One University Librarian, Scale/PB: 37400-67000 AGP 10000 **(Pre-revised)**, Dr. Zakir Husain Library
2. One Deputy Librarian, Scale/PB: 15600-39100 AGP 8000 **(Pre-revised)**, Dr. Zakir Husain Library.
3. Two Assistant Librarians, Scale/PB: 15600-39100 AGP 6000 **(Pre-revised)**, Dr. Zakir Husain Library.
4. One Assistant Director (Physical Education), Scale/PB: 15600-39100 AGP 6000 **(Pre-revised)**, Sports & Games.

### **NON-TEACHING POSTS:**

1. One Internal Audit Officer (on Deputation), Scale/PB: 15600-39100 GP 7600 **(Pre-revised)**, Finance & Account Office.
2. Two Assistant Registrars, Scale/PB: 15600-39100 GP 5400 **(Pre-revised)**, Registrar Office.
3. One Instructor (Tie & Dye), Scale/PB: 9300-34800 GP 4600 **(Pre-revised)**, Department of TT & NFE (IASE).
4. Four Section Officers, Scale/PB: 9300-34800 GP 4600 **(Pre-revised)**, Registrar Office.
5. One Junior Engineer (Civil), Scale/PB: 9300-34800 GP 4200 **(Pre-revised)**, Building & Construction Department.
6. One Technical Assistant (Special Education), Scale/PB: 5200-20200 GP 2800 **(Pre-revised)**, Faculty of Education.
7. One Technical Assistant, Scale/PB: 5200-20200 GP 2800 **(Pre-revised)**, FTK-Centre for Information Technology.
8. One Conservationist, Scale/PB: 5200-20200 GP 2800 **(Pre-revised)**, Jamia's Premchand Archives and Literary Centre.
9. One Assistant Conservationist, Scale/PB: 5200-20200 GP 2800 **(Pre-revised)**, Dr. Zakir Husain Library.
10. One Sports Coach, Scale/PB: 5200-20200 GP 2800 **(Pre-revised)**, Central Sports & Games.
11. Two Jr. Laboratory Assistants, Scale/PB: 5200-20200 GP 2000 **(Pre-revised)**, Department of Chemistry and Department of Bioscience.
12. Twenty LDCs (One post reserved for Hearing Impairment and One post reserved for Blind), Scale/PB: 5200-20200 GP 1900 **(Pre-revised)**, Registrar Office.
13. One Urdu Typist, Scale/PB: 5200-20200 GP 1900 **(Pre-revised)**, Registrar Office.
14. Four Security Assistants, Scale/PB: 5200-20200 GP 1900 **(Pre-revised)**, Proctorial Department.
15. Six Multi Tasking Staff, Scale/PB: 5200-20200 GP 1800 **(Pre-revised)**, Registrar Office.



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- 1. Qualification for the post of University Librarian, Dr. Zakir Husain Library.**
  - i. A Master's Degree in Library Science/Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record;
  - ii. At least thirteen years as a Deputy Librarian in a university library or eighteen years' experience as a College Librarian.
  - iii. Evidence of innovative library service and organization of published work  
**DESIRABLE:** M.Phil/Ph.D. Degree in library science/information science/documentation/achieves and manuscript-keeping.
  
- 2. Qualification for the post of Deputy Librarian, Dr. Zakir Husain Library.**
  - i. A Master's Degree in library science/information Science/documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven points scale and a consistently good academic record;
  - ii. Five years experience as an Assistant University Librarian/College Librarian.
  - iii. Evidence of innovative library service and organization of published work and professional commitment, computerization of library.  
**Desirable:** M.Phil/Ph.D. Degree in library science/information science/Documentation/Achieves and manuscript-keeping/computerization of library.
  
- 3. Qualification for the post of Assistant Librarian, Dr. Zakir Husain Library.**
  - i. A Master's Degree in Library Science/ Information Science/ Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
  - ii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
  - iii. "The award of degree to candidates registered for the M.Phil/Ph.D programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bylaws/Regulations of the Institutions awarding the degree and the Ph.D candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education/College Director of Physical Education & Sports in Universities/Colleges/Institutions subject to the fulfilment of the following conditions:-
    - a) Ph.D. degree of the candidate awarded in regular mode only;
    - b) Evaluation of the Ph.D thesis by at least two external examiners;
    - c) Open Ph.D. viva voce of the candidate had been conducted;
    - d) Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a referred journal;
    - e) Candidate has made at least two presentations in conferences/seminars, based on his/her Ph.D work.(a) to (e) as above are to be certified by the Vice-Chancellor/Pro-Vice-Chancellor/Dean(Academic Affairs)/Dean (University instructions)."
  - iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.
  
- 4. Qualification for the post of Assistant Director (Physical Education), Sports & Games.**
  - i. A Master's Degree in Physical Education or Master's Degree in Sports Science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.
  - ii. Record of having represented the university / college at the inter-university / inter-collegiate competitions or the State and / or national championships.



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- iii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- iv. Passed the physical fitness test conducted in accordance with these Regulations.
- v. The award of degree to candidates registered for the M.Phil/Ph.D programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bylaws/Regulations of the Institutions awarding the degree and the Ph.D candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education/College Director of Physical Education & Sports subject to the fulfillment of the following conditions:-
  - a) Ph.D. degree of the candidate awarded in regular mode only;
  - b) Evaluation of the Ph.D thesis by at least two external examiners;
  - c) Open Ph.D. viva voce of the candidate had been conducted;
  - d) Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a referred journal;
  - e) Candidate has made at least two presentations in conferences/seminars, based on his/her Ph.D work.(a) to (e) as above are to be certified by the Vice-Chancellor/Pro-Vice-Chancellor / Dean(Academic Affairs)/Dean (University instructions).

**1. Qualification for the post of Internal Audit Officer (on Deputation), Finance & Account Office.**

Officer holding analogous posts on regular basis in Govt. Organized Accounts Service set up i.e. IAAS, IDAS, IRAS, IP&TAFS, ICAS etc services.

**OR**

3 years regular service in the PB: 15600-39100+GradePay of Rs. 6600

**OR**

5 years regular service in PB: 15600-39100 + Grade Pay of Rs. 5400 from the Centre/State Govt., Universities and other autonomous organisation.

**2. Qualification for the post of Assistant Registrar, Registrar Office.**

1. Good academic record plus Master's Degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.
2. At least five years experience in educational administration/ Govt. Deptt. at level not lower than a Section Officer/ Accountant or equivalent.

<b>Selection Criteria</b>	<b>:</b>	<b>Total Marks (200)</b>
Written Test	:	150 marks
Past Service Records	:	25 marks
Interview	:	25 marks

Four marks for each year of satisfactory service beyond the required 5 years.

**Desirable:** Law degree will be preferred

**3. Qualification for the post of Instructor (Tie & Dye), Department of TT & NFE (IASE).**

- i. Masters in any school subject with at least 50% marks.
- ii. B.Ed. with Tie & Dye as craft **OR** at least one year Diploma in Tie & Dye/Textile Design.



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#### 4. **Qualification for the post of Section Officer, Registrar Office.**

- i. Bachelor's Degree from a recognized university.
- ii. 5 years experience in a post of Assistant or equivalent or 10 years experience in the post of Sr. Clerk or equivalent in a reputed organization (Govt./Private).
- iii. Proficiency in noting and drafting.
- iv. Knowledge of Computer especially MS Office.

**Desirable:** Knowledge of Urdu & Hindi.

**Note:** A written test will be conducted to assess the suitability of the candidates. Written test will have the following major components amongst others:

- Essay Writing
- Drafting
- English Grammar
- General Office Procedure
- Service Rules, etc.
- Computer Application

#### 5. **Qualification for the post of Junior Engineer (Civil), Building & Construction Department.**

Must hold Diploma in Civil Engineering/Architecture from a Recognised Institution with at least 2-3 years experience as a Jr. Engineer in an Institution of repute. Experience of maintenance and construction of buildings and roads after obtaining Diploma.

**OR**

Degree in Civil / Elect.

#### 6. **Qualification for the post of Technical Assistant (Special Education), Faculty of Education.**

A Master's degree in any discipline preferably in education or Psychology and a degree or diploma in special education.

#### 7. **Qualification for the post of Technical Assistant, FTK-Centre for Information Technology.**

**Essential:** Diploma or higher qualification in Computer Engineering.

**Desirable:** Microsoft Certification (MCP)/ CCNA.

**Experience:** Three year experience in Computer/Networks maintenance (hardware i.e. desktop, laptop, printers, UPS, network peripherals etc.)

#### 8. **Qualification for the post of Conservationist, Jamia's Premchand Archives and Literary Centre.**

1(a). Post Graduation in History/ Literature (English, Hindi or Urdu)/ M.Sc. in Physical/ Applied Science with 50% marks.

1(b). P.G. Diploma from National Archives of India or any other recognized Institution with 55% marks.

**OR**

1(a). Post Graduation in Conservation from National Museum Institute or any other recognized Institution with 55% marks.

2(a). Thorough knowledge of at least two languages (English-Hindi, Hindi-Urdu or English-Urdu).

**Desirable:**

1. Experience in paper conservation.
2. Knowledge of digitalization / Library Automation."



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9. **Qualification for the post of Assistant Conservationist, Dr. Zakir Husain Library.**
- 1(a). Post Graduation in History/Literature (English, Hindi or Urdu) / M.Sc. in Physical/Applied Science with 50% marks.
- 1(b) P.G. Diploma from National Archives of India or any other recognized Institution with 55% marks.
- OR**
- 2(a) Post Graduation in Conservation from National Museum Institute or any other recognized Institution with 55% marks.
- 2(b) Thorough knowledge of at least two languages (English-Hindi, Hindi-Urdu or English-Urdu)
- Desirable:**
1. Experience in paper conservation.
  2. Knowledge of digitization / Library Automation.
10. **Qualification for the post of Sports Coach, Central Sports & Games.**  
Certificate from National Institute of Sports, Patiala or from other recognized Physical Education Institutions.
11. **Qualification for the post of Jr. Laboratory Assistant, Department Chemistry and Department of Bio-Science.**  
Higher Secondary with Science Subjects and 5 years' experience as Lab. Attendant.
12. **Qualification for the post of LDC, Registrar Office.**
- i. Sr. Secondary School (10+2) passed from a recognized school or Institution.
  - ii. Qualification in the prescribed test in English/Urdu/Hindi respectively & English Typing with a minimum speed of 35 w.p.m.
13. **Qualification for the post of Urdu Typist, Registrar Office.**
- i. Sr. Secondary School (10+2) passed from a recognized school or Institution.
  - ii. Qualification in the prescribed test in English/Urdu/Hindi respectively and Urdu Typing with a minimum speed of 25 w.p.m.
14. **Qualification for the post of Security Assistant, Proctorial Department.**
- i. Sr. Secondary School (10+2) passed from a recognized school or Institution.
  - ii. Physical fitness
  - iii. Maximum age 35 years.
15. **Qualification for the post of Multi Tasking Staff, Registrar Office.**
- i. 10<sup>th</sup> Class passed from a recognized school or Institution.
  - ii. Adequate knowledge of Urdu & Hindi.

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**NOTE:**

1. Selection against temporary post/vacancy shall not confer on the appointee any right of permanent appointment/regularization.
2. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. The University reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit. The University may constitute a Screening Committee to scrutinize the applications and short-listing the candidates. Call letters for test/interview will be sent only to the short-listed



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- candidates and no correspondence will be made with applicants who are not short-listed.
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. **The University will not be responsible for any postal delay in case of receipt of application forms and issue of interview letters.**
  5. Relaxation, if any, shall be as per the UGC guidelines and other regulatory bodies.
  6. Candidate already in service must apply through proper channel.
  7. Knowledge of Urdu and Hindi is a desirable qualification for all teaching and non-teaching posts.
  8. The University reserves the right to hold/not to hold Selection Committee for any or all of the post(s).
  9. Canvassing, in any form or on behalf of the candidate will be a disqualification.
  10. The number of vacancies indicated in the Employment Notification and in this booklet is tentative. The University reserves the right to increase/decrease the number of posts at the time of selection and make appointment(s) accordingly, if more vacancies do exist in between the advertisement and the Selection Committee meetings.
  11. Separate application should be submitted for each post.
  12. Application received late or without necessary supporting documents, Degree/Certificates/Mark Sheets and experience certificate not attested by the Head of the Department/Institutions/Gazetted Officer/Self attestation shall be rejected summarily. The claim of the disability shall be examined by the Medical Board of the University for accessing variation in the disability before issuing appointment letter if selected.
  13. A relaxation of 5% may be provided from 55% to 50% in the marks at the Master's/Graduate level for the SC/ST/Physically and visually handicapped candidates.
  14. A relaxation of 5% may be provided from 55% to 50% of the Marks in the Ph.D degree holders, who have passed their Master's degree prior to 19<sup>th</sup> September, 1991.
  15. Relevant grade which is regarded as equivalent of 55% where the grading system is followed by recognized University shall also be considered eligible.
  16. Candidates who have been awarded Ph.D from foreign Universities should enclose "Equivalence Certificate" issued by Association of Indian Universities, New Delhi, without which, their candidature will not be considered and application will be rejected.
  17. Qualifications, experience, etc. will be reckoned as on the last date for receipt of filled-in applications i.e. **21.05.2018**. Clear photocopies of all important certificates must be attached with the application form. The request for including any documents/information to the application form after the last date of submission of application shall not be entertained and no correspondence will be made in this regard.



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The application form, advertisement and qualifications are available on **Jamia's website** <http://jmi.ac.in>. The application form may be downloaded from <http://jmi.ac.in/upload/menupupload/JobForm.pdf> and submitted along with the application fee of **Rs. 500/-** (Rs. 250/- for SC & ST candidates and free for Disabled Person on producing the photocopy of relevant certificate) through Bank Draft/IPO drawn in **favour of Jamia Millia Islamia**, New Delhi-110025. The application form complete in all respect should reach on or before **21.05.2018** in the Office of the Assistant Registrar, Recruitment & Promotion Section, 2<sup>nd</sup> Floor, Registrar's Office, Jamia Millia Islamia, Jamia Nagar, New Delhi-110025, during working days between **10:00 A.M. to 05:00 P.M (Friday upto 12:00 Noon)**.

**Dated: 20.04.2018**

**(A.P. Siddiqui) IPS**  
Registrar

To be published in the following Newspapers (except special number) preferably on the following dates at the earliest.

- |   |                             |
|---|-----------------------------|
| 1. The Employment News (English)  | <b><u>Ensuing Issue</u></b> |
| 2. The Hindustan Times (Delhi Edition)                                    | <b><u>Ensuing Issue</u></b> |
| 3. The Rashtriya Sahara (Hindi) (Delhi Edition)                           | <b><u>Ensuing Issue</u></b> |
| 4. The Rashtriya Sahara (Urdu) (Delhi Edition)                            | <b><u>Ensuing Issue</u></b> |
| 5. The Srinagar Times (Urdu)  | <b><u>Ensuing Issue</u></b> |
| 6. The University News<br>(Association of Indian Universities, New Delhi) | <b><u>Ensuing Issue</u></b> |

**Dated: 20.04.2018**

**(A.P. Siddiqui) IPS**  
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 Registrar, Delhi University/ IGNOU/ NCERT/ JNU/ IIT/ Jamia Hamdard/ Inderaprastha University/ Principal, Delhi College of Engineering, New Delhi, AMU Aligarh and MANUU Hyderabad.
3. The Secretary to Vice-Chancellor, JMI;
4. The Finance Officer, JMI;
5. The Sr. P.A. to the Registrar, JMI;
6. **The Employment Exchange:**(a) Delhi University (b) Jawaharlal Nehru University (c) Daryaganj (d) Pusa (e) Sector-IV, R.K. Puram, New Delhi (f) Kasturba Gandhi Marg (g) Shahadara (h) Okhla Industrial Estate (I) Sabzi Mandi (j) Delhi Cantt. (k) Jamia Millia Islamia.
7. **Notice Board:** (a) V.C's Office (b) Registrar's Office (c) Recruitment & Promotion Section.

**Dated: 20.04.2018**

**(M. Nasim Haider)**  
Assitt. Registrar (Estab.)/Incharge (RPS)