

**Jamia Millia Islamia, Jamia Nagar, New Delhi-110025**  
**Local Advt. No.9/2013-14 dated 18.12.2013**

Application on prescribed application form are invited for filling up the following vacant positions in Jamia Millia Islamia, so as to reach the application form to the Asstt. Registrar (RPS), Registrar's Office latest by **31.12.2013**.

S.No.	Name of the post(s)/ Scale/PB with GP	Faculty/ Department of	Qualifications
01	Helper Technical	Electrical Engg.	I.T.I. Certificate or equivalent (after High School)/I.T.I. Certificate or equivalent (after Class VIII) with 2 years experience/Class VIII with 3 years experience in concerned trade/lab.
02	Helper Non-technical	Bldg. & Const	1. Eight class passed from a recognized school or Institution. 2. Adequate knowledge of Urdu & Hindi.
03	Mali	Registrar Office	Eight class passed from a recognized School or Institution.  OR Ten years experience in the concerned job.
04	Peon	Registrar Office	1. Eight Class passed from a recognized school or Institution. 2. Adequate knowledge of Urdu & Hindi.
05	Security Assistant	Registrar Office	(a) VIII Class passed with sound physique. (b) A smart retired military personnel will be preferred. <b>Desirable:</b> Adequate knowledge of Urdu & Hindi.
06	Plumber	Building & Const. Deptt.	Those who have passed as Plumber from any Technical Training Institute and had at least 2 years practical experience in the line concerned.  OR At least 5 years experience in the line and ability to: (a) rectify defects in sanitary fittings of all kinds and lay pipe lines and perform sanitary work. (b) Prepare estimates of sanitary fitting and water supply work. (c) Check up the contractor's bills and estimates. (d) Desirable: Knowledge of Urdu & Hindi
07	Wireman	Building & Const. Deptt.	(a) Wireman's (Grade-II) Certificate of competency. (b) At least two years' experience of internal wiring work, installation of consumers service mains and meter boards. <b>Desirable:</b> Knowledge of Urdu & Hindi
08	Security Guard	Registrar Office	A literate person with sound physique and adequate knowledge of Urdu and Hindi
09	Beldar		A literate person with sound physique and adequate knowledge of Urdu and Hindi
10	Safaikaramchari	Registrar Office	Eight class passed from a recognized School or Institution.  OR Ten years experience in the concerned job.

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Note:

- 1.(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.
2. Candidate must enclose the attested copies of degrees, diplomas and mark-sheets etc. giving reference of experience work with application form.
3. Incomplete application or application on plain paper will not be entertained and is liable to be rejected.
4. Relaxation, if any, shall be as per the UGC guidelines and other regulatory bodies.
5. Number of vacancies, with nature indicated above, may vary at the time of Local Selection Committee.
7. Knowledge of Urdu and Hindi is a desirable qualification for all non-teaching posts.
9. The University reserves the right to hold/not to hold Local 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. The Scale of pay and GP for the above positions will be as per UGC norms.

The candidates may download detailed advertisement alongwith application form from the University website [www.jmi.ac.in](http://www.jmi.ac.in) and send it with complete in all respect on or before **31.12.2013** to the Asstt. Registrar (Rectt. & Promotion Section), Room No. 202, 2<sup>nd</sup> 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: **18.12.2013**

*Shahid Ashraf*  
(Prof. Shahid Ashraf)  
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: **18.12.2013**

*Rizwan Lateef Khan*  
(Rizwan Lateef Khan)  
Asstt. Registrar (RPS)