



# Jamia Millia Islamia

(A Central University)

NAAC Accredited Grade "A"

Jamia Nagar, New Delhi-110025

## **Advt. No. 01/2021-22 (NT) Dated 17.09.2021**

Applications on the prescribed form are invited for various Non-Teaching positions in Jamia Millia Islamia so as to reach in the **Recruitment & Promotion (Non-Teaching) Section**, 2<sup>nd</sup> Floor, Registrar's Office, Jamia Millia Islamia, Maulana Mohammad Ali Jauhar Marg, Jamia Nagar, New Delhi – 110025 latest by **18.10.2021** during any working days from Monday to Friday between 10:00 A.M. to 05:00 P.M with Lunch break from 01:00 P.M. to 02:00 P.M. Application forms and other relevant details are available on the university's website i.e. <https://www.jmi.ac.in>.

### **IMPORTANT NOTE**

**Candidates who have applied for the posts advertised vide Advt. No. 02/2018-19 dated 20.04.2018 or Advt. No. 04/2019-20 dated 08.07.2019 are required to apply afresh. Their candidature will be considered provided they fulfil the advertised qualifications in this advertisement. However, such applicants shall be exempted from the payment of prescribed application fee on enclosing the relevant proof of payment/receipt of earlier application along with their application form.**

#### **REGISTRAR'S OFFICE**

**1. Deputy Registrar (02)**

**2. Development Officer (01)**

Pay Level – 12 (Pay Range: ₹ 78,800 – 2,09,200) Plus Allowances

**QUALIFICATIONS – ESSENTIAL:-**

- i. Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.
- ii. Nine years' of experience as Assistant Professor in AGP of Rs.6000 and above with experience in educational administration.

**OR**

Comparable experience in research establishments and/or other institutions of higher education.

**OR**

Five years of administrative experience as Assistant Registrar or in an equivalent post.

**3. Assistant Registrar (02)**

Pay Level – 10 (Pay Range: ₹ 56,100 – 1,77,500) Plus Allowances

**QUALIFICATIONS – ESSENTIAL:-**

- i. Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale along with a good academic record.
- ii. Five years experience as Section Officer or equivalent position in an academic institution of repute or in Managerial capacity in a reputed Govt. / registered International / National organization / Highly reputed Private company.



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## 4. **Section Officer (07)**

Pay Level – 7 (Pay Range: ₹ 44,900 – 1,42,400) Plus Allowances

### **QUALIFICATIONS – ESSENTIAL:-**

A Post Graduate from a recognized University with first Division with at least Three years experience as Office Assistant or equivalent in a University / Academic Institution / Central Govt. / State Govt. / Government Undertaking / Highly reputed Private Company.

**OR**

A Graduate from a recognized university having at least Five years experience as Office Assistant or equivalent in a University / Academic Institution / Central Govt. / State Govt. / Government Undertaking / Highly reputed Private Company.

**Desirable:** Working knowledge of Computer especially in MS Office.

## 5. **Office Assistant (04)**

Pay Level – 6 (Pay Range: ₹ 35,400 – 1,12,400) Plus Allowances

### **QUALIFICATIONS – ESSENTIAL:-**

i. A Post Graduate from a recognized University with first Division with at least Three years experience as Sr. Clerk/UDC or equivalent in a University / Academic Institution / Central Govt. / State Govt. / Government Undertaking / Highly reputed Private Company.

**OR**

A Graduate from a recognized university having at least Five years experience as Sr. Clerk/UDC or equivalent in a University / Academic Institution / Central Govt. / State Govt. / Government Undertaking / Highly reputed Private Company.

ii. Knowledge of Computer especially MS Office and Accounting packages.

### **Desirable:-**

- i. Working knowledge in Computer.
- ii. Proficiency in Noting and Drafting.

## 6. **Personal Assistant (02)**

Pay Level – 6 (Pay Range: ₹ 35,400 – 1,12,400) Plus Allowances

### **QUALIFICATIONS – ESSENTIAL:-**

- i. A Bachelor's Degree in any discipline from a recognized Institute / University.
- ii. Two years experience as Stenographer or equivalent in Central Govt. / State Govt. Organizations / University / Research Institutions or Central / State Autonomous Institution / Public Undertaking.
- iii. Proficiency in Stenography in English with minimum speed of 100 w.p.m. and in Typing in English with minimum speed of 40 w.p.m. respectively.
- iv. Knowledge of Computer Applications.

**Desirable:** Proficiency in English and good communication skills.



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## 7. **Stenographer (09)**

Pay Level – 4 (Pay Range: ₹ 25,500 – 81,100) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

10+2 Examination passed with proficiency in Stenography in English with minimum speed of 80 w.p.m. and in Typing in English with minimum speed of 35 w.p.m. respectively.

## 8. **Upper Division Clerk (UDC) (07)**

Pay Level – 4 (Pay Range: ₹ 25,500 – 81,100) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

- Graduate in any discipline from recognized University / Institution.
- At least Five years working experience as LDC or equivalent in any Govt. Organization / Autonomous Body/ Highly reputed Private Company.
- Knowledge of noting and drafting skills.
- Knowledge of typing, filing and computer applications.
- Good knowledge of Urdu, Hindi and English.

## 9. **Clerk-Typist / LDC (30)**

*(03 posts reserved for PwDs – 01 post each for HI, OH & VI and 05 posts reserved for Women)*

Pay Level – 2 (Pay Range: ₹ 19,900 – 63,200) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

- A Senior Secondary School Certificate (10+2) or its equivalent qualification from recognized Board / University / Institutions.
- Having a typing speed of 35 w.p.m. in English on computer.
- Knowledge of computer especially MS Office.

## 10. **Urdu Typist (03)**

Pay Level – 2 (Pay Range: ₹ 19,900 – 63,200) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

- 10+2 examination passed.
- Qualifying in the prescribed test in General English / Hindi / Urdu respectively and typing test with minimum speed of 35 w.p.m. in Urdu typing.
- Knowledge of Hindi.

## 11. **Multi Tasking Staff (30)**

*(02 posts reserved for PwDs – 01 post each for HI & OH)*

Pay Level – 1 (Pay Range: ₹ 18,000 – 56,900) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

10<sup>th</sup> Pass from a recognized Board.

**OR**

Class 8<sup>th</sup> passed with 5 years experience of working as MTS/ Outsource in JMI.



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## FINANCE & ACCOUNTS OFFICE

### 12. **Internal Audit Officer (01)**

Pay Level – 12 (Pay Range: ₹ 78,800 – 2,09,200) Plus Allowances

#### QUALIFICATIONS – ESSENTIAL:-

Officers having IA & AS / SAS / CA / ICWA or equivalent Accounts Qualification.

**OR**

Deputy Accountant General / Deputy Director (Audit) / Deputy Controller / Sr. Audit Officer or equivalent in the pay scale of Rs.15600-39100 + GP Rs.6600 (*pre-revised*).

**OR**

Assistant Account General / Assistant Controller / Assistant Director (Audit) / Senior Audit Officer or equivalent in the pay scale of Rs.15600-39100 + GP Rs.5400 (*pre-revised*) with at least five years regular service in the grade.

**OR**

15 years continuous service in Central Govt. / State Govt. or in any organization in accounts cadre put of which 8 years must be in supervising capacity.

Desirable: Preference will be given to candidates having experience of operating computer and Accounting Softwares and working in universities or similar organizations.

## DR. ZAKIR HUSAIN LIBRARY

### 13. **Professional Assistant (03)**

Pay Level – 6 (Pay Range: ₹ 35,400 – 1,12,400) Plus Allowances

#### QUALIFICATIONS – ESSENTIAL:-

i. Master Degree in Library & Information Science from any recognized University / Institution with three years experience in the relevant field in a University / Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions.

**OR**

Bachelor's Degree in Library / Library and Information Science from any recognized Institute / University with five years experience in the relevant field in a University/ Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions.

ii. Knowledge of Computer applications.

Desirable: PG Diploma in Library Automation and Networking or PGDCA or equivalent.

### 14. **Semi-Professional Assistant (03)**

Pay Level – 5 (Pay Range: ₹ 29,200 – 92,300) Plus Allowances

#### QUALIFICATIONS – ESSENTIAL:-

Master's Degree in Library & Information Science from any recognized University / Institution.

**OR**

Bachelor's Degree in Library / Library and Information Science from a recognized Institute / University with two years relevant experience in a University/ Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions.

Desirable: PG Diploma in Library Automation and Networking or PGDCA.



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## PROPERTY DEPARTMENT

### 15. Land Record Superintendent (01)

Pay Level – 6 (Pay Range: ₹ 35,400 – 1,12,400) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

- i. 2<sup>nd</sup> Division Bachelor Degree with at least five years experience of Revenue / Land Record / Patwari.
- ii. Knowledge of Hindi and Urdu.

## GAMES AND SPORTS OFFICE

### 16. Groundsman (02)

Pay Level – 1 (Pay Range: ₹ 18,000 – 56,900) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

- i. 10<sup>th</sup> Passed from any recognized School / Institution.
- ii. Three years experience as a Grounds man in maintenance of playground.
- iii. Should have ability to prepare wicket, playgrounds track and courts, etc.
- iv. Ability to measure length and width of wickets, courts and play fields, etc.

## PROCTORIAL DEPARTMENT

### 17. Security Assistant (11)

Pay Level – 2 (Pay Range: ₹ 19,900 – 63,200) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

- i. Sr. Sec. School Certificate
- ii. A smart retired Military person will be preferred.

Desirable: Adequate knowledge of Urdu & Hindi.

## AJK – MASS COMMUNICATION RESEARCH CENTER

### 18. Receptionist (01)

Pay Level – 5 (Pay Range: ₹ 29,200 – 92,300) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

- i. Degree of a recognized University.
- ii. Three years experience in public relation office as Receptionist in a public sector or a private establishment.

Desirable: Good Personality



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## **GENERAL INSTRUCTIONS TO THE APPLICANTS:-**

1. All the non-teaching positions shall be filled as per the Recruitment Rules of Jamia Millia Islamia. Selection for the above posts shall be based on the performance of the candidates in the written test / skill test / practical test, etc.
2. Qualifications, experience, etc. will be reckoned as on the last date of submission of the application form i.e. **18.10.2021**. The University will not be responsible for any postal delay in case of receipt of application forms.
3. Candidates must enclose the attested copies of degrees, diplomas, mark-sheets, etc.
4. Candidate already in service must apply through proper channel.
5. Knowledge of Urdu and Hindi is a desirable qualification for all the non-teaching posts.
6. Jamia Millia Islamia reserves the right to hold / not to hold the Selection Committee for any or all of the post(s) without giving any reason.
7. Canvassing, in any form or on behalf of the candidate will be a disqualification.
8. Separate application should be submitted for each post.
9. The number of vacancies indicated in this advertisement is tentative. Jamia Millia Islamia reserves the right to increase / decrease the number of posts at the time of selection and make appointment(s) accordingly.
10. Application received late or without necessary supporting documents, Degree / Certificates / Mark Sheets and experience certificate not Self-attested / the Head of the Department / Institutions shall be rejected summarily.
11. A relaxation of 5% may be provided from 55% to 50% in the marks at the Master / Graduate level for the SC / ST / Differently-abled (Physically & Visually Differently-abled) / Other Backward Classes (OBC) (Non-creamy layer) candidates.
12. Relevant grade which is regarded as equivalent of 55% where the grading system is followed by recognized University shall also be considered eligible.
13. The University reserves the right to alter / insert any corrections / additions in the advertisement / website in the event of any typographical error etc. before the last date of submission of applications form, for which the candidates are advised to be in the lookout for announcements on the University website: <https://www.jmi.ac.in>.
14. In case of any inadvertent mistake in the process of screening / selection which may be detected at any stage even after the issue of interview letter / appointment letter, the University reserves right to modify / withdraw / cancel without any communication made to the candidate.
15. All correspondence from the University including interview letter, if any, shall be sent only at the e-mail address provided by the applicant in the application form. The applicants are also advised to check the website of the University regularly for any Addendum / Corrigendum.
16. The request for including any documents / information to the application form after the last date of submission of application shall not be entertained.



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The application form complete in all respect along with the receipt of paying the non-refundable fee of **Rs. 500/-** (Rs. 250/- for SC & ST candidates) payable **online through Net Banking only**. Women candidates and Divyangjan (on producing the valid copy of the relevant PwD certificate) are exempted from paying the prescribed application fee.

## The details of Bank Account are given below:-

- |   |   |  |
|---|---|--|
| (a) Name of Bank Account                | : | JMI Conferences  |
| (b) Name of the Bank                    | : | Indian Bank  |
| (c) Branch                              | : | Jamia Millia Islamia   |
| (d) Branch Code                         | : | 01622  |
| (e) Bank Account Number                 | : | 6820138716   |
| (f) Indian Financial System Code (IFSC) | : | IDIB000J029  |
| (g) SWIFT Code                          | : | IDIBINBBTSY (For international transaction)  |
| (h) Address of the Bank                 | : | Moulana Mohd. Ali Jauhar Marg<br>Sports Complex (Bhopal Ground)<br>Jamia Nagar, New Delhi - 110025 |
| (i) Phone                               | : | 011-26985869   |

Date: 17.09.2021

  
(Dr. Nazim Husain Jafri)  
Registrar



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To be published in the ensuing edition of the following Newspapers:-

1. The Rashtriya Sahara – Hindi (All India Editions)

**Ensuing Issue**

  
(Dr. Nazim Husain Jafri)  
Registrar

Date: 17.09.2021

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Copy to 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, University of Delhi/ IGNOU/ NCERT/ JNU/ IIT/ Jamia Hamdard/ Indraprastha University/ AMU, Aligarh / MANUU, Hyderabad and the Principal, Delhi College of Engineering, New Delhi.
3. **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.
4. **Notice Board:** (a) VC's Office (b) Registrar's Office (c) Recruitment & Promotion Section (Non-Teaching).

Date: 17.09.2021

  
(Kaneez Fatima)  
Asstt. Registrar (RPS-NT)