



Jamia Millia Islamia

(A Central University)
NAAC Accredited Grade "A++"
Jamia Nagar, New Delhi-110025

Advt. No. 01/2022-23 (NT) Dated 11.11.2022

Applications are invited for following Non-Teaching positions in Jamia Millia Islamia so as to reach in the **Recruitment & Promotion Section (Non-Teaching)**, 2nd Floor, Registrar's Office, Jamia Millia Islamia, Maulana Mohamad Ali Jauhar Marg, Jamia Nagar, New Delhi – 110025 latest by **31.12.2022** 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 <https://www.jmi.ac.in>.

1. Registrar (01)

Pay Level – 14 (Pay Range: ₹ 1,44,200 – 2,18,200) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

- a) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- b) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in Research establishment and/or other institutions of Higher Education.

OR

15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

Method of recruitment:-

Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier.

Deputation:-

Qualifications as mentioned above and holding analogous post or eight years' experience in Pay Level-12.

Age:- Preferably below 57 years.

2. Finance Officer (01)

Pay Level – 14 (Pay Range: ₹ 1,44,200 – 2,18,200) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

- a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- b) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in Research establishment and/or other institutions of Higher Education.



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OR

15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

Method of recruitment:-

Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier.

Deputation:-

Appointment preferably by drawing officers not below the Level 12 belonging to the Indian Audit and Accounts services or other similar organized Services in Central/ State Govt.

OR

University System / Other organisation subject to fulfilment of qualification as mentioned above on Deputation for a tenure of 5 years or till attaining the age of 62 years, whichever is earlier.

Age:- Preferably below 57 years.

3. Controller of Examination (01)

Pay Level – 14 (Pay Range: ₹ 1,44,200 – 2,18,200) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

- a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- b) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in Research establishment and/or other institutions of Higher Education.

OR

15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

Method of recruitment:-

Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier.

Deputation:-

Qualifications as mentioned above and holding analogous post or eight years' experience in Pay Level-12.

Age:- Preferably below 57 years.



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FINANCE & ACCOUNTS OFFICE

4. Internal Audit Officer (on Deputation) (01)

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

Deputation: By drawing officers belonging to Audit and Accounts Services or other similar organized Accounts Services in Central / State Govt., holding analogous posts on regular basis.

OR

With three years regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. Department/Autonomous Bodies.

OR

With five years regular service in Level 10 or equivalent in the area of Audit and Accounts in any Govt. Department/Autonomous Bodies.

Method of recruitment:- Deputation

Age limit:- 56 years.



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GENERAL INSTRUCTIONS TO THE APPLICANTS:-

1. All the non-teaching positions shall be filled as per the Cadre Recruitment Rules of Jamia Millia Islamia. Selection for the above posts shall be based on the performance of the candidates in the Interview.
2. Qualifications, experience, etc. will be reckoned as on the last date of submission of the application.
3. The University will not be responsible for any postal delay in case of receipt of application forms.
4. Candidates must enclose the self-attested copies of degrees, diplomas, mark-sheets and experience certificate etc.
5. Candidate already in service must apply through proper channel.
6. Knowledge of Urdu and Hindi is a desirable qualification for all the non-teaching posts.
7. 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.
8. Canvassing, in any form or on behalf of the candidate, will be a disqualification.
9. Separate application should be submitted for each post.
10. 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.
11. Application received late or without necessary supporting documents, Degree / Certificates / Mark Sheets and experience certificate not self-attested shall be rejected summarily.
12. Age relaxation will be applicable as per Government of India norms.
13. A relaxation of 5% may be given from 55% to 50% in the marks at the Master / Graduate level to the SC / ST / Differently-abled (PWD) / Other Backward Classes (OBC) (Non-creamy layer) candidates.
14. Relevant grade which is regarded as equivalent of 55% (where the grading system is followed by recognized University) shall also be considered eligible.
15. 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>.
16. In case of any inadvertent mistake in the process of screening / selection which may be detected at any stage, even after the issuance of interview letter / appointment letter, the University reserves the right to modify / withdraw / cancel such letter(s) without any communication made to the candidate.



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17. 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.
18. The request for adding/removing any documents / information to the application form after the last date of submission of application form shall not be entertained.

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** should reach within the stipulated last date as mentioned in the advertisement. 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 (<i>For international transaction</i>) |
| (h) Address of the Bank | : | Moulana Mohamed Ali Jauhar Marg
Near Sports Complex (Bhopal Ground)
Jamia Nagar, New Delhi - 110025 |
| (i) Phone | : | 011-26985869 |

Date: 11.11.2022

(Prof. Nazim Husain Jafri)
Registrar



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

1. The Rashtriya Sahara – Hindi (All India Editions)
2. The Statesman (Delhi Edition)

Ensuing Issue
Ensuing Issue

Date: 11.11.2022

(Prof. Nazim Husain Jafri)
Registrar

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

1. All the Deans of the Faculties/Heads of the Departments/Institutions/Offices/Centres/ Schools, J.M.I. for information and display on the 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. **Notice Board:** (a) VC's Office (b) Registrar's Office (c) Recruitment & Promotion Section (Non-Teaching).

Date: 11.11.2022

(Mohammad Shakir)
In-charge (RPS-NT)