

RECRUITMENT & PROMOTION SECTION
OFFICE OF THE REGISTRAR, JAMIA MILLIA ISLAMIA

Local Advt. No. 02/2026-27 Dated 05.05.2026

Applications on the prescribed form available on University's website <https://jmi.ac.in> are invited for the appointment on the following positions purely on contractual basis in the Residential Coaching Academy, Centre for Coaching and Career Planning, Jamia Millia Islamia initially for the period of 11 months, extendable further based on performance and institutional requirements:-

A. Academic Lead – 01

Essential Qualifications:-

1. A Bachelor's/Master's degree with 55% marks (*or an equivalent grade in a point-scale wherever the grading system is followed*) in a concerned/relevant/allied subject from an Indian University.
2. The candidate must have appeared for UPSC Civil Services Personality Test (Interview).

Desirable:

The candidate should have experience of mentoring and guiding the Civil Services aspirants.

Role and Responsibilities:-

- Guide aspirants through regular mentoring, track progress, and provide targeted feedback for improvement.
- Design and oversee the curriculum, test series, and class schedules in alignment with UPSC requirements.
- Supervise faculty, ensure consistency in teaching standards, and continuously improve academic outcomes.
- Perform any other duties as assigned by the Professor In-charge/Director, RCA-CCCP, JMI.

Honorarium / Remuneration:- Rs. 70,000/- per month (*consolidated*)

B. Coordinator – 01

Essential Qualifications:-

1. A Bachelor's/Master's degree with 55% marks (*or an equivalent grade in a point-scale wherever the grading system is followed*) in a concerned/relevant/allied subject from an Indian University.
2. Appeared in UPSC Civil Services/State PSC Main Examination.

Desirable:

The candidate should have administrative experiences in UPSC Coaching Institute and strong communication and interpersonal skills.

Role and Responsibilities:-

- Assist in planning and execution of all activities in the academy.
- Managing student records, timetables, performance report in tests and sessions.
- Liaisoning with students and faculty/resource persons/panel members for smooth operations.
- Perform any other duties as assigned by the Professor In-charge/Director, RCA-CCCP, JMI.

Honorarium / Remuneration:- Rs. 60,000/- per month (*consolidated*)



General Instructions:-

1. These are full-time positions and therefore, no other professional engagement will be permitted during the contract period.
2. Applicants are required to submit the prescribed application form through proper channel.
3. The concerned office will screen the application of the candidates and will call for interview accordingly.
4. The University has the right to terminate the services of Academic Lead and Coordinator with prior notice of one month.
5. Selection against the above positions shall not confer on the appointee any right of permanent appointment / regularisation.
6. Candidate must enclose the attested copies of degrees / marksheets and relevant documents giving reference of competitive exam appeared at and experience in the field.
7. Incomplete application or application on plain paper will not be entertained and is liable to be rejected.
8. The University reserves the right to hold / not to hold Selection Committee for any of the above prescribed posts.
9. Canvassing, in any form or on behalf of the candidate will be a disqualification.
10. Non-refundable application fee: Candidates shall have to pay full amount of the prescribed application fee as mentioned below:-

(i) Receipt of paying the non-refundable fee of **Rs. 300/-** payable through **online mode OR UPI ID: jmirps@indianbk** only must be enclosed with the application form.

(ii) The details of Bank Account are given below:-

(a) Name of Bank Account	:	JMI Recruitment & Promotions
(b) Name of the Bank	:	Indian Bank
(c) Branch	:	Jamia Millia Islamia
(d) Branch Code	:	01622
(e) Bank Account Number	:	8078617425
(f) Indian Financial System Code (IFSC)	:	IDIB000J029
(g) SWIFT Code	:	IDIBINBBTSY (<i>for international transaction</i>)
(h) Address of the Bank	:	Maulana Mohd. Ali Jauhar Marg Sports Complex (Bhopal Ground) Jamia Nagar, New Delhi – 110025
(i) Phone	:	011-26985869

Interested applicants may submit their applications complete in all respect in the Recruitment & Promotion Section, Office of the Registrar, Jamia Millia Islamia, New Delhi – 110025 latest by **14.05.2026** during all working days between 10:00 AM to 05:00 PM and up to 12:00 Noon on Fridays (Lunch Break from 01:00 PM to 02:00 PM).


(Prof. Md. Mahtab Alam Rizvi)
Registrar

Date: 05.05.2026

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

1. All the Deans of the Faculties/Heads of Department/Institutions/Offices/Centres/Schools, J.M.I. for information and display on their notice boards;
2. The Offg. Finance Officer, J.M.I.;
3. The Secretary to Vice Chancellor, J.M.I.;
4. The Secretary to Registrar; and
5. Notice Board: (i) VC's Secretariat (ii) Registrar's Secretariat (iii) Recruitment & Promotion Section

Date: 05.05.2026


Asstt. Registrar (RPS)