



**Jamia Millia Islamia**  
(A Central University)  
NAAC Accredited Grade "A"  
Jamia Nagar, New Delhi-110025  
**Advt. No.02/2018-19**

25.05.2018

Applications on the prescribed form are invited for the following position in Balak Mata Centre, Matia Mahal of Jamia Millia Islamia. The application form completed in all respects should reach on or before **20.06.2018** in the Office of the Assistant Registrar (School Branch), Registrar's Office, (Administrative Block) Ground Floor, Jamia Millia Islamia, New Delhi-110025, during working days between 9:30 A.M to 4:30 P.M

Sr. No	Position & Place	No. of Post	Salary	Qualification
1.	Craft Teacher In Balak Mata Centre(Matia Mahal) JMI	01	PB:-Rs.9300-34800 GP-4200 <b>(Pre-revised )</b>	1. At least second class secondary school certificate with Urdu or its equivalent from a recognized Board. 2. Certificate in the Cutting, Tailoring, Embroidery with Teacher Training Certificate for ITI or equivalent Diploma / Certificate from recognized institution /Polytechnic in the trade

**Note:**

Those candidates who have applied for the above-mentioned post in response to Advt.No.02/2016-17 dated 24.03.2017 need not apply again. However, they may submit their updated information for inclusion in the application form.

1. 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 candidates and no correspondence will be made with applicants who are not short-listed.
2. Candidate must enclose the attested copies of degrees, diplomas and mark-sheets etc. giving reference of experience/published work with application form.
3. 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.**
4. Candidate already in service must apply through proper channel.
5. Knowledge of Urdu and Hindi is a desirable qualification.
6. 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.
7. A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's/Graduate level for the SC/ST Physically and visually handicapped candidates.
8. Qualifications, experience, etc. will be reckoned as on the last date for receipt of filled-in applications i.e. 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/menupload/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 favor of Jamia Millia Islamia**, New Delhi-110025. The application form complete in all respect should reach on or before **20.06.2018** in the Office of the Assistant Registrar, School Branch, Registrar's Office, Jamia Millia Islamia, Jamia Nagar, New Delhi-110025, during working days between 9:30 A.M. to 4:30 P.M.


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

1. The Rashtriya Sahara (Hindi) (Delhi Edition)
2. The Rashtriya Sahara (Urdu) (Delhi Edition)

Ensuing Issue

Ensuing Issue

Dated: 25.05.2018

  
(A.P. Siddiqui) IPS  
Registrar

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

1. All the Deans of the Faculty/Heads of the Departments/Institutions/Offices/Centres/Schools, JMI-for information and display on their notice boards.
2. The Finance Officer, JMI
3. The Consultant to PVC, JMI
4. The AR (Reg. Sectt), JMI
5. The Honorary Director, FTK Centre for information Technology - with a request to upload the Advt. on Jamia website.
6. The A.R., Recruitment & Promotion Section, JMI- for Notice Board

Dated : 25.05.2018

  
Asstt. Registrar (Schools)