



Jamia Millia Islamia

(A Central University)

NAAC Accredited Grade "A"

Jamia Nagar, New Delhi-110025

Advt. No. 04/2019-20 Dated 08.07.2019

Applications on the prescribed form are invited for the following Non-Teaching positions in Jamia Millia Islamia so as to reach in the Recruitment & Promotion section, Registrar Office, Jamia Millia Islamia, New Delhi - 110025 on or before **16.08.2019** during any working days between 10:00 A.M. to 05:00 P.M. (Friday up to 12:00 Noon). The application form, advertisement and qualifications are available on Jamia's website <https://www.jmi.ac.in>:-

S. No.	Name of the Posts with Faculty / Department / Centre / Office	No. of Posts	Level of Pay as per 7 CPC	Pay Scale
1.	Deputy Registrar Registrar Office	01	Level 12	Rs. 78,800 – Rs. 2,09,200
2.	Account Officer Finance & Accounts Office	01	Level 10	Rs. 56,100 – Rs. 1,77,500
3.	Assistant Registrar Registrar Office	02	Level 10	Rs. 56,100 – Rs. 1,77,500
4.	Section Officer Registrar Office	04	Level 7	Rs. 44,900 – Rs. 1,42,400
5.	Land Record Superintendent Property Department	01	Level 6	Rs. 35,400 – Rs. 1,12,400
6.	Professional Assistant Dr. Zakir Husain Library	01	Level 6	Rs. 35,400 – Rs. 1,12,400
7.	Semi Professional Assistant Dr. Zakir Husain Library	01	Level 5	Rs. 29,200 – Rs. 92,300
8.	Receptionist AJK-MCRC	01	Level 5	Rs. 29,200 – Rs. 92,300
9.	Audio Visual Operator Registrar Office	01	Level 5	Rs. 29,200 – Rs. 92,300
10.	Technical Assistant (Special Education) Faculty of Education	01	Level 5	Rs. 29,200 – Rs. 92,300
11.	Technical Assistant FTK-Centre for Information Technology	01	Level 5	Rs. 29,200 – Rs. 92,300
12.	Conservationist Premchand Archives & Literary Centre	01	Level 5	Rs. 29,200 – Rs. 92,300
13.	Assistant Conservationist Dr. Zakir Husain Library	01	Level 5	Rs. 29,200 – Rs. 92,300
14.	Sports Coach Games & Sports	01	Level 5	Rs. 29,200 – Rs. 92,300
15.	Upper Division Clerk (Sr. Clerk) Registrar Office	02	Level 4	Rs. 25,500 – Rs. 81,100
16.	Jr. Laboratory Assistant Department of Chemistry / Bioscience	02	Level 3	Rs. 21,700 – Rs. 69,100
17.	Clerk – Typist / LDC Registrar Office (Three posts reserved for PwDs – one post each for HI, OH and VI)	26	Level 2	Rs. 19,900 – Rs. 63,200
18.	Urdu Typist Registrar Office	03	Level 2	Rs. 19,900 – Rs. 63,200
19.	Security Assistant Proctorial Department	04	Level 2	Rs. 19,900 – Rs. 63,200
20.	Multi Tasking Staff Registrar Office (Two posts reserved for PwDs – one post each for HI and OH)	20	Level 1	Rs. 18,000 – Rs. 56,900

NOTE: Candidates who have applied for the post(s) listed at S. No. 3, 4 and 10 – 20 advertised vide Advt. No. 02/2018-19 Dated 20.04.2018 need not apply again. Their candidature will be considered provided that they fulfil the above advertised qualifications. However, they may submit their updated information for inclusion in the application form already submitted without any application fee.

Dated: 08.07.2019

(A.P. Siddiqui) IPS
Registrar



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1. **Qualifications for the post of Deputy Registrar, Registrar Office.**
 - i. A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.
 - ii. 5 years experience as a Lecturer in a college or a University with experience in educational administration

OR

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

OR

5 years of administrative experience as Asstt. Registrar or in an equivalent post.

2. **Qualifications for the post of Account Officer, Finance & Account Office.**

For Direct Recruitment:-

- i. A Consistently good academic record with a Master's Degree in Accountancy / Commerce / Management / Economics with at least 55% marks or its equivalent grade of B in UGC seven point scale;
- ii. At least 5 years experience in educational administration at the level not lower than an Accountant/S.O. in the GP of Rs. 4600 in a Govt. Office/University or Govt. Autonomous bodies/ PSUs having good knowledge of Financial System & Administration.
- iii. Persons having qualification of CAIIB/Cost & Works/Company Sectt. of statutory body and of computer application will be preferred.
- iv. Knowledge of Urdu & Hindi (optional).

For Deputation:-

Officers/officials working in Organised Accounts Service set up i.e. IAAS, IDAS, IRAS, IP & TAFS, ICAS etc. and holding analogous posts or Officers in Pay Band: Rs. 9300-34800 + GP:4600/4800 having 5 years working experience.

3. **Qualifications for the post of Assistant Registrars, Registrar Office.**

- i. Good academic record plus Master's Degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.
- ii. At least five years experience in educational administration/ Govt. Deptt. at level not lower than a Section Officer/ Accountant or equivalent.

<u>Selection Criteria</u>	<u>Total Marks (200)</u>
Written Test	150 marks
Past Service Records	25 marks
Interview	25 marks

Four marks for each year of satisfactory service beyond the required 5 years.

Desirable: Law degree will be preferred

4. **Qualifications for the posts of Section Officer, Registrar Office.**

- i. Bachelor's Degree from a recognized university.
- ii. 5 years experience in a post of Assistant or equivalent or 10 years experience in the post of Sr. Clerk or equivalent in a reputed organization (Govt./Private).
- iii. Proficiency in noting and drafting.
- iv. Knowledge of Computer especially MS Office.

Desirable: Knowledge of Urdu & Hindi.



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5. **Qualifications for the post of Land Record Superintendent, Property Department, Registrar Office.**
Second Division Bachelor's Degree with at least 5 Years experience of Revenue/Land Record/Patwari
6. **Qualifications for the post of Professional Assistant, Dr. Zakir Husain Library.**
M.A/M.Sc./M.Com. degree and B.Lib. Science degree
7. **Qualifications for the post of Semi Professional Assistant, Dr. Zakir Husain Library.**
Graduation with Certificate in Library Science.
8. **Qualifications for the post of Receptionist, A.J.K. Mass Communication Research Centre.**
i. Degree of a recognized University.
ii. Three years experience in public relations office as Receptionist in a public sector or a private establishment.
iii. Age: 30 year and below.

Desirable: Good personality
9. **Qualification for the post of Audio Visual (AV Operator), Registrar Office**
i. Higher Secondary.
ii. Holding a license in operating the projector.
iii. At least two years practical experience of projector operation.
iv. Knowledge of electrical systems and electrical circuits preferred.
10. **Qualifications for the post of Technical Assistant (Special Education), Faculty of Education.**
A Master's degree in any discipline preferably in education or Psychology and a degree or diploma in special education.
11. **Qualifications for the post of Technical Assistant, FTK-Centre for Information Technology.**
Essential : Diploma or higher qualification in Computer Engineering.
Desirable : Microsoft Certification (MCP)/ CCNA.
Experience : Three year experience in Computer/Networks maintenance (*hardware i.e. desktop, laptop, printers, UPS, network peripherals etc.*)
12. **Qualifications for the post of Conservationist, Jamia's Premchand Archives and Literary Centre.**
1(a). Post Graduation in History/ Literature (English, Hindi or Urdu)/ M.Sc. in Physical/ Applied Science with 50% marks.
1(b). P.G. Diploma from National Archives of India or any other recognized Institution with 55% marks.
- OR**
- 1(a). Post Graduation in Conservation from National Museum Institute or any other recognized Institution with 55% marks.
2(a). Thorough knowledge of at least two languages (English-Hindi, Hindi-Urdu or English-Urdu).
- Desirable:-**
1. Experience in paper conservation.
2. Knowledge of digitalization / Library Automation.



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13. Qualifications for the post of Assistant Conservationist, Dr. Zakir Husain Library.

- 1(a). Post Graduation in History/Literature (English, Hindi or Urdu) / M.Sc. in Physical/Applied Science with 50% marks.
1(b) P.G. Diploma from National Archives of India or any other recognized Institution with 55% marks.

OR

- 2(a) Post Graduation in Conservation from National Museum Institute or any other recognized Institution with 55% marks.
2(b) Thorough knowledge of at least two languages (English-Hindi, Hindi-Urdu or English-Urdu)

Desirable:-

1. Experience in paper conservation.
2. Knowledge of digitization / Library Automation.

14. Qualifications for the post of Sports Coach, Central Sports & Games.

Certificate from National Institute of Sports, Patiala or from other recognized Physical Education Institutions.

15. Qualifications for the posts of UDC, Registrar Office.

- i. Graduate
ii. Good Knowledge of Urdu, Hindi & English.
iii. Knowledge of Typing, Filing and accounts preferable.

16. Qualifications for the posts of Jr. Laboratory Assistant, Department of Chemistry / Bioscience.

Sr. Secondary School / Intermediate (Science) with 02 years experience in the relevant field after obtaining Sr. Secondary School / Intermediate.

17. Qualification for the post of Clerk-Typist / LDC, Registrar Office.

- i. Sr. Secondary School (10+2) passed from a recognized school or Institution.
ii. Qualification in the prescribed test in English/Urdu/Hindi respectively & English Typing with a minimum speed of 35 w.p.m.

18. Qualifications for the posts of Urdu Typist, Registrar Office.

- i. Sr. Secondary School (10+2) passed from prescribed test a recognized school or Institution.
ii. Qualification in the in English/Urdu/Hindi respectively and Urdu Typing with a minimum speed of 25 w.p.m.

19. Qualifications for the posts of Security Assistant, Proctorial Department.

- i. Sr. Secondary School (10+2) passed from a recognized school or Institution.
ii. Physical fitness
iii. Maximum age 35 years.

20. Qualifications for the posts of Multi Tasking Staff, Registrar Office.

- i. 10th Class passed from a recognized school or Institution.
ii. Adequate knowledge of Urdu & Hindi.

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NOTE:

1. Selection against temporary post/vacancy shall not confer on the appointee any right of permanent appointment/regularization.
2. 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 to the shortlisted candidates only and no correspondence will be made with applicants who are not shortlisted.
3. The number of vacancies indicated in the Employment Notification and in this booklet is tentative. The University reserves the right to increase/decrease the number of posts at the time of selection and make appointment(s) accordingly.
4. The University reserves the right to cancel the entire advertisement and/or the selection process for any or all of the advertised post(s) without giving any reason.
5. Separate application should be submitted for each post.
6. Candidate already in service must apply through proper channel.
7. Canvassing, in any form or on behalf of the candidate will be a disqualification.
8. Relaxation, if any, shall be as per the UGC guidelines and other regulatory bodies.
9. Knowledge of Urdu and Hindi is a desirable qualification for all the non-teaching posts.
10. 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.**
11. 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.
12. A relaxation of 5% may be provided from 55% to 50% in the marks at the Master's/Graduate level for the SC / ST / Other Backward Class (OBC) (Non-creamy layer) / Differently-abled (physically and visually differently-abled).
13. A relaxation of 5% may be provided from 55% to 50% of the Marks in the Ph.D degree holders, who have passed their Master's degree prior to 19th September, 1991.
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. Candidates who have been awarded Ph.D from foreign Universities should enclose 'Equivalence Certificate' issued by the Association of Indian Universities, New Delhi without which, their candidature will not be considered and application will be rejected.
16. Qualifications, experience, etc. will be reckoned as on the last date for receipt of filled-in applications i.e. **16.08.2019**. Candidate must enclose the attested copies of degrees, diplomas and mark-sheets etc. giving reference of experience/published work with 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.

The application form, advertisement and qualifications are available on the Jamia's website <https://www.jmi.ac.in>. Application form may be submitted along with a non-refundable application fee of **Rs. 500/-** (*Rs. 250/- for SC & ST candidates and free for Divyangjan on producing the photocopy of relevant certificate*) through Bank Draft / IPO drawn in favour of **Jamia Millia Islamia**, New Delhi-110025. The application form complete in all respect should reach on or before **16.08.2019** in the Recruitment & Promotion Section, 2nd Floor, Registrar's Office, Jamia Millia Islamia, Jamia Nagar, New Delhi-110025 during any working days between 10:00 A.M. to 05:00 P.M (Friday up to 12:00 Noon).

(A.P. Siddiqui) IPS
Registrar

Dated: 08.07.2019



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

1. The Employment News (English)
2. The Hindustan Times (Delhi Edition)
3. The Rashtriya Sahara (Hindi) (Delhi Edition)

Ensuing Issue

Ensuing Issue

Ensuing Issue

Dated: 08.07.2019


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Copy to 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 Faculties/Heads of the Departments/Institutions/Offices/ Centres/ Schools, J.M.I. for information and display on their notice boards.
2. The Registrar, Delhi University/ IGNOU/ NCERT/ JNU/ IIT/ Jamia Hamdard/ Inderaprashta University/ AMU, Aligarh/ MANUU Hyderabad and the Principal, Delhi College of Engineering, New Delhi.
3. The OSD, Office of the Vice-Chancellor, J.M.I.
4. The Assistant Registrar, Registrar's Secretariat, J.M.I.
5. **The Employment Exchange:** (a) Delhi University (b) Jawaharlal Nehru University (c) Daryaganj (d) Pusa (e) Sector-IV, R.K. Puram (f) Kasturba Gandhi Marg (g) Shahadra (h) Okhla Industrial Estate (i) Sabzi Mandi (j) Delhi Cantt. (k) Jamia Millia Islamia.
6. **Notice Board:** (a) V.C's Office (b) Registrar's Office (c) Recruitment & Promotion Section.

Dated: 08.07.2019


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Registrar