

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

Local Advt. No. 07/2026-27 Dated 22.09.2026

Applications on the prescribed application form (to be downloaded from the university's website i.e. www.jmi.ac.in) are invited from the retired Government employees for engagement as **Consultant (Accounts and Budget)** purely on contractual basis in the Finance & Accounts Office, Jamia Millia Islamia.

A. Qualifications and Experience

1. Graduate in Commerce/Economics/Accounts from a recognized University.
2. Minimum 15 years of experience, preferably in a Central University, in handling, supervising, and finalizing complex and time-bound matters relating to: Accounts and Budget, Project Accounts and Settlement of Projects, Plan and Non-Plan Expenditure, Correspondence with Funding Agencies, Follow-up of Grants-in-Aid, especially under Object Heads OH-31, OH-35, and OH-36.
3. The candidate should have proven experience in finalization of accounts up to the Balance Sheet stage, preparation of Annual Accounts in the prescribed format for submission to the Comptroller and Auditor General (C&AG), University Grants Commission and the Ministry of Education and uploading the financial data and reports on the UGC and Ministry of Education portals.

Desirable: Sound knowledge of office noting and drafting, CCS (Central Civil Services) Rules, the General Financial Rules (GFRs), and other Government of India financial and administrative procedures.

B. Remuneration and Tenure of engagement

1. A person should not be more than 62 years and in good health at the time of applying for the above mentioned position.
2. The consultants shall be engaged initially for a period of 180 days or till attaining the age of 65 years, whichever is earlier. The engagement will be extendable based on the performance and requirement, which shall be considered on case to case basis.
3. Working hours shall normally be from 09:00 AM to 05:30 PM during working days. However, in exigencies of work, he/she may be required to sit late and may also be called on Saturdays/Sundays or other holidays.
4. Consultant shall be appointed on full-time basis and would not be permitted to work anywhere during the period of their engagement in JMI.
5. Selection of the Consultant shall be made by a duly constituted Local Selection Committee. The date of interview shall be notified subsequently.
6. The remuneration, leave, allowances, etc. shall be in accordance with the Department of Expenditure's O.M. No. 3-25-2020.E-III A dated 09.12.2020.

C. Tax Deduction at Source (TDS)

TDS as admissible shall be deducted from the monthly remuneration of Consultant. A TDS certificate shall be issued by the concerned DDO on demand.

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D. General Instructions

1. Engagement of Consultant may be terminated at any time by one month's notice given by either side without assigning any reason. However, in case of resignation, the Consultant will be required to serve a prior notice of one month or one month remuneration in lieu of notice period.
2. The University reserves the right to evolve a uniform and reasonable criterion to shortlist the eligible candidates for interview, if needed.
3. Incomplete applications or applications received after the due date will be rejected.
4. Canvassing, in any form or on behalf of the candidate will be a disqualification.
5. No TA / DA will be paid for appearing in the interview.

Interested retired Government employees may submit their applications complete in all respect along with testimonials and a copy of PPO & LPC in the Recruitment & Promotion Section, Office of the Registrar, Jamia Millia Islamia, Maulana Mohammad Ali Jauhar Marg, New Delhi – 110025 latest by **30.09.2026** 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*). The applications can also be sent through email to the Recruitment & Promotion section at rps@jmi.ac.in.

Date: 22.09.2026


Prof. Md Mahtab Alam Rizvi
(Registrar)

Copy of 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 / Offices / Schools and Directors of the Centers for information and display on their notice boards.
2. The Secretary to Vice-Chancellor, J.M.I.
3. The Secretary to Registrar, J.M.I.
4. The Hony. Director, FTK-CIT, JMI for uploading on JMI website.
5. **Notice Board** (a) VC's Office (b) Registrar's Office (c) RPS – Teaching

Dated: 22.09.2026


Asstt. Registrar (RPS) 22/9