

JAMIA MILLIA ISLAMIA
Accredited by NAAC in 'A' Grade
(A Central University by an Act of Parliament)
Maulana Mohammed Ali Jauhar Marg, New Delhi-110025
जामिया मिल्लिया इस्लामिया
(संसदीय अधिनियमानुसार केन्द्रीय विश्वविद्यालय)
मौलाना मोहम्मद अली जौहर मार्ग, नई दिल्ली-110025

Tel. : 26984075, 26988044
26981717, 26985176
Fax. : 011-26980229
Grams : JAMIA
E-mail : registrar@jmi.ac.in
Website: http://jmi.ac.in



Office of the Registrar

कुलसचिव कार्यालय

دفتر مسجیل

F. No. DPC/RPS-NT/RO/JMI/2021

31st August 2021

C I R C U L A R

Applications are invited from eligible staff members to fill-up the following vacant non-teaching posts through Departmental Promotion:-

S. No.	Name of the Post	No. of vacant post under promotion	Required Eligibility
1.	Assistant Registrar	02	Essential: i. Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC seven-point scale along with a good academic record. ii. Five years experience as Section Officer . OR i. Graduation degree with 50% marks or equivalent. ii. Eight years working experience as Section Officer .
2.	Section Officer	08	Essential:- A Post Graduate from a recognized University with 1 st Division with at least three years experience as Office Assistant . OR A Graduate from a recognized university with at least five years experience as Office Assistant . OR Intermediate with eight years experience as Office Assistant .
3.	Office Assistant	14	Essential:- A Post Graduate from a recognized University with 1 st Division with at least three years experience as Sr. Clerk / Upper Division Clerk . OR A Graduate from a recognized university with at least five years experience as Sr. Clerk / Upper Division Clerk . OR Intermediate with eight years experience as Sr. Clerk / Upper Division Clerk .
4.	Sr. Clerk / UDC	21	Essential:- Graduate in any discipline from recognized University / Institution with at least five years working experience as Clerk/Typist (LDC) . OR Sr. Secondary School Certificate with eight years working experience as Clerk/Typist (LDC) .

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|    |                    |    |                                                                                                                                                                                                                                                                                                                |
|----|--------------------|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. | Clerk-Typist (LDC) | 17 | <b>Essential</b><br>A Senior Secondary School Certificate (10+2) or its equivalent qualification from recognized Board / University / Institutions with three years working experience as MTS.<br><b>OR</b><br>Matriculation with five years working experience as <b>Jr. Staff (erstwhile Group D) / MTS.</b> |
|----|--------------------|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The suitable candidates will be selected for promotion through Departmental Promotion as per the CRRs of Jamia Millia Islamia. The eligible candidates are required to submit the prescribed form available on the University's website duly forwarded by their respective Heads in the Recruitment & Promotion Section (Non-Teaching) along with the required documents and the receipt of paying the non-refundable fee of **Rs. 300/- (payable online through Net Banking only)** latest by **15<sup>th</sup> September 2021.**

#### 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) Address of the Bank : Moulana Mohd. Ali Jauhar Marg  
Sports Complex (Bhopal Ground)  
Jamia Nagar, New Delhi - 110025  
(h) Phone : 011-26985869

(Dr. Nazim Husain Jafri)  
Registrar

#### Copy for information to:-

1. All Deans of the Faculties / Head of the Departments / Centres / Offices / Schools with the request to kindly circulate the above notice among the non-teaching staff.
2. The Secretary to VC, J.M.I.
3. The Asstt. Registrar, Registrar's Secretariat, J.M.I.
4. File

Kaneez

(Kaneez Fatima)  
Asstt. Registrar (RPS - NT)

**JAMIA MILLISA ISLAMIA, NEW DELHI-110025**  
**PROFORMA OF BIO-DATA FOR CONSIDERATION BY THE**  
**DEPARTMENTAL PROMOTION COMMITTEE**

1. Name in full : .....  
(In Block Letters)
2. Designation : .....
3. Working continuously on above post with effect from which date : .....
4. Date of Birth : .....
5. Present basic Pay : .....
6. Date of joining service in the University : .....
7. Date of confirmation to the present post : .....
8. Academic Qualification: .....Year of University/ Division and

| S.No. | Examination passed | Years of passing | University/Board | Division and %age of marks |
|-------|--------------------|------------------|------------------|----------------------------|
|       |                    |                  |                  |                            |
|       |                    |                  |                  |                            |
|       |                    |                  |                  |                            |

9. Appointments so far held:

| S.No. | Name of Instt. /Dept./Office | Position held | From | To | Temporary/probation/permanent |
|-------|------------------------------|---------------|------|----|-------------------------------|
|       |                              |               |      |    |                               |
|       |                              |               |      |    |                               |
|       |                              |               |      |    |                               |

I certify that the information given above is correct and factual to the best of my knowledge.

SIGNATURE.....

NAME.....

Date.....

DEPARTMENT.....

Forwarding remarks of the Head of the Department concerned.

Date.....

(Signature of the Head of the Department/Office)