



Jamia Millia Islamia

(A Central University)
NAAC Accredited Grade "A++"
Jamia Nagar, New Delhi-110025

Advt. No. 01/2023-24 (NT) Dated 29.04.2023

Applications on the prescribed form are invited for various Non-Teaching positions in Jamia Millia Islamia so as to reach in the **Recruitment & Promotion (Non-Teaching) Section**, 2nd Floor, Registrar's Office, Jamia Millia Islamia, Maulana Mohamed Ali Jauhar Marg, Jamia Nagar, New Delhi-110025 latest by **31.05.2023** during any working days from Monday to Friday between 10:00 A.M. to 05:00 P.M with Lunch break from 01:00 P.M. to 02:00 P.M. Application forms and other relevant details are available on the university's website i.e. **<https://www.jmi.ac.in>**.

IMPORTANT NOTE

Candidates who have applied for the non-teaching positions advertised vide Advt. No. 01/2021-22 dated 17.09.2021 are required to apply afresh. Their candidature will be considered provided they fulfil the advertised qualifications in this advertisement. However, such applicants shall be exempted from the payment of prescribed application fee on enclosing the acknowledgement receipt of application, submitted against the positions advertised vide the aforesaid advertisement, along with their application form.

REGISTRAR'S OFFICE

1. Deputy Registrar (02)

Pay Level – 12 (Pay Range: ₹ 78,800 – 2,09,200) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

- i. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- ii. Five years of experience as Assistant Registrar or in equivalent post in the Pay Level 10 and above.

Age Limit: 50 years

2. Assistant Registrar (04)

Pay Level – 10 (Pay Range: ₹ 56,100 – 1,77,500) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

- i. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- ii. The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview.

Age Limit: 40 years



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3. **Section Officer (04)**

Pay Level – 7 (Pay Range: ₹ 44,900 – 1,42,400) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

- i. A Bachelor's Degree in any discipline from any recognised Institute/ University.
- ii. Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more.
- iii. Proficiency in Computer Operation, noting and drafting.

Age Limit: 40 years

4. **Assistant (06)**

Pay Level – 6 (Pay Range: ₹ 35,400 – 1,12,400) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

- i. Bachelor Degree from a recognized University / Institution.
- ii. Three Years of experience as UDC or equivalent in the Level 4 in Central/ State Government/ University/ PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.
- iii. Proficiency in Typing, Computer applications, noting and drafting.

Age Limit: 40 years

5. **Upper Division Clerk (UDC) (10)**

Pay Level – 4 (Pay Range: ₹ 25,500 – 81,100) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

- i. A Bachelor's Degree from any recognized Institute/ University.
- ii. Two year experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.
- iii. Speed in English Typing @ 35 wpm OR Speed in Hindi/Urdu Typing @ 30 wpm
- iv. Proficiency in Computer Operations.

Age Limit: 40 years



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6. Lower Division Clerk (LDC) (70) – (One post each reserved for VI, HI and MD)

Pay Level – 2 (Pay Range: ₹ 19,900 – 63,200) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

- i. A Bachelor's Degree from any recognized Institute/ University.
- ii. English Typing @ 35 wpm
- iii. Proficiency in Computer Operations.

Age Limit: 40 years

7. Multi Tasking Staff (MTS) (60) – (One post each reserved for VI, HI and MD)

Pay Level – 1 (Pay Range: ₹ 18,000 –56,900) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

10th Pass from a recognized Board **OR** ITI Pass.

Age Limit: 40 years

8. Private Secretary (01)

Pay Level – 7 (Pay Range: ₹ 44,900 – 1,42,400) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

- i. A Bachelor's Degree from a recognized University/Institute.
- ii. At least 03 years experience as Personal Assistant or 05 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies.
- iii. Stenography speed:120 wpm in English
- iv. Typing speed: 35 w.p.m. in English
- v. Knowledge of computer applications.

Desirable: Proficiency in English and good communication skills.

Skill Test Norms on Computer:

Dictation: 10 minutes @ 120 w.p.m.

Transcription: 50 minutes

Age Limit: 40 years



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9. **Personal Assistant (08) - (One post reserved for OH)**
Pay Level – 6 (Pay Range: ₹ 35,400 – 1,12,400) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

- i. A Bachelor's Degree in any discipline from any recognised Institute/ University.
- ii. Proficiency in Stenography in English with minimum speed of 100 wpm.
- iii. Proficiency in Typing in English with minimum speed of 35 wpm.
- iv. Knowledge of Computer Applications.
- v. Two years experience as Stenographer or equivalent in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores.

Desirable: Proficiency in English and good communication skills.

Skill Test Norms on Computer:

Dictation: 10 minutes @ 100 w.p.m.

Transcription: 40 minutes

Age Limit: 40 years

10. **Stenographer (19) - (One post reserved for OH)**
Pay Level – 4 (Pay Range: ₹ 25,500 – 81,100) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

- i. A Bachelor's Degree in any discipline from any recognized Institute/ University.
- ii. Proficiency in Stenography in English with minimum speed of 80wpm.
- iii. Proficiency in Typing in English with minimum speed of 35 wpm.
- iv. Knowledge of Computer Applications.

Desirable: Proficiency in English and good communication skills.

Skill Test Norms on Computer:

Dictation: 10 minutes @ 80 w.p.m.

Transcription: 50 minutes

Age Limit: 40 years

11. **Land Record Superintendent (01)**
Pay Level – 6 (Pay Range: ₹ 35,400 – 1,12,400) Plus Allowances

Qualification Essential:-

- i. Second Division Bachelor Degree with at least five years experience of Revenue/Land Record/Patwari.
- ii. Proficiency in Hindi and Urdu.

Age Limit: 40 years



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12. **Land Record Keeper (01)**

Pay Level – 4 (Pay Range: ₹ 25,500 – 81,100) Plus Allowances

Qualification Essential:-

- i. Sr. Sec. School Certificate (10+2) or equivalent from a recognized Board.
- ii. At least Five years experience as Land Record Clerk in a Tehsil or Sub Division Office.
- iii. Proficiency in Hindi and Urdu.

Age Limit: 40 years

DR. ZAKIR HUSAIN LIBRARY

13. **Professional Assistant (01)**

Pay Level – 6 (Pay Range: ₹ 35,400 – 1,12,400) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

- i. Master's Degree in Library & Information Science from any recognised University /Institution with 02 years experience in the relevant field in a University/Research establishment / Central / State Govt. / PSU and Library of other autonomous Institutions.

OR

Bachelor's Degree in Library / Library and Information Science from any recognised Institute/ University with 03 years experience in the relevant field in a University / Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions.

- ii. Knowledge of Computer Applications.

Age Limit: 40 years

14. **Semi-Professional Assistant (08) - (One post reserved for MD)**

Pay Level – 5 (Pay Range: ₹ 29,200 – 92,300) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

Master's Degree in Library Science and Information Science from any recognised University/Institution.

OR

Bachelor's Degree in Library/ Library and Information Science from a recognised Institute/ University with two years relevant experience in a University/ Research Establishment / Central / State Govt./ PSU / Autonomous Institutions.

Age Limit: 40 years



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15. Assistant Conservatorist (01)

Pay Level – 5 (Pay Range: ₹ 29,200 – 92,300) Plus Allowances

Qualification Essential:-

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

OR

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

Desirable:-

- i. Experience in paper conservation.
- ii. Knowledge of digitalization / Library Automation

Age Limit: 40 years

16. Library Attendant (03)

Pay Level – 1 (Pay Range: ₹ 18,000 –56,900) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

- i. 10+2 or its equivalent examination from a recognized Board.
- ii. Certificate course in Library Science from a recognized Institution.
- iii. One year experience in a University/ College/ Educational Institution Library.
- iv. Basic knowledge of computer applications.

Age Limit: 40 years

FTK-CENTRE FOR INFORMATION TECHNOLOGY

17. Senior System Analyst (01)

Pay Level – 12 (Pay Range: ₹ 78,800 –2,09,200) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

B.E./B.Tech. (Computer Science & Engineering) with at least 55% of marks and 9 years of experience of extensive programming and System Management from a recognized Public/PUS/Private organization.

OR

M.Sc. (Computer Science)/MCA/M.Tech. (Computer Science & Engineering) with 55% of marks and 8 years' experience of extensive programming and system management from a recognized Public/PUS/Private organization.

Age Limit: 50 years



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18. **Programmer (01)**

Pay Level – 10 (Pay Range: ₹ 56,100 –1,77,500) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

1. B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering.
2. 05 years programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/ LINUX/UNIX platforms from a recognized Public/PUC /Private organization.

OR

1. M.E./M.Tech. in Computer Science & Engineering/Electronics Engineering/M.Sc. Computer Science/MCA.
2. 03 years programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/ LINUX/UNIX platforms from a recognized Public/PUC /Private organization.

Age Limit: 40 years

PROCTORIAL DEPARTMENT

19. **Security Assistant (11)**

Pay Level – 2 (Pay Range: ₹ 19,900 – 63,200) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

- i. Should have passed Intermediate examination from a recognized examining body or an equivalent qualification from an Army Establishment.
- ii. Should be an Ex-Army/Para-Military Personnel with proper discharge certificate with Medical Category "AYE" and Character "Very Good" or equivalent.

Age Limit: 40 years

FACULTY OF ENGINEERING & TECHNOLOGY

20. **Technical Assistant (06)**

Pay Level – 5 (Pay Range: ₹ 29,200 – 92,300) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

Bachelor's degree in Civil / Mechanical / Electrical / Electronics & Communication / Computer Engineering with minimum three years of working and maintenance / operation experience of Scientific Instruments in the Laboratory.



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The experience should be in University/Research establishment/Central/State Govt./ PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.

Age Limit: 40 years

FACULTY OF NATURAL SCIENCES

21. Laboratory Assistant (04)

Pay Level – 4 (Pay Range: ₹ 25,500 – 81,100) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

Bachelor's degree in Physics **OR** Chemistry **OR** Bioscience / Biotechnology with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory.

The experience should be in University/ Research establishment/Central / State Govt./ PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.

Age Limit: 40 years

FACULTY OF ENGINEERING & TECHNOLOGY / NATURAL SCIENCE

22. Laboratory Attendant (02)

Pay Level – 1 (Pay Range: ₹ 18,000 –56,900) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

10+2 with Science stream from any recognized Central/ State Board.

OR

10th Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.

Age Limit: 40 years

CENTRE FOR CULTURE, MEDIA AND GOVERNANCE

23. Senior Statistical Assistant (01)

Pay Level – 6 (Pay Range: ₹ 35,400 – 1,12,400) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

i. Bachelor's degree in relevant field from a recognized Institution with 05 years post qualification experience in the relevant field from any Institution / Organization of Repute.

OR



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02 years diploma in the relevant field from a recognized Institution with 08 years of post-qualification experience in the relevant field from any Institution / Organization of Repute.

- ii. Degree or Diploma in Computer Application.

Age Limit: 40 years

NEHRU GUEST HOUSE

24. **Cook (01)**

Pay Level – 2(Pay Range: ₹ 19,900 – 63,200) Plus Allowances

QUALIFICATIONS ESSENTIAL:-

1. 10thClass from a recognized Board.
2. ITI Trade certificate in Bakery and Confectionery (one year duration)
3. 03 years experience in cooking / catering services in educational institutions/ guest houses, at least 3 starred hotels or similar organisations.

Age Limit: 40 years

BUILDING & CONSTRUCTION DEPARTMENT

25. **Superintendent Engineer (Civil) (01) (By Deputation or Appointment on Tenure basis).**

Pay Level – 13 (Pay Range: ₹ 1,23,100 – 2,15,900) Plus Allowances

QUALIFICATIONS ESSENTIAL:-

- i) First Class Bachelor's Degree in Civil Engineering from a recognised Institute/ University or equivalent.
- ii) 08 years of experience as Executive Engineer in the relevant field from CPWD/State Government PWD services or similar organized services/Semi Government/ PSU/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more.

Qualifications Desirable:-

- i) Experience in construction of projects of multi-storey buildings and have experience in planning/estimation/measurement/tendering as per the CPWD/PWD norms. Good knowledge of CPWD manuals, preparations/checking of estimates, drawings, structural details, bill of quantities, substitute/deviation items statements and other associated issues related with building and constructions.
- ii) Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.

Age Limit: 56 years



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26. Assistant Engineer (Civil) (01)

Pay Level – 7 (Pay Range: ₹ 44,900 – 1,42,400) Plus Allowances

Qualifications:

- i) First Class Bachelor's Degree in relevant field from a recognised Institute/ University or equivalent.
- ii) Three years' experience in the relevant field as Junior Engineer or Equivalent in State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more.

Age Limit: 40 years

27. Assistant Engineer (Electrical) (01)

Pay Level – 7 (Pay Range: ₹ 44,900 – 1,42,400) Plus Allowances

Qualifications:

- i) First Class Bachelor's Degree in relevant field from a recognised Institute/ University or equivalent.
- ii) Three years' experience in the relevant field as Junior Engineer or Equivalent in State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more.

Age Limit: 40 years

28. Junior Engineer (Civil) (06)

Pay Level – 6 (Pay Range: ₹ 35,400 – 1,12,400) Plus Allowances

QUALIFICATIONS ESSENTIAL:-

Bachelor's Degree of Engineering/Technology in relevant field from a recognized Institute/ University with one year relevant experience

OR

Diploma in Engineering in the relevant field and three years' experience in relevant field in CPWD / State PWD or Similar Organised Services / Statutory or Autonomous Organisations / Central / State Universities / Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more.

Age Limit: 40 years



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29. **Junior Engineer (Electrical) (02)**

Pay Level – 6 (Pay Range: ₹ 35,400 – 1,12,400) Plus Allowances

QUALIFICATIONS ESSENTIAL:-

Bachelor's Degree of Engineering/Technology in relevant field from a recognized Institute/ University with one year relevant experience

OR

Diploma in Engineering in the relevant field and three years' experience in relevant field in CPWD / State PWD or Similar Organised Services / Statutory or Autonomous Organisations / Central / State Universities / Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more.

Age Limit: 40 years

GAMES & SPORTS

30. **Assistant Director - Physical Education (01)**

Pay Level – 10 (Pay Range: ₹ 56,100 – 1,77,500) Plus Allowances

Eligibility (A or B) :

A.

- i) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed)
- ii) Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or national championships.
- iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET), conducted by the UGC or CSIR, or a similar test accredited by the UGC, like SLET/SET, or who are or have been awarded a Ph.D. Degree in Physical Education or Physical Education and Sports or Sports Science, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time, as the case may be:

Provided that, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. degree holders shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions, subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;



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- c) Open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two research papers in conference/seminar, based on his/her Ph.D work.

Note: The fulfilment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

- iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- v. Passed the physical fitness test conducted in accordance with these Regulations.

OR

- B. An Asian game or commonwealth games medal winner who has a degree at least at Post-Graduation level.

31. **Sports Coach (01)**

Pay Level – 05 (Pay Range: ₹ 29,200 – 92,300) Plus Allowances

Qualification Essential:-

- i. A graduate degree from any recognized institution.
- ii. Diploma in coaching for National Institute of Sports in the relevant sports.
- iii. 05 years coaching experience at National / State / University Level.

Age Limit: 40 years

32. **Instructor, Urdu Correspondence Course (01)**

Pay Level – 10 (Pay Range: ₹ 57,700 – 1,82,400) Plus Allowances

Eligibility (A or B) :

A.

- i) A Master's degree in Urdu with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) from an Indian University, or an equivalent degree from an accredited foreign university.
- ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET :

Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfilment of the following conditions :-



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- The Ph.D. degree of the candidate has been awarded in a regular mode;
- The Ph.D. thesis has been evaluated by at least two external examiners;
- An open Ph.D. viva voce of the candidate has been conducted;
- The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

OR

- B.** The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

Desirable:- Knowledge of Hindi Phonological and Orthographical Systems.

33. Evaluator, Urdu Correspondence Course (01)

Pay Level – 6 (Pay Range: ₹ 35,400 – 1,12,400) Plus Allowances

Qualification Essential:-

- M.A. (Urdu) in First Division with working knowledge of Hindi & English.

Desirable:-

- Familiarity with Press & Publication work.
- Some experience of writing on literary and academic subjects.

Age Limit: 40 years

Fee Structure		
Group and Level	Category	Application Fee
Group A (Level 10 and above)	UR/OBC	800
	SC/ST	400
	PwBD (Divyangjan)	Nil
Group B & C (Level 1 to 7)	UR/OBC	500
	SC/ST	250
	PwBD (Divyangjan)	Nil



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GENERAL INSTRUCTIONS, TERMS & CONDITIONS:-

1. All the non-teaching positions shall be filled as per the Recruitment Rules of Jamia Millia Islamia. Selection for the above posts shall be based on the performance of the candidates in the written / skill / trade test / interview, etc.
2. The University will not be responsible for any postal delay in case of receipt of application forms.
3. The upper age-limit shall be relaxed in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Physically Challenged, Ex-Servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Govt. and adopted by the University.
4. The upper age-limit prescribed for direct recruits shall be relaxed up to a maximum of five years or the number of years (in completed years), whichever is lesser, provided they have rendered at least three years regular service in any organization(s) under Govt. departments / statutory or Autonomous bodies / University / affiliated or constituent colleges under the University / Public Sector Undertakings.
5. There shall be no upper age limit for regular employees of the Jamia Millia Islamia, subject to the condition that they have rendered at least three years of regular service on the closing date for submission of the application for direct recruitment.
6. Qualifications, experience and crucial date for determining the age shall be last date of submission of the application form.
7. A relaxation of 5% may be provided from 55% to 50% in the marks at the Master/Graduate level for the SC/ST/Differently-abled (Physically & Visually Differently-abled)/Other Backward Classes (OBC) (Non-creamy layer) candidates.
8. Relevant grade, wherever the grading system is followed by recognized University, shall also be considered for establishing eligibility.
9. Candidate already in service must apply through proper channel.
10. Those who are in employment with state/Central Govt. /PSU/Autonomous Bodies must submit a "NO OBJECTION CERTIFICATE" from the employer at the time of verification of documents/at the time of interview, wherever applicable, (as Annexure 'A'). Failure to submit the NOC will lead to cancellation of candidature.
11. There would be 4% reservation for PwBD candidates as per PwBD Act-2016. The applicant's relevant disability should not be less than 40%. Proof of valid Disability Certificate must be submitted with the application form.
12. Knowledge of Urdu and Hindi is a desirable qualification for all the non-teaching posts.
13. Candidates must enclose the self-attested copies of degrees, diplomas, mark-sheets, etc.
14. Jamia Millia Islamia reserves the right to hold/not to hold the Selection Committee for any or all of the post(s) without giving any reason.



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15. Canvassing, in any form or on behalf of the candidate will be a disqualification.
16. Separate application should be submitted for each post.
17. The number of vacancies indicated in this advertisement is tentative. Jamia Millia Islamia reserves the right to increase / decrease the number of posts at the time of selection and make appointment(s) accordingly.
18. Application received late or without necessary supporting documents (Degree/ Certificates/Mark Sheets and experience certificate) not self-attested shall be rejected.
19. Application received without requisite fee shall be rejected summarily.
20. Application Fee once paid shall not be refunded under any circumstances.
21. The University reserves the right to withdraw an advertisement, either partially or wholly, at any time without assigning any reason.
22. The University reserves the right to alter/insert any corrections/additions in the advertisement/website in the event of any typographical error etc. before the last date of submission of applications form, for which the candidates are advised to be in the lookout for announcements on the University website: **<https://www.jmi.ac.in>**.
23. In case of any inadvertent mistake in the process of screening/selection which may be detected at any stage even after the issue of interview letter/appointment letter, the University reserves right to modify/withdraw/cancel without any communication made to the candidate.
24. All correspondence from the University including test / interview letter, if any, shall be sent only at the e-mail address provided by the applicant in the application form. The applicants are also advised to check the website of the University regularly for any Addendum / Corrigendum.
25. The request for including any documents/information to the application form after the last date of submission of application shall not be entertained.
26. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
27. In case of any dispute/ambiguity that may occur in the process of selection and/or in any other matter relating to recruitment the decision of the University shall be final and binding on all.
28. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
29. No TA/DA will be paid for appearing in any written test/Interview/skill test/practical/trade test for any post.
30. **Non-refundable application fee:** *Divyangjan* are exempted from paying the prescribed application fee on producing the valid copy of the relevant PwBD certificate. Candidates belonging to SC & ST shall be given a concession of 50% and candidates belonging to rest of the categories shall have to pay full amount of the prescribed application fee.



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Receipt of paying the non-refundable fee of **Rs. 800/-** for Group-A posts and **Rs. 500/-** for Group-B & C posts payable **through online mode only** must be enclosed with the application form.

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 Milia Islamia
(d) Branch Code : 01622
(e) Bank Account Number : 6820138716
(f) Indian Financial System Code (IFSC) : IDIB000J029
(g) SWIFT Code : IDIBINBBTSY (for international transaction)
(h) Address of the Bank : Maulana Mohamed Ali Jauhar Marg
Near NMAK Pataudi Sports Complex
(Bhopal Ground)
Jamia Nagar, New Delhi – 110025
(i) Phone : 011-26985869

Date: 29.04.2023

(Prof. Nazim Husain Jafri)
Registrar

To be published in the ensuing edition of the following Newspaper:-

1. The Rashtriya Sahara – Hindi (All India Editions)
2. The Statesman – English (Delhi Edition)

Ensuing Issue
Ensuing Issue

Date: 29.04.2023

(Prof. Nazim Husain Jafri)
Registrar

Copy to the following with the request to give due publicity:-

1. All the Deans of the Faculties/DSW/Heads of the Departments/Institutions/ Offices/ Centres/Schools, JMI, for information and display on their notice boards.

Date: 29.04.2023

(Shahid Akhtar Khan)
Assistant Registrar (RPS)