

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

Local Advertisement No. 16/2025-26 Dated 01.12.2025

Applications on the prescribed form (to be downloaded from the university's website: <https://www.jmi.ac.in>) are invited for one post of **Cook** purely on contractual basis for Vice-Chancellor's residence, initially for a period of 180 days, extendable further based on performance, so as to reach the Recruitment & Promotion Section, Office of the Registrar, Jamia Millia Islamia, Jamia Nagar, New Delhi – 110025 latest by **12.12.2025** during all working days between 10:00 AM to 05:00 PM (Lunch Break from 01:00 PM to 02:00 PM).

Qualification & Experience:-

1. 10th Class from a recognized Board.
2. ITI Trade certificate in Bakery and Confectionery (one year duration)

OR

One year Diploma in Cookery or equivalent.


3. 03 years experience in cooking/catering services along with hands on experience in Indian and Western dishes/cuisines in educational institutions/guest houses, at least 3 starred hotels or similar organizations.

Remuneration:- Rs. 30,000/- per month (consolidated)

General Instructions:-

1. Selection against the above vacancy shall not confer on the appointee any right of permanent appointment / regularization.
2. Jamia Millia Islamia reserves the right to evolve a uniform and reasonable criterion for short-listing of eligible candidates, if needed.
3. Incomplete application or application on plain paper will not be entertained and is liable to be rejected.
4. The number of vacancy indicated in this Local Advertisement is tentative. The University reserves the right to increase / decrease the number of posts, at the time of selection and make appointments accordingly.
5. Qualifications, experience, etc. will be reckoned as on the last date for receipt of filled in application i.e. **12.12.2025**. Clear photocopies of all certificates must be attached with the application form. Any 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.
6. The university reserves the right to hold / not to hold the Local Selection Committee for the above contractual post.
7. Canvassing, in any form or on behalf of the candidate will be a disqualification.

Date: 01.12.2025


(Prof. Md. Mahtab Alam Rizvi)
Registrar

