



Jamia Millia Islamia

(A Central University)

NAAC Accredited Grade "A++"

Jamia Nagar, New Delhi-110025

Advt. No. 01/2024-25 (NT) Dated 27.01.2025

Applications are invited on the prescribed application form available on the University's website i.e. <https://www.jmi.ac.in> for the following Statutory positions in Jamia Millia Islamia so as to reach in the Recruitment & Promotion Section, 2nd Floor, Registrar's Office, Jamia Millia Islamia, Jamia Nagar, New Delhi – 110025 latest by **25.02.2025** during any working days from Monday to Friday between 10:00 AM to 05:00 PM with Lunch break from 01:00 PM to 02:00 PM:-

1. Registrar (01)

Pay Level – 14 (Pay Range: ₹ 1,44,200 – 2,18,200) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

- Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in Research establishment and/or other institutions of Higher Education.

OR

15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

Method of recruitment:-

Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier.

Deputation:-

Qualifications as mentioned above and holding analogous post or eight years' experience in Pay Level-12.

Age:- Preferably below 57 years.

2. Finance Officer (01)

Pay Level – 14 (Pay Range: ₹ 1,44,200 – 2,18,200) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

- Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in Research establishment and/or other institutions of Higher Education.

OR

15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.



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Method of recruitment:-

Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier.

Deputation:-

Appointment preferably by drawing officers not below the Level 12 belonging to the Indian Audit and Accounts services or other similar organized Services in Central/ State Govt. **OR** University System / Other organization subject to fulfillment of qualification as mentioned above on Deputation for a tenure of 5 years or till attaining the age of 62 years, whichever is earlier.

Age:- Preferably below 57 years.

3. Controller of Examination (01)

Pay Level – 14 (Pay Range: ₹ 1,44,200 – 2,18,200) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

- Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in Research establishment and/or other institutions of Higher Education.

OR

15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

Method of recruitment:-

Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier.

Deputation:-

Qualifications as mentioned above and holding analogous post or eight years' experience in Pay Level-12.

Age:- Preferably below 57 years.



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GENERAL INSTRUCTIONS TO THE APPLICANTS:-

1. **Candidates who have applied for the above statutory positions advertised vide Advt. No. 01/2022-23 (NT) Dated 11.11.2022 need to apply afresh. However, such candidates shall be exempted from the payment of the prescribed application fee, subject to the enclosure of acknowledgement receipt along with the application form.**
2. Qualifications, experience and crucial date for determining the age shall be last date of submission of the application form.
3. The University will not be responsible for any postal delay in case of receipt of application forms.
4. 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.
5. 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.
6. Relevant grade, wherever the grading system is followed by recognized University, shall also be considered for establishing eligibility.
7. Candidate already in service must apply through proper channel.
8. Knowledge of Urdu and Hindi is a desirable qualification for all the non-teaching posts.
9. Candidates must enclose the self-attested copies of degrees, diplomas, marksheets, etc.
10. Canvassing, in any form or on behalf of the candidate will be a disqualification.
11. Separate application should be submitted for each post.
12. Application received late or without necessary supporting documents (Degree/Certificates/Mark Sheets and experience certificate) not self-attested shall be rejected.
13. Application received without requisite fee shall be rejected summarily.
14. Application fee once paid shall not be refunded under any circumstances.
15. The University reserves the right to withdraw an advertisement, either partially or wholly, at any time without assigning any reason.
16. 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>.
17. 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.
18. 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.
19. The request for including any documents/information to the application form after the last date of submission of application shall not be entertained.

 



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20. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
21. 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.
22. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
23. No TA/DA will be paid for appearing in any written test/Interview/skill test/practical/trade test for any post.

The application form, complete in all respect, along with the receipt of paying the non-refundable fee of **Rs. 1000/- (Rs. 500/- for SC & ST candidates)** payable online through Net Banking only should reach within the stipulated last date as mentioned in the advertisement. Divyangjan (*on producing the valid copy of the relevant PWD certificate*) are exempted from paying the prescribed application fee.

The details of Bank Account are given below:-

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| (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) SWIFT Code | : | IDIBINBBTSY (<i>For international transaction</i>) |
| (h) Address of the Bank | : | Moulana Mohamed Ali Jauhar Marg
Near Sports Complex (Bhopal Ground)
Jamia Nagar, New Delhi – 110025 |
| (i) Phone | : | 011-26985869 |

Date: 27.01.2025


(Mehtab Khan)
Asstt. Registrar (RPS)



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

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

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Copy to the following with the request to give it due publicity on behalf of the Jamia Millia Islamia without incurring any expenditure:-

1. All the Deans of the Faculties / Heads of the Departments / Directors of the Centres / Institutions / Offices / Centres / Schools, J.M.I. for information and display on the notice boards.
2. The Registrar, University of Delhi / IGNOU / NCERT / JNU / IIT / Jamia Hamdard / Indraprastha University / AMU, Aligarh / MANUU, Hyderabad and the Principal, Delhi College of Engineering, New Delhi.
3. **Notice Board:** (a) VC's Office (b) Registrar's Office (c) Recruitment & Promotion Section

Date: 27.01.2025


Asstt. Registrar (RPS) *Sm*