

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

Local Advt. No. 27/2024-25 dated 27.03.2025

Applications on prescribed application form (to be downloaded from the university's website i.e. www.jmi.ac.in) are invited from the interested candidates for engagement as **Consultant** purely on contractual basis in the Office of the Vice-Chancellor, J.M.I.

A. Qualifications and Experience

1. Applicant must be a Law graduate from a recognized university.
2. Working experience of at least 15 years out of which, 05 years experience should be in the capacity of Private / Personal Secretary in Central / State Govt. Organisations / University / Research Institution or Central / State autonomous Institution / Reputed private institutions.
3. Age should not be more than 62 years.

B. Remuneration and Tenure of engagement

1. The Consultant will be paid a consolidated remuneration of Rs. 60,000/- per month.
2. He / she shall be engaged initially for a period of 180 days, extendable further 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. The Consultant shall be appointed on full-time basis and would not be permitted to work anywhere during the period of their engagement in J.M.I.
5. Selection of the Consultant shall be made by a duly constituted Local Selection Committee. The date of interview shall be notified subsequently.

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.

D. General Instructions

1. Selection against the above vacancy shall not confer on the appointee any right of permanent appointment / regularization.
2. Engagement of Consultant can be terminated by the University at any time without assigning any reason thereof. However, the Consultant will have to give a 30 days advance notice or remuneration in lieu thereof before resigning from the engagement.
3. The University reserves the right to evolve a uniform and reasonable criterion to shortlist the eligible candidates for interview, if needed.
4. Incomplete applications or applications received after the due date will be rejected.
5. Canvassing, in any form or on behalf of the candidate will be a disqualification.
6. No TA / DA will be paid for appearing in the interview.

The duly filled in applications complete in all respect along may be sent to the Recruitment & Promotion Section, Office of the Registrar, Jamia Millia Islamia, Maulana Mohammad Ali Jauhar Marg, New Delhi-110025 latest by **07.04.2025** 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 to the Recruitment & Promotion section at rps@jmi.ac.in.

Date: 27.03.2025

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27.3.25
(Prof. Md Mahtab Alam Rizvi)

Registrar
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