



# Jamia Millia Islamia

(A Central University)

NAAC Accredited Grade "A++"

Jamia Nagar, New Delhi-110025

## **Advt. No. 01/2025-26 (NT) Dated 27.06.2025**

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**, 2<sup>nd</sup> Floor, Registrar's Office, Jamia Millia Islamia, Maulana Mohamed Ali Jauhar Marg, Jamia Nagar, New Delhi-110025 latest by **31.07.2025** 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.

### **IMPORTANT NOTE**

Candidates who had applied for any of the non-teaching positions, which was advertised vide Advt. No. 01/2023-24 (NT) Dated 29.04.2023 and fulfilling the qualifications prescribed for the said position(s) listed in this advertisement, are required to apply afresh. However, such candidates shall be exempted from making the payment of application fee prescribed for that position(s) on enclosing the acknowledgement receipt of application along with their application form. Also, the applicants who were meeting the age limit criteria on the last date of aforesaid advertisement will get relaxation in age criteria accordingly.

### **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 from a recognized University / College 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 working on regular basis in the Pay Level 10 and above in any Central / State Govt. / University / PSU and other Central or State Autonomous Institution.

#### **Desirable:-**

- i. The applicant should have worked in various sections of a Central / State Govt. / University / PSU and other Central or State Autonomous Institution.
- ii. Knowledge of Hindi and Urdu.

Age Limit: 50 years



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## 2. **Section Officer (09)**

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

### **QUALIFICATIONS – ESSENTIAL:-**

- A Bachelor's Degree in any discipline from any recognised Institute/ University.
- 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.
- Proficiency in Computer Operation, noting and drafting.

**Desirable:-** Knowledge of Hindi and Urdu.

Age Limit: 40 years

## 3. **Assistant (12)**

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

### **QUALIFICATIONS – ESSENTIAL:-**

- Bachelor Degree from a recognized University / Institution.
- Three years of experience as UDC or equivalent in the Level 4 OR Eight years as LDC in Level 2 in Central/State Government/University/PSU and other Central/ State Autonomous Bodies.
- Proficiency in Typing, Computer applications, noting and drafting.

**Desirable:-** Knowledge of Hindi and Urdu.

Age Limit: 40 years

## 4. **Lower Division Clerk (LDC) (60) - (One post each reserved for VI, HI & MD)**

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

### **QUALIFICATIONS – ESSENTIAL:-**

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

**Desirable:-** Knowledge of Hindi and Urdu.

Age Limit: 40 years



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**5. Multi Tasking Staff (MTS) (60) - (One post each reserved for VI, HI & MD)**

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

**QUALIFICATIONS – ESSENTIAL:-**

10<sup>th</sup> Pass from a recognized Board **OR** ITI Pass.

**Desirable:-** Knowledge of Hindi and Urdu.

Age Limit: 40 years

Fee Structure		
Group and Level	Category	Application Fee
Group A Positions (Pay Level 10 and above)	UR/OBC	1000
	SC/ST	500
	PwBD (Divyangjan)	NIL
Group B and C Positions (Pay Level 7 and below)	UR/OBC	700
	SC/ST	350
	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 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.
3. There shall be no upper age limit for regular employees of 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 application for direct recruitment.
4. Qualifications, experience and crucial date for determining the age shall be last date of submission of the application form.
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 / 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. Candidates must enclose the self-attested copies of degrees, diplomas, mark-sheets, etc.
8. Canvassing, in any form or on behalf of the candidate will be a disqualification.
9. Separate application should be submitted for each post.
10. Candidate already in service must apply through proper channel.
11. Application received without requisite fee shall be rejected summarily.
12. Application Fee once paid shall not be refunded under any circumstances.
13. The University will not be responsible for any postal delay in case of receipt of application forms.
14. The University reserves the right to withdraw an advertisement, either partially or wholly, at any time without assigning any reason.
15. 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. Failure to submit the NOC will lead to cancellation of candidature.
16. 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.
17. Application received late or without necessary supporting documents (Degree/ Certificates/Mark Sheets and experience certificate) not self-attested shall be rejected.



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18. In anticipation of the huge number of applicants, scrutiny of the eligibility criteria, etc. may not be undertaken at the time of Recruitment Examination. Therefore, the applications shall be accepted provisionally. The candidates are advised to go through the requirements of educational qualifications, age, etc. and satisfy themselves that they are eligible as per the advertisement before applying, otherwise their candidature will be cancelled at any stage, if any information or claim is not found substantiated including when the scrutiny of documents is undertaken by the University.
19. Applicants must NOT furnish any particulars that are false, tampered or fabricated or suppress any material/information while submitting the application and self-certified copies/testimonials.
20. 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's website: <https://www.jmi.ac.in>.
21. 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.
22. 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.
23. The request for including any documents/information to the application form after the last date of submission of application shall not be entertained.
24. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
25. 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.
26. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
27. No TA/DA will be paid for appearing in any written test / Interview / skill test / practical / trade test for any post.
28. **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. 1000/-** for Group A positions and **Rs. 700/-** for Group B & C positions 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 Millia 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<br>Near NMAK Pataudi Sports Complex<br>Jamia Nagar, New Delhi – 110025 |
| (i) Phone                               | : | 011-26985869   |

  
(Prof. Md. Mahtab Alam Rizvi)  
Registrar

**Date: 27.06.2025**

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**

  
(Prof. Md. Mahtab Alam Rizvi)  
Registrar

**Date: 27.06.2025**

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.

  
(Mehtab Khan)  
Asstt. Registrar (RPS)

**Date: 27.06.2025**



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## **PROFORMA**

(To be filled and submitted along with the Employment Application Form)

Advertisement No. & Date : \_\_\_\_\_

Post applied for : \_\_\_\_\_ Sl. No. \_\_\_\_\_

Deptt./Office : \_\_\_\_\_

Name of the Applicant : \_\_\_\_\_

Date & Amount of fee deposited : \_\_\_\_\_  
**(Plz attach payment slip)**

User's Bank & Branch Name : \_\_\_\_\_

Transaction No./ID/Ref. No. : \_\_\_\_\_  
UTR No./UPI No.

Valid Email (Capital Letter only) : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

Dated : .....

.....  
(Signature of Applicant)

Affix  
recent passport size  
photograph  
here



# JAMIA MILLIA ISLAMIA

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**For office use only**

Application fee paid ☐  
Eligible Yes ☐  
No ☐

Sign .....

## APPLICATION FORM FOR APPOINTMENT ON THE NON-TEACHING POSITION

1. Candidate's Full Name


2. (i) Advt. No.:

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Dated:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(ii) Post applied for: .....

(iii) Deptt. / Office: .....

3. Father's / Husband's  
Name in Full

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4. Address:

(i) Correspondence:

(ii) Permanent:

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Pin: .....Mobile No: .....

Pin: .....Mobile No: .....

Email Id: (in Capital letter) ..... Nationality .....

5. Date of Birth: (Based on Matriculation/Hr. Sec. School Certificate)

Date 

--	--

 Month 

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 Year 

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6. Category GEN ☐ S.C. ☐ S.T. ☐ O.B.C. ☐ PWDs (Divyangjan) ☐ (Please tick the correct box)

7. Marital Status: Married ☐ Unmarried ☐ Widow ☐

8. Educational Qualifications: (Enclose the self-attested copies of all the Degrees, Marksheets, Certificates, etc.)

S. No.	Qualifications*	Board / University	Year	Div. / %age	Subjects
1	Matric/S.S.C.				
2	Inter./Sr. Secondary				
3	B.A./B.Com./B.Sc./B.E./B.Tech.				
4	M.A./M.Com./M.Sc./M.E./M.Tech.				
5	M.Phil.				
6	Ph.D.				
7	N.E.T.				
8	Others				

\* Strike out which is not applicable (Attach enclosures, if necessary)



**9. Details of Work Experience:-**

S. No.	Particulars of the Post	Period of Service			Pay Level	Name and Address of the Employer
		From	To	Total Period		

**10. If employed presently, furnish the following details:-**

(i) Pay Level ..... (ii) Basic Pay Rs. .... (iii) Allowances Rs. ....

(iv) Total Rs. .... (v) Date of next increment .....

**11. If appointed, time and notice required for joining the post:-****12. Name of two referees:-**

S. No.	Name of Referee	Address of the Referee	Period for which the referee is known to the candidate
1.			
2.			

**UNDERTAKING**

I have read the applicable guidelines, which are binding. I do hereby solemnly affirm and declare that the information given in the application, the statements made and the supporting documents enclosed with this application form are true and correct to the best of my knowledge and belief. If any information given by me in this application form is found to be fake, misrepresented or concealed, my candidature/appointment is liable to be rejected and I may be subjected to the legal/disciplinary proceedings.

Place: .....

Date: .....

(Signature of the Candidate)

**If employed, remarks of the Forwarding Authority.**

Attach separate sheet, if required.

Signature.....

Name .....

Designation.....

Address.....

Place.....

Date.....

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Advt. No..... Date .....

Particulars of Dr./ Mr./Mrs./Ms. ....

Name, Address and Contact No. for correspondence	Date of Birth, Mother Tongue & Other Languages	Academic Qualifications				Details of Work Experience			
		Exams.	Board / University	Year	Percentage/ CGPA	Employer	Post & Level	From-To	Total Years
Name:-	Date of Birth: .....	10 <sup>th</sup> Passed							
Address for correspondence:-	(as on 31.07.2025) Age: .....Years	12 <sup>th</sup> Passed							
	Mother Tongue: .....	Graduation .....							
Post applied for:-	Other Languages: .....	Post Graduation .....							
Mobile:-									
Email id (in capital letter):-	Category (Gen/OBC/SC/ST/PwBD) :-	Others:- ..... .....							

Date: .....

(Candidate's Signature)

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## **ACKNOWLEDGEMENT**

Received an application from Dr./Mr./Mrs./Ms. \_\_\_\_\_

applied for the post of \_\_\_\_\_ in

the Deptt. / Office \_\_\_\_\_ in response to the

Advt. No . \_\_\_\_\_ Dated \_\_\_\_\_ along with payment receipt

Transaction No./ID/Ref. No./UTR No./UPI No. \_\_\_\_\_ Dated

\_\_\_\_\_

**Date:.....**

**(Signature of the Receiver)**