

Jamia Millia Islamia

(A Central University)

NAAC Accredited Grade "A++"

Jamia Nagar, New Delhi-110025

Advt. No. 02/2025-26 (NT) Dated 02.12.2025

Applications on the prescribed form are invited for various Non-Teaching positions in Jamia Millia Islamia so as to reach in the **Recruitment & Promotion Section**, 2nd Floor, Registrar's Office, Jamia Millia Islamia, Maulana Mohamed Ali Jauhar Marg, Jamia Nagar, New Delhi-110025 latest by **26.12.2025** 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 (*marked with a * sign*), 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, Indian Post slip/courier company 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. 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:-

- i. Proficiency in English and good communication skills.
- ii. Knowledge of Hindi and Urdu.

Skill Test Norms on Computer:-

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

Transcription: 50 minutes (English)

Age Limit: 40 years

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2. (a) Personal Assistant (English) (12)* – 01 post reserved for OH

(b) Personal Assistant (Hindi) (03)

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 or Hindi with minimum speed of 100 wpm.
- iii. Proficiency in Typing in English or Hindi with minimum speed of 35/30 wpm respectively.
- iv. Knowledge of Computer Applications.
- v. Three years experience as Stenographer or equivalent in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution.

Desirable:-

- i. Proficiency in English and good communication skills.
- ii. Knowledge of Hindi and Urdu.

Skill Test Norms on Computer:-

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

Transcription: 40 minutes (English)/ 55 minutes (Hindi)

Age Limit: 40 years

3. (a) Stenographer (English) (08)* – 01 post reserved for OH

(b) Stenographer (Hindi) (02)

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 or Hindi with minimum speed of 80 wpm.
- iii. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively.
- iv. Knowledge of Computer Applications.

Desirable:-

- i. Proficiency in English and good communication skills.
- ii. Knowledge of Hindi and Urdu.

Skill Test Norms on Computer:-

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

Transcription: 50 minutes (English) / 65 minutes (Hindi)

Age Limit: 40 years

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PROPERTY SECTION

4. Land Record Superintendent (01)*

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

QUALIFICATIONS – ESSENTIAL:-

- i. Graduate
- ii. Training of Patwari as required in Revenue Department.
- iii. Eight years field experience of revenue/land record/patwari matters.
- iv. Knowledge of Hindi, Urdu and English.

Desirable:-

1. Basic knowledge of computer applications.
2. Experience in noting and drafting.

Age Limit: 40 years

5. Land Record Keeper (01)*

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

QUALIFICATIONS – ESSENTIAL:-

- i. Graduate with 05 years experience as Land Record Clerk in a Tehsil or Sub. Division Office.
- ii. Knowledge of Hindi, Urdu and English.

Age Limit: 40 years

FINANCE & ACCOUNTS OFFICE

6. Internal Audit Officer (01) - (On Deputation)

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

QUALIFICATIONS – ESSENTIAL:-

By drawing officers belonging to Audit and Accounts Services or other similar organised Accounts Services in Central / State Govt., holding analogous posts on regular basis.

OR

with three years regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.

OR

with five years regular service in Level 10 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.

Desirable:- Knowledge of Hindi and Urdu.

Age Limit: Preferably below 56 years

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7. Internal Audit Officer (01)

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

QUALIFICATIONS – ESSENTIAL:-

- i. Masters' Degree in any discipline with at least 55% of marks or its equivalent grade of B in the UGC 7 point scale from a recognised University / Institute.
- ii. Applicants should have a minimum of 10 years' experience in the field of Administration, Audit and Accounts, and have sound practical knowledge of all Government rules and financial regulations such as CPWD works manual, FRSR (Fundamental Rules and Supplementary Rules) & GFR (General Financial Rules), pay fixation, pensionary benefits, and other payments rules. The candidates should demonstrate proficiency in audit work related to construction, repairing, and maintenance of buildings. Strong communication and interpersonal skills are essential, along with excellent computer knowledge including proficiency in MS word and E-Office operations.

Desirable:-

- i. Good working knowledge of computer applications.
- ii. Knowledge of Hindi and Urdu.

Age Limit: 40 years

BUILDING & CONSTRUCTION DEPARTMENT

8. Superintendent Engineer (Civil) (01) - On 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.

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.
- iii) Knowledge of Hindi and Urdu.

Age Limit: Preferably below 56 years

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9. Executive Engineer (Civil) (01) – On Deputation

Pay Level – 11 (Pay Range: ₹ 67,700 – 2,08,700) Plus Allowances

QUALIFICATIONS ESSENTIAL:-

Officers holding analogous post or one below category with 3 years experience, in the CPWD / State Government PWD services or similar organized services / Semi Government / PSU / Statutory or Autonomous Organisation / University System.

Desirable:- Knowledge of Hindi and Urdu.

Age Limit: Preferably below 56 years

10. Assistant Engineer (Civil) (01)*

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

QUALIFICATIONS – ESSENTIAL:-

- 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.

Desirable:- Knowledge of Hindi and Urdu.

Age Limit: 40 years

11. Assistant Engineer (Electrical) (01)*

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

QUALIFICATIONS – ESSENTIAL:-

- 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.

Desirable:- Knowledge of Hindi and Urdu.

Age Limit: 40 years

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12. Junior Engineer (Civil) (10)*

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.

Desirable:- Knowledge of Hindi and Urdu.

Age Limit: 40 years

13. Junior Engineer (Electrical) (03)*

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.

Desirable:- Knowledge of Hindi and Urdu.

Age Limit: 40 years

14. Junior Engineer (Mechanical) (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.

Desirable:-

1. PG Diploma in Fire Safety, Lifts and Plumbing services.
2. Knowledge of Hindi and Urdu.

Age Limit: 40 years

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LIBRARY CADRE

15. Semi-Professional Assistant (04) – 01 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.

Desirable:- Knowledge of Hindi and Urdu.

Age Limit: 40 years

16. Library Attendant (06)*

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.

Desirable:- Knowledge of Hindi and Urdu.

Age Limit: 40 years

PROCTOR'S OFFICE

17. Security Assistant (09)*

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. Knowledge of Hindi, Urdu and English.

Desirable:- An Ex-Army/Para-Military Personnel with proper discharge certificate with Medical Category "AYE" and Character "Very Good" or equivalent.

Age Limit: 40 years

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INDIA ARAB CULTURAL CENTRE

18. Program Officer (01)

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

QUALIFICATIONS – ESSENTIAL:-

- i. Master's degree with at least 55% marks or equivalent from a recognized University / Institute.
- ii. Diploma / Certificate in Arabic of at least one year duration from a recognized University / Institute.
- iii. Ten years working experience of arrangement and organization of large-scale seminars, workshops, meetings, conferences and cultural programmes in any Central / State Govt. / University / PSU and other Central or State Autonomous Institution.

Desirable:-

- i. Diploma in Computer Applications of at least one year duration from a recognized University/ Institute.
- ii. Knowledge of Hindi and Urdu.

Age Limit: 40 years

UNIVERSITY GUEST HOUSE

19. Cook (01)*

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

QUALIFICATIONS ESSENTIAL:-

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 organisations.

Desirable:- Knowledge of Hindi and Urdu.

Age Limit: 40 years

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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. Knowledge of Hindi and Urdu is a desirable qualification for all the non-teaching positions.
6. 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.
7. Relevant grade, wherever the grading system is followed by recognized University, shall also be considered for establishing eligibility.
8. Candidates must enclose the self-attested copies of degrees, diplomas, mark-sheets, etc.
9. Canvassing, in any form or on behalf of the candidate will be a disqualification.
10. Separate application should be submitted for each post.
11. Candidate already in service must apply through proper channel.
12. Application received without requisite fee shall be rejected summarily.
13. Application Fee once paid shall not be refunded under any circumstances.
14. The University will not be responsible for any postal delay in case of receipt of application forms.
15. The University reserves the right to withdraw an advertisement, either partially or wholly, at any time without assigning any reason.
16. 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.
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.

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18. Application received late or without necessary supporting documents (Degree/ Certificates/Mark Sheets and experience certificate) not self-attested shall be rejected.
19. 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.
20. 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.
21. 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>.
22. 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.
23. 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.
24. The request for including any documents/information to the application form after the last date of submission of application shall not be entertained.
25. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
26. 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.
27. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
28. No TA/DA will be paid for appearing in any written test / Interview / skill test / practical / trade test for any post.
29. **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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Applications 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

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 OR UPI ID: jmirps@indianbk** only must be enclosed with the application form.

The details of Bank Account are given below:-

- | | | |
|---|---|--|
| (a) Name of Bank Account | : | JMI Recruitment & Promotions |
| (b) Name of the Bank | : | Indian Bank |
| (c) Branch | : | Jamia Millia Islamia |
| (d) Branch Code | : | 01622 |
| (e) Bank Account Number | : | 8078617425 |
| (f) Indian Financial System Code (IFSC) | : | IDIB000J029 |
| (g) SWIFT Code | : | IDIBINBBTSY (for international transaction) |
| (h) Address of the Bank | : | Maulana Mohd. Ali Jauhar Marg
Sports Complex (Bhopal Ground)
Jamia Nagar, New Delhi – 110025 |
| (i) Phone | : | 011-26985869 |


(Prof. Md. Mahtab Alam Rizvi)
Registrar

Date: 02.12.2025

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

- | | |
|--|----------------------|
| 1. The Rashtriya Sahara – Hindi (All India Editions) | <u>Ensuing Issue</u> |
| 2. The Statesman – English (Delhi Edition) | <u>Ensuing Issue</u> |


(Prof. Md. Mahtab Alam Rizvi)
Registrar

Date: 02.12.2025

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

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


(Maqsd Aalam)
Asstt. Registrar (RPS)

Date: 02.12.2025