

Jamia Millia Islamia, Jamia Nagar, New Delhi-110025
Local Advt. No. 12/2013-14 dated 30.08.2013

Requirement of staff under UGC funded Students' Mobility Project under Australia India Education Council (AIEC) attached with FTK-Centre for Information Technology, Jamia Millia Islamia.

Application on prescribed application forms are invited for contractual appointment of project staff under AIEC Students' Mobility project, so as to reach the application in the Office of the Rectt. & Promotion Section (RPS), Registrar's Office, JMI latest by **16.09.2013** {(during working days between 10:00 A.M to 01:00 P.M.) (Friday upto 12:00 Noon)}. The appointment will be made initially for a period of 180 days or till further orders whichever is earlier. The further extension in the contractual appointment will be on the basis of performance of the selected candidates.

1. Name of the Position: Project Coordinator (One)

Job Description

The successful candidate will be responsible for the planning and implementation of the credit transfer database project. Such activities will include, conceptualising the design and scope of the database; liaising with key stakeholders to gather data on credit transfer arrangements; and liaising with the IT contractor to develop the database. The project coordinator will also provide regular progress updates to the AIEC Secretariat (located at the Australian High Commission and the University Grants Commission and other stakeholders. In addition, the project coordinator shall take up any other work as required from time to time.

Salary: Rs 40,000/- to Rs. 45,000/- per month consolidated (To be fixed by the Selection Committee at the time of Interview commensurate to the suitability of the candidate)

Minimum Qualifications

B.Tech./Masters or equivalent degree in (Computer Science/Applications/ICT) with minimum 5 years of experience in the design, development and implementation of Web based Systems.

Desirable Skills

1. Strong project management, and implementation skills.
2. Strong communication skills in written and spoken English.
3. Strong interpersonal and representational skills.

2. Name of the Position: Technical Assistant (One)

Job Description

The successful candidate will be responsible for the portal maintenance work, including the following:

- Credit transfer data update and cross validation through Universities portals
- Keeping track on various online credit transfer databases
- Routine Data backup
- Upkeep of records
- Any other work as required for the smooth execution of the project

Salary: Rs 20,000/- to Rs. 25,000/- per month consolidated (To be fixed by the Selection Committee at the time of Interview commensurate to the suitability of the candidate)

Minimum Qualifications

B.Tech./Masters or equivalent degree in (Computer Science/Applications/ICT) with minimum 2 years of hands-on experience in portal maintenance/development using HTML/PHP/Java Frameworks/MySQL.

Desirable Skills

1. Strong communication skills in written and spoken English.
2. Strong interpersonal and representational skills.

Note – B:

1. Selection against vacancy shall not confer on the appointee any right of permanent appointment/regularization.
- 2.(a) The Jamia reserves the right to evolve a uniform and reasonable criterion for short-listing of eligible candidates, if needed.
(b) Jamia also reserves right to give preference to those who possess higher qualifications.
3. Candidate must enclose the attested copies of degrees, diplomas and mark-sheets etc. giving reference of experience/published work with application form.
4. Incomplete application or application on plain paper will not be entertained and is liable to be rejected.
5. Relaxation, if any, shall be as per the UGC guidelines and other regulatory bodies.
6. Candidate already in service must apply through proper channel.
7. Knowledge of Urdu and Hindi is a desirable qualification for all teaching posts.
8. The University reserves the right to hold/not to hold Selection Committee for any or all of the post (s)
9. Canvassing, in any form or on behalf of the candidate will be a disqualification.

The candidates may download application form from the University website www.jmi.ac.in.

Dated: **30.08.2013**

(Prof. Shahid Ashraf)
Registrar

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

1. All the Deans of the Faculties/Heads of the Departments/Institutions/Offices/ Centres/ Schools, JMI for information and display on their notice boards.
2. The Secretary to Vice-Chancellor, JMI;
3. The Finance Officer, JMI;
4. The Sr. P.A. to the Registrar, JMI;
5. **Notice Board:** (a) V.C's Office (b) Registrar's Office (c) Establishment Branch-1.

Dated: **30.08.2013**

(Rizwan Lateef Khan)
Asstt. Registrar (RPS)