

**Jamia Millia Islamia, Jamia Nagar, New Delhi-110025**  
**Local Advertisement Number 02/2017-18 Dated 17.04.2017**

**Contractual Engagement of Staff in the  
Centre for Distance and Open Learning**

Applications on prescribed forms (to be downloaded from the university website i.e. [jmi.ac.in](http://jmi.ac.in)) are invited for engagement of following staff purely on contractual basis for a period of three years, so as to reach the Office of Centre for Distance and Open Learning, Jamia Millia Islamia, New Delhi latest by **05.05.2017** during working days between 10:00 AM to 01:00 PM (Friday upto 12:00 Noon).

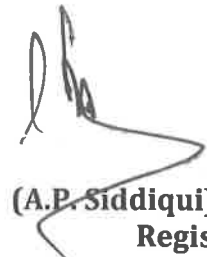
<b>Sr. No.</b>	<b>Name/Number of the Post (s)</b>	<b>Remuneration</b>	<b>Qualifications</b>
1.	Accounts Assistant (Four)	Consolidated Rs. 30,000/- . 5% annual increment based on appraisal report from the Hony. Director.	Graduate preferably Commerce Graduate.  Experience in handling accounts preferably in Distance and Open learning institutions.
2.	Office Assistant (Two)	Consolidated Rs. 30,000/- . 5% annual increment based on appraisal report from the Hony. Director.	Graduate.  5 Years Administrative experience preferably in Distance and Open Learning Institutions.
3.	UDC (Three)	Consolidated Rs. 22,000/- . 5% annual increment based on appraisal report from the Hony. Director.	Graduate.  3 Years Experience as LDC preferably in Distance and Open learning institutions.
4.	DTP Operator Multilingual (One)	Consolidated Rs. 22,000/- . 5% annual increment based on appraisal report from the Hony. Director.	Graduate with one Year Diploma in DTP Multilingual.
5.	Library Assistant (One)	Consolidated Rs. 22,000/- . 5% annual increment based on appraisal report from the Hony. Director.	B.Lib. in Information Science preferably with experience of working in Library in Distance and Open Learning institutions.

**Note:**

1. Selection against vacancy shall not confer on the appointee any right of permanent appointment/regularization;
2. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle her/him for being called for interview. The university reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit. The University may constitute a Screening Committee to scrutinize the applications and short-listing the candidates. Call letters for interview will be sent only to the short listed candidates and no correspondence will be made with applications who are not short listed;
3. Candidates must enclose the self attested copies of degrees, diplomas and marksheets etc giving details of experience in Open and Distance Learning Institution/Teaching/Non-Teaching in Government Sector (along with an experience certificate from the employer indicating the nature of 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. The number of vacancies indicated in the Local Advertisement is tentative. The University reserves the right to increase/decrease the number of posts, at the time of selection and make appointments accordingly, if more vacancies do exist in between the Local Advertisement and Selection Committee meetings;
7. Separate application(s) should be submitted for each post;
8. Application received late or without necessary supporting documents, Degree/Certificates/Marks Sheets and Experience Certificate not attested by the Head of the Department/Institutions/Gazetted Officer/Self-attestation shall be rejected summarily.
9. Qualifications, experience, etc. will be reckoned as on the last date for receipt of filled in application i.e. **05.05.2017**. Clear photocopies of all certificates must be attached with the application form. Any request for including any documents/information to the application form after the last date of submission of application shall not be entertained and no correspondence will be made in this regard.
10. Candidates already in service should apply through proper channel;

11. The university reserves the right to hold/not hold Selection Committee for any or all of the post (s)
12. Canvassing, in any form or on behalf of the candidate will be a disqualification;
13. Candidates must submit the application fee of **Rs. 500/- (Rs. 250/- for SC/ST Candidates and free for Disabled Person on producing the photocopy of relevant certificate)** through Bank Draft/IPO drawn in favour of **Jamia Millia Islamia, New Delhi-110025;**
14. The application form complete in all respect should reach on or before **05.05.2017** in the Office of Centre for Distance and Open Learning, at Gate No. 20, Jamia Millia Islamia, Maulana Mohammad Ali Jauhar Marg, Jamia Nagar, New Delhi-110025.

**Dated: 17.04.2017**

  
**(A.P. Siddiqui) IPS  
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 Department/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 Senior PA to the Registrar; and
5. Notice Board: (i) VCs Office, (ii) Registrar's Office and (iii) Establishment Branch.

**Dated 17.04.2017**

  
**Hony. Jt. Director (CDOL)**