



# Jamia Millia Islamia

(A Central University)

NAAC Accredited Grade "A"

Jamia Nagar, New Delhi-110025

## **Rolling Advt. No. 05/2017-18 dated 09.02.2018**

Applications on the prescribed forms are invited for the following posts in Jamia Senior Secondary School, Jamia Millia Islamia, so as to reach the Office of the Assistant Registrar (School Branch), Ground Floor, Registrar's Office, Jamia Millia Islamia, Jamia Nagar, New Delhi-110025 by **28.02.2018**

### **A. SCHOOL BRANCH POST:**

#### **1. @ One TGT (Maths) (Scale/PB 9300-34800 GP : 4600), Jamia Senior Secondary School.**

##### **Essential Qualification**

A Bachelor's Degree with at least 55% marks in aggregate with a B.Ed. Degree or its equivalent.

**OR**

Four years B.Sc.Ed. or B.A. Ed. (Integrated Degree Course of Regional College/Institute of Education of NCERT) with 55% marks.

**Desirable:** Ability to read and write Urdu.

#### **2. One School Social Worker (Scale/PB 9300-34800 GP : 4600), Jamia Senior Secondary School.**

##### **Essential Qualification**

i) A Master's Degree in Social Work with at least 55% marks in aggregate from a recognized University/Institution.

##### **Desirable:**

- i) Diploma in Guidance and Counselling.
- ii) 2 years experience as Social Worker in a recognised Secondary/Middle School/NGO.
- iii) Ability to read and write Urdu.

**@ Those candidates who have applied in response to Rolling Advt. No. 02/2016-17 dated 24.03.2017 need not apply again. However, they may submit their updated information for inclusion in the application form.**

### **Note-**

1. Selection against temporary post/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 him/her 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 test/interview will be sent only to the short-listed candidates and no correspondence will be made with applicants who are not short-listed.
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. **The University will not be responsible for any postal delay in case of receipt of application forms and issue of interview letters.**
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 and non-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.
10. The number of vacancies indicated in the Employment Notification and in this booklet are 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 advertisement and Selection Committee meetings.





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11. Separate application should be submitted for each post.
12. Application received late or without necessary supporting documents, Degree/Certificates/Mark Sheets and experience certificate not attested by the Head of the Department/Institutions/Gazetted Officer/Self attestation shall be rejected summarily. The claim of the disability shall be examined by the Medical Board of the University for accessing variation in the disability before issuing appointment letter if selected.
13. A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's/Graduate level for the SC/ST Physically and visually handicapped candidates.
14. Relevant grade which is regarded as equivalent of 55% where the grading system is followed by recognized University shall also be considered eligible.
15. Qualifications, experience, etc. will be reckoned as on the last date for receipt of filled-in applications i.e. **28.02.2018**. Clear photocopies of all important certificates must be attached with the application form. The 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.

The application form, advertisement and qualifications are available on **Jamia's website** <http://jmi.ac.in>. The application form may be downloaded from <http://jmi.ac.in/upload/menuupload/JobForm.pdf> and submitted along with 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. The application form complete in all respect should reach on or before **28.02.2018** in the Office of the Asstt. Registrar (School Branch), Ground Floor, Registrar's Office, Jamia Millia Islamia, Jamia Nagar, New Delhi-110025 during working days between 10:00 A.M. to 05:00 P.M. (Friday upto 12:00 Noon), during working days between 10:00 A.M. to 04:00 P.M. (Friday upto 12:00 Noon).


**Dated: 09.02.2018**

  
(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 the Departments/Institutions/Offices/ Centres/ Schools, JMI for information and display on their notice boards.
2. The Hony. Director, FTK Center for Information Technology (CIT) for uploading on Jamia's website.
3. The Secretary to Vice-Chancellor, JMI;
4. The Finance Officer, JMI;
5. The Secretary to the Registrar, JMI;
6. **Notice Board:** (a) V.C's Office (b) Registrar's Office (c) Recruitment & Promotion Section.

**Dated: 09.02.2018**

  
(Naseem Fatima)  
Asstt.Registrar (Schools)