# Jamia Millia Islamia

(A Central University)
**NAAC Accredited Grade "A++"**
Jamia Nagar, New Delhi-110025

## Advt. No. 01/2026-27 (NT) Dated 10.11.2026

Online applications are invited from Indian Nationals *(including Overseas Citizen of India Cardholders)* for recruitment on various Non-Teaching positions in Jamia Millia Islamia. The process of receiving the application forms through online portal: **https://jobs.jmi.ac.in** shall start from **12.11.2026**. Last date for receiving the application forms shall be **11.12.2026**. The candidates are required to submit the Hard Copy of their application form complete in all respects either by speed post/courier or personally in the Recruitment & Promotion Section, 2nd Floor, Registrar's Office, Jamia Millia Islamia, Jamia Nagar, New Delhi-110025 by **21.12.2026**. The candidates are advised to go through the General Instructions, Terms & Conditions carefully before filling-up the online Application Form.

## IMPORTANT NOTE

**Candidates who had applied earlier against the Advt. No. 02/2025-26 (NT) Dated 02.12.2025 for the non-teaching positions marked with an asterisk (*) sign in this advertisement are required to apply afresh online. However, such candidates shall be exempted from making the payment of application fee prescribed for that position(s) on enclosing the original acknowledgement receipt of application or valid Indian Post slip/Courier company slip 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. Assistant Registrar (03)**

Pay Level – 10 (Pay Range: ₹ 56,100 – 1,77,500) 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. At least three years experience as Section Officer (Pay Level 7 and above) working on regular basis in any Central/State Govt. Office/Central or State Govt. University or in other Central/State Govt. Autonomous Institution.

iii. The appointment under direct recruitment shall be made through an All India open competition by conducting a Written Test and Interview.

Desirable:-

i. The applicant should have worked in various sections of a Central/State Govt. Office /Central or State Govt. University or in other Central/ State Govt. Autonomous Institution.

ii. Knowledge of Hindi and Urdu.

Age Limit: 40 years

**2. Section Officer (04)**

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

QUALIFICATIONS – ESSENTIAL:-

i. A Bachelor's Degree in any discipline from any recognised Institute/ University.
ii. Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central/State Govt. Office/Central or State Govt. University or in other Central/State Govt. Autonomous Institution.
iii. Proficiency in Computer Operation, noting and drafting.

Desirable:- Knowledge of Hindi and Urdu.

Age Limit: 40 years

**3. Assistant (03)**

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

QUALIFICATIONS – ESSENTIAL:-

i. Bachelor Degree from a recognized University / Institution.
ii. Three years of experience as UDC or equivalent in the Level 4 OR Eight years as LDC in Level 2 in any Central/State Govt. Office/Central or State Govt. University or in other Central/State Govt. Autonomous Institution.
iii. Proficiency in Typing, Computer applications, noting and drafting.

Desirable:- Knowledge of Hindi and Urdu.

Age Limit: 40 years

**4. Upper Division Clerk (UDC) (10)**

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

QUALIFICATIONS – ESSENTIAL:-

i. A Bachelor's Degree from any recognized Institute/ University.
ii. Two years experience as Lower Division Clerk or equivalent posts in any Central/State Govt. Office/Central or State Govt. University or in other Central/State Govt. Autonomous Institution.
iii. Speed in English Typing @ 35 wpm or Speed in Hindi/Urdu Typing @ 30 wpm
iv. Proficiency in Computer Operations.

Desirable:- Knowledge of Hindi and Urdu.

Age Limit: 40 years

**5. Hindi Typist (02)**

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

QUALIFICATIONS – ESSENTIAL:-

i. A Bachelor's Degree from any recognized Institute/ University.
ii. Minimum typing speed of 30 WPM in Hindi.

Desirable:- Knowledge of Urdu.

Age Limit: 40 years

**6. Urdu Typist (04)**

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

QUALIFICATIONS – ESSENTIAL:-

i. A Bachelor's Degree from any recognized Institute/ University.
ii. Minimum typing speed of 30 WPM in Urdu.

Desirable:- Knowledge of Hindi.

Age Limit: 40 years

## PROPERTY SECTION

**7. 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

**8. 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

**9. 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

**10. Assistant Finance Officer (02)**

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

QUALIFICATIONS – ESSENTIAL:-

i. Master's Degree in Commerce/ Master in Business Administration (Finance) with at least 55% marks or its equivalent grade CGPA/UGC point scale from a Govt. recognized Central/State University/ Institution.

ii. At least 05 years experience in educational administration at the level not lower than an Accountant/Section Officer in Pay Level 7 in a Govt. Office/University or Govt. Autonomous bodies having good knowledge of Financial System & Administration.

iii. Persons having qualification of CAIIB/Cost & Works/ Company Sectt. of statutory body and of computer application will be preferred.

Desirable:- Knowledge of Hindi and Urdu.

Age Limit: 40 years

**11. Accountant (02)**

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

QUALIFICATIONS – ESSENTIAL:-

i. A Bachelor's Degree in Commerce with First Division from a Govt. recognized Central/State University/Institution.

ii. Three years experience as Assistant in Level 6 or eight years as UDC in Level 4 of handling the Accounts related work in any Central / State Govt./University and other Central or State Autonomous Institutions.

iii. Proficiency in Computer Operation, noting and drafting.

iv. Knowledge of Hindi and Urdu.

Desirable:-

i. Candidates with knowledge of accounts would be preferred.
ii. Knowledge of Hindi and Urdu.

Age Limit: 40 years

## BUILDING & CONSTRUCTION DEPARTMENT

**12. 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

**13. 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

**14. Electrician (05)**

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

QUALIFICATIONS – ESSENTIAL:-

i. Sr. Sec. School Certificate (10+2) from a recognized Board.
ii. Certificate in Electrician Trade from I.T.I./recognized Technical Institution.
iii. At least Four years experience of maintenance of starter, motor binding and wireman in any Central/State Govt. Office/Central or State Govt. University or in other Central/State Govt. Autonomous Institution.

**OR**

i. High School from a recognized Board.
ii. At least Six years experience in construction and/or maintenance of electrical installations & maintenance of starter, motor etc. in any Central/State Govt. Office/Central or State Govt. University or in other Central/State Govt. Autonomous Institution.

Desirable: Knowledge of Hindi and Urdu.

Age Limit: 40 years

**15. Plumber (03)**

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

QUALIFICATIONS – ESSENTIAL:-

i. Sr. Sec. School Certificate (10+2) from a recognized Board.
ii. Certificate in Plumbing Trade from I.T.I./recognized Technical Institution.

**OR**

i. High School from a recognized Board.
ii. At least Six years experience in relevant field after passing High School in any Central/State Govt. Office/Central or State Govt. University or in other Central/State Govt. Autonomous Institution.

Desirable: Knowledge of Hindi and Urdu.

Age Limit: 40 years

**16. Carpenter (05)**

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

QUALIFICATIONS – ESSENTIAL:-

i. Sr. Sec. School Certificate (10+2) from a recognized Board.
ii. Certificate in Carpenter Trade from I.T.I./recognized Technical Institution.

**OR**

i. High School from a recognized Board.
ii. At least Six years experience in relevant field after passing High School in any Central/State Govt. Office/Central or State Govt. University or in other Central/State Govt. Autonomous Institution.

Desirable: Knowledge of Hindi and Urdu.

Age Limit: 40 years

**17. Whitewasher (02)**

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

QUALIFICATIONS – ESSENTIAL:-

i. Sr. Sec. School Certificate (10+2) from a recognized Board.
ii. Six years experience as Whitewasher in any Central/State Govt. Office/Central or State Govt. University or in other Central/State Govt. Autonomous Institution.

Desirable: Knowledge of Hindi and Urdu.

Age Limit: 40 years

**18. Mason (01)**

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

QUALIFICATIONS – ESSENTIAL:-

i. Sr. Sec. School Certificate (10+2) from a recognized Board.
ii. Certificate in Mason Trade from I.T.I./recognized Technical Institution.

**OR**

i. High School from a recognized Board.
ii. At least Six years experience in relevant field after passing High School in any Central/State Govt. Office/Central or State Govt. University or in other Central/State Govt. Autonomous Institution.

Desirable: Knowledge of Hindi and Urdu.

Age Limit: 40 years

**19. Wireman (03)**

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

QUALIFICATIONS – ESSENTIAL:-

i. High School from a recognized Board.
ii. Wireman's (Grade-II) Certificate of competency.
iii. At least Two years experience of internal wiring work, installation of consume, service mains and meter board in any Central/State Govt. Office/Central or State Govt. University or in other Central/State Govt. Autonomous Institution.

Desirable: Knowledge of Hindi and Urdu.

Age Limit: 40 years

**20. Beldar (06)**

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

QUALIFICATIONS – ESSENTIAL:-

i. High School from a recognized Board.
ii. General suitability with good physique for the following unskilled job:-
   a) Path work;
   b) Carriage of materials & assisting artisans & seniors in their work in the Department.
   c) Adequate experience in the line concerned in any Central/State Govt. Office/Central or State Govt. University or in other Central/State Govt. Autonomous Institution.

Desirable: Knowledge of Hindi and Urdu.

Age Limit: 40 years

**21. Mate (04)**

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

QUALIFICATIONS – ESSENTIAL:-

i. High School from a recognized Board.

ii. At least Six years experience as Mate/Supervisor in the relevant field after passing High School in any Central/State Govt. Office/Central or State Govt. University or in other Central/State Govt. Autonomous Institution.

Desirable: Knowledge of Hindi and Urdu.

Age Limit: 40 years

## DR. ZAKIR HUSAIN LIBRARY

**22. Professional Assistant (01)**

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

QUALIFICATIONS – ESSENTIAL:-

i. Master's Degree in Library & Information Science from any recognised University /Institution with 02 years experience in the relevant field in a University/Research establishment/Central/State Govt./PSU and Library of other autonomous Institutions.

**OR**

Bachelor's Degree in Library / Library and Information Science from any recognised Institute/ University with 03 years experience in the relevant field in a University/Research Establishment/Central/State Govt./PSU and Library of other autonomous Institutions.

ii. Knowledge of Computer Applications.

Desirable: Knowledge of Hindi and Urdu.

Age Limit: 40 years

## HORTICULTRE DEPARTMENT

**23. Garden Superintendent (01)**

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

QUALIFICATIONS – ESSENTIAL:-

i. M.Sc. in Agriculture/Horticulture/Botany from a Govt. recognized University/Institution.

ii. At least 5 years experience as Garden Supervisor or equivalent post in any Central/State Govt. Office/Central or State Govt. University or in other Central/State Govt. Autonomous Institution.

**OR**

i. B.Sc. in Agriculture/Horticulture/Botany from a Govt. recognized University/Institution.

ii. At least 10 years experience in Horticulture/Agriculture out of which, 05 years should as Garden Supervisor or equivalent in any Central/State Govt. Office/Central or State Govt. University or in other Central/State Govt. Autonomous Institution.

Desirable: Knowledge of Hindi and Urdu.

Age Limit: 40 years

**24. Garden Supervisor (02)**

Pay Level – 5 (Pay Range: ₹ 29,200 – 92,300) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

i. B.Sc. Agriculture / Horticulture with First Division from a Govt. recognized University/Institution.
ii. At least 05 years extensive practical experience in any Central/State Govt. Office/Central or State Govt. University or in other Central/State Govt. Autonomous Institution.

Desirable: Knowledge of Hindi and Urdu.

Age Limit: 40 years

**25. Horticulture Assistant (02)**

Pay Level – 3 (Pay Range: ₹ 21,700 – 69,100) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

B.Sc. in Agriculture/Horticulture with minimum 55% marks from a Govt. recognized University/Institution.

Desirable: Knowledge of Hindi and Urdu.

Age Limit: 40 years

## DR. M. A. ANSARI HEALTH CENTRE

**26. Pharmacist (03)**

Pay Level – 5 (Pay Range: ₹ 29,200 – 92,300) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

Bachelor Degree in Pharmacy/ B. Pharma from a Govt. recognized College/Institution with 03 years of experience in a Govt. Hospital/Institute or Corporate Hospital of repute.

Desirable: Knowledge of Hindi and Urdu.

Age Limit: 40 years

**27. Dresser (02)**

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

QUALIFICATIONS – ESSENTIAL:-

i. 10+2 or equivalent with Biology as a subject from a Govt. recognized Board/Institution.
ii. Two years experience in Surgical ward/OPD/OT in a Govt./ Corporate Hospital of repute/ Medical College and with elementary knowledge of first aid or handling of dressing wounds.

Desirable: Knowledge of Hindi and Urdu.

Age Limit: 40 years

**28. Medical Attendant (01)**

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

QUALIFICATIONS – ESSENTIAL:-

i. 10+2 or equivalent with Biology as a subject from a Govt. recognized Board/Institution.

ii. Two years experience in Surgical ward/OPD/OT in a Govt./ Corporate Hospital of repute/ Medical College and with elementary knowledge of first aid or handling of dressing wounds.

Desirable: Knowledge of Hindi and Urdu.

Age Limit: 40 years

## FACULTY OF DENTISTRY

**29. Photographer (01)**

Pay Level – 5 (Pay Range: ₹ 29,200 – 92,300) Plus Allowances

QUALIFICATIONS – ESSENTIAL:-

i. Graduate in any discipline from a Govt. recognized University/Institute.

ii. PG Diploma / Diploma in Photography / Still Photography with three years working experience of handling/ exposing and Printing of Black & White and Colour Films.

iii. Knowledge of Printing & Processing of Black & White and Colour Films.

Desirable:-

i. Knowledge of operation of:
   a) Video equipment ½"
   b) Cine Projectors (35 mm and 16 mm).

ii. Knowledge of Hindi and Urdu.

Age Limit: 40 years

**30. Store Keeper (01)**

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

QUALIFICATIONS – ESSENTIAL:-

Bachelor Degree in Pharmacy/ B. Pharma from a Govt. recognized College/Institution with 03 years of experience in a Govt. Hospital/Institute or Corporate Hospital of repute.

Desirable: Knowledge of Hindi and Urdu.

Age Limit: 40 years

**31. Chair Side Attendant (03)**

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

QUALIFICATIONS – ESSENTIAL:-

i. Senior Secondary from a Govt. recognized Board.
ii. At least Two years experience in relevant field.

Desirable: Knowledge of Hindi and Urdu.

Age Limit: 40 years

## AJK MASS COMMUNICATION & RESEARCH CENTRE

**32. Video Editor (01)**

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

QUALIFICATIONS – ESSENTIAL:-

i. Graduate degree in any discipline from a recognized university / institution.
ii. Diploma (at least one year duration) in Video Editing from a recognized / reputed institution.
iii. At least 05 years of working experience as Video Editor in in any Central/State Govt./University or in other Central/ State Autonomous Institution.

Desirable:-

i. Working experience of video editing software's namely FCP Adobe, Graphics and VFX, Sound editing, Colour grading, etc.
ii. Ability to assist the students in practical with latest editing machine & softwares.
iii. Experience of video editing of educational programmes.

Age Limit: 40 years

**33. Caretaker (01)**

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

QUALIFICATIONS – ESSENTIAL:-

i. Graduate in any discipline from a recognized University / Institute.
ii. At least eight years working experience in a reputed Hotel or Canteen/Guest House of a Central/State Govt. Office/Central or State Govt. University or in other Central/State Govt. Autonomous Institution.

Desirable:-

i. Experience in Caretaking-cum-Monitoring Work.
ii. Knowledge of Hindi, Urdu and English.

Age Limit: 40 years

## UNIVERSITY GUEST HOUSE

**34. Cook (01)***

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

QUALIFICATIONS ESSENTIAL:-

i. 10th Class from a recognized Board.

ii. ITI Trade certificate in Bakery and Confectionery (one year duration)

**OR**

One year Diploma in Cookery or equivalent.

iii. 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

## SANITATION UNIT

**35. Sanitary Inspector (01)**

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

QUALIFICATIONS – ESSENTIAL:-

i. Graduate in any discipline from a recognized University/Institution.

ii. Sanitary Inspector/Supervisor Certificate or equivalent course from a recognized institution.

iii. At least two years experience of working in a Central/State Govt. recognized Municipality/Public Health Department etc.

iv. Knowledge of Hindi and Urdu.

Age Limit: 40 years

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## GENERAL INSTRUCTIONS, TERMS & CONDITIONS

1. **Application along with the prescribed application fee are to be submitted online mode ONLY through JMI's online portal i.e. https://jobs.jmi.ac.in.**
2. **After successful submission of online Application Form, the candidate shall be required to**:-
   - ❖ Download and take a printout of the PDF version of the submitted Application Form on A4-size paper.
   - ❖ Affix his/her signature and paste a recent, front-facing photograph at the designated place on the printed Application Form.
   - ❖ Enclose the self-attested copies of the following documents along with the printed Application Form:-
     (a) High School Marksheet along with its Certificate from a recognized Board.
     (b) Intermediate Marksheet along with its Certificate from a recognized Board.
     (c) Graduation Marksheet along with its Degree from a recognized University/Institution.
     (d) Post Graduation Marksheet along with its Degree from a recognized University/Institution.
     (e) Experience Certificate(s) clearly indicating the designation/post held, date of appointment, period/duration of appointment, and the applicable Scale of Pay/Pay Band and Grade Pay/Pay Level, as the case may be.
     (f) Any other document(s)/certificate(s) required to establish the fulfilment of the essential/desirable qualifications prescribed for the post.
     (g) Any document(s)/certificate(s) in support of any relaxation claimed by the candidate, as permissible under the provisions of this Advertisement.

   **NOTE**: Applications not accompanied by the self-attested copies of the aforesaid documents shall be summarily rejected. Candidates must super-scribe on the top-left side of the cover, the Post applied for, Advertisement Number and its date.
3. **SUBMISSION OF HARD COPY OF APPLICATION IS MANDATORY**: Candidates have to submit hard copy of the application (single copy) along with the self-attested copies of all the documents claimed by them in the online application. The supporting documents should be serially numbered and the serial numbers are endorsed against the relevant entry in the hard copy of the application. Hard copy of the application form, complete in all respects, shall be submitted either by speed post/courier or personally in the "**Recruitment & Promotion Section, 2nd Floor, Registrar's Office, Jamia Millia Islamia, Jamia Nagar, New Delhi-110025**" by **21.12.2026**.
4. Qualifications, experience, age, etc. will be reckoned as on the last date for receipt of filled-in application form i.e. **11.12.2026**.
5. 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.
6. Wherever the word '***equivalent***' in the qualification/experience has been mentioned, it means '***equal in terms of Pay Level/Pay Band, Grade Pay and nature of work performed in that particular designation***' and it should be certified by authorized signatory of the department on official letterhead with stamp in clear term or expression.

7. Hard copy of the application received late or without necessary supporting documents (Degree/ Certificates/Marksheets & experience certificate) not self-attested shall be rejected.
8. 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.
9. 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 of submission of application for direct recruitment.
10. Knowledge of Hindi & Urdu is a desirable qualification for all the non-teaching positions.
11. 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 written/ skill/trade test/interview, etc. 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 shortlisting the candidates. Call letters for written/skill/trade test/interview, etc will be sent only to the shortlisted candidates and no correspondence will be made with applicants who are not shortlisted.
12. 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.
13. Relevant grade, wherever the grading system is followed by recognized University, shall also be considered for establishing eligibility.
14. Canvassing, in any form or on behalf of the candidate will be a disqualification.
15. Separate application should be submitted for each post.
16. Candidate already in service must apply through proper channel.
17. Application Fee once paid shall not be refunded under any circumstances.
18. The University will not be responsible for any postal delay in case of receipt of application forms.
19. The University reserves the right to withdraw an advertisement, either partially or wholly, at any time without assigning any reason.
20. For Madarsa background applicants, certificate equivalent to High School, Intermediate or Graduation etc. will be considered if the same has been obtained from Madaris/Institutions recognized by the University.
21. Those who are in employment with State/Central Govt./PSU/Autonomous Bodies must enclose a "**NO OBJECTION CERTIFICATE**" from the employer in the format as prescribed at **Annexure A** at the time of submitting the hard copy of the application form. Failure to submit the NOC will lead to cancellation of candidature.
22. 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.

23. 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.
24. 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.
25. 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 online application form. The candidates are advised to visit the University's website: **https://www.jmi.ac.in** on regular intervals for any announcement(s).
26. In case of any inadvertent mistake in the process of screening/selection, which may be detected at any stage even after the issue of offer letter/appointment letter, the University reserves right to modify/withdraw/cancel without any communication made to the candidate.
27. All correspondence from the University regarding the written/skill/trade test/ interview, etc, 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.
28. The request for including any documents/information to the application form after the last date of submission of application shall not be entertained.
29. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
30. 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.
31. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
32. No TA/DA will be paid for appearing in any written/skill/trade test/interview, etc for any post.
33. **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.

| **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 |

# Jamia Millia Islamia

(A Central University)
**NAAC Accredited Grade "A++"**
Jamia Nagar, New Delhi-110025

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

1. Amar Ujala – Hindi (All India Editions) **Ensuing Issue**
2. The Statesman – English (Delhi Edition) **Ensuing Issue**

**(Prof. Md. Mahtab Alam Rizvi)**
**Registrar**

**Date: 10.11.2026**

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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.

**Date: 10.11.2026**

**Asstt. Registrar (RPS)**

**Jamia Millia Islamia**
(A Central University)
**NAAC Accredited Grade "A++"**
Jamia Nagar, New Delhi-110025

**ANNEXURE – A**

## NO OBJECTION CERTIFICATE (NOC)

**Endorsement/Certificate to be furnished by the Employer/Head of Office/Forwarding Authority**

**(FOR APPLYING THROUGH PROPER CHANNEL)**

1. It is certified that Mr./Mrs./Miss/Dr. _____ Designation _____ in Pay Level _____ is presently working in the temporary/ permanent capacity with effect from _____. This organization has no objection for his/her applying to the post of _____ against Advt. No._____.

2. It is also certified that no disciplinary/vigilance case has ever been contemplated or pending against him/her and his/her integrity is beyond doubt.

3. In the event of his/her selection, he/she will be relieved from the services of the _____ (Organization name).

4. This NOC may please be treated as applied through proper channel.

Signature:_____

Date: Name: _____

Place: Designation: _____

**NOTE**: This certificate should be produced on respective organization's letter head duly signed by the Competent Authority