



कुलसचिव कार्यालय

Office of the Registrar

دفتر مسجل

F.No. DPC/RPS/RO/JMI/2025


14.08.2025

**CIRCULAR**

Applications are invited from eligible regular staff members working in Jamia Millia Islamia for filling up the following vacant non-teaching positions on the basis of seniority cum fitness through the Departmental Promotion Committee:-

S.No.	Name of the Post	Eligibility Criteria
1.	Deputy Registrar	Graduate with five years of regular service as Assistant Registrar in Pay Level 11 or ten years as Assistant Registrar in Pay Level-10.
2.	Private Secretary	Personal Assistant with 05 years regular service in Pay Level 6, subject to qualifying the stenography test as per UGC's CRR Guidelines-2022.

The eligible candidates are required to submit their application on the prescribed form available on the University's website duly forwarded by their respective Head in the Recruitment & Promotion Section along with their all educational certificates latest by **25.08.2025**.

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

Copy to:-

1. All Deans of the Faculties/Head of the Departments/Centres/Offices/Schools *with the request to kindly circulate the above notice among the non-teaching staff.*
2. The Secretary to VC, J.M.I
3. The Assistant Registrar, Establishment Section – NT, JMI
4. The Secretary to Registrar's Secretariat, JMI
5. File

  
Assistant Registrar (RPS)