

जामिया मिल्लिया इस्लामिया

(केन्द्रीय विश्वविद्यालय) (नैक प्रत्यायित 'A++' ग्रेड)
मौलाना मोहम्मद अली जौहर मार्ग, नई दिल्ली-110025

JAMIA MILLIA ISLAMIA

(A Central University) (NAAC Accredited 'A++' Grade)

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कुलसचिव कार्यालय

Office of the Registrar

دفتر مسجل

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

04.11.2025

NOTIFICATION

All the candidates who have applied for the posts of **Section Officer, Assistant, Lower Division Clerk (LDC) and Multi Tasking Staff (MTS)** advertised vide **Advt. No. 01/2025-26 (NT) Dated 27.06.2025** are hereby informed that the Written/Skill Test shall be conducted as per the enclosed Syllabi.

The Date, Time and Venue of the Written/Skill Test for the above mentioned non-teaching positions will be notified separately.


(Prof. Md Mahtab Alam Rizvi)
Registrar

Encl. As above

Copy to for information:-

1. The Secretary to VC, J.M.I.
2. The Secretary to Registrar, J.M.I.
3. The Offg. Director, FTK-CIT, J.M.I. *with request to upload it on University's website.*
4. Notice Board
5. Concerned File


Asstt. Registrsar (RPS) 4/11/2025

**Scheme of the Examination for various non-teaching posts advertised vide
Advt. No. 01/2025-26 (NT) Dated 27.06.2025**

S. No.	Name of the Post	Description	Weightage	Syllabus in brief
1.	Section Officer	Written Test	75%	Knowledge of General Studies, Reasoning, General Mathematics, Hindi, Urdu, English, Service Rules, GoI Rules, RTI Act, NEP-2020, University Act, Statute and Ordinance, functional and procedural aspects of the work profile of the post concerned.
		Skill Test	25%	Subjective questions related to noting / drafting, communication skills, etc. in English and Hindi language.
2.	Assistant	Written Test	75%	Knowledge of General Studies, Reasoning, General Mathematics, Hindi, Urdu, English, Service Rules, GoI Rules, RTI Act, NEP-2020 University Act, Statute and Ordinance, functional and procedural aspects of the work profile of the post concerned.
		Skill Test	25%	Subjective questions related to noting / drafting, communication skills, etc. in English and Hindi language.
		Typing Test	Qualifying in nature	Typing test @ 35 WPM in English.
3.	Lower Division Clerk (LDC)	Written Test	75%	Knowledge of General Studies, Reasoning, General Mathematics, Hindi, Urdu, English, Service Rules, GoI Rules, RTI Act, NEP-2020 University Act, Statute and Ordinance, functional and procedural aspects of the work profile of the post concerned.
		Skill Test	25%	Management of Administrative units of the University, Understanding of Manual of Office Procedures, Noting and Drafting, etc.
		Typing Test	Qualifying in nature	Typing test @ 35 WPM in English
4.	Multi Tasking Staff (MTS)	Written Test	75%	Knowledge of General Studies, Reasoning, General Mathematics, Computers, Hindi, Urdu and English
		Skill Test	25%	Basic knowledge pertaining to the functional and procedural aspects of the work profile of the post concerned, basic correspondence, File management, basic knowledge of computers.

General Instructions

1. Total duration of the (Written + Skill) Test shall be three hours for the posts of Section Officer and Assistant whereas, the said duration shall be two hours for the posts of LDC and MTS.
2. Minimum Qualifying Marks in the (Written + Skill) Test shall be 45 marks out of 100 marks.
3. Written Test consisting of Multiple Choice Questions (MCQs) as per the syllabus: Max. 75 marks.
4. Skill Test shall consist the following:-
 - a) Multiple Choice Questions (MCQs) as per the syllabus: Max. 25 marks for the posts of MTS and LDC.
 - b) Subjective test as per the syllabus: Max. 25 marks for the posts of Section Officer and Assistant.
5. The candidates have to answer the questions on OMR sheet for the MCQs test. However, a separate copy will be provided for the subjective test for the posts of Section Officer and Assistant.
6. Each MCQ question will carry 01 mark for the correct answer.
7. There shall be no negative marking for wrong answers.
8. As per the merit of the score secured by the candidates in the (Written + Skill) Test, the candidates shall be called to appear for the Typing test for the posts of Assistant and LDC.
9. The typing test for the aforesaid posts shall be of qualifying nature only.
10. Admit card having details like Roll No., date and time of the test along with the venue of the Test centres will be issued to the candidates on their email IDs.
11. The final selection shall be made as per the merit of the score secured by the candidates in the (Written + Skill) Test *(for the posts of Assistant and LDC: only those who qualify in the Typing test).*