

RECRUITMENT & PROMOTION SECTION
OFFICE OF THE REGISTRAR, JAMIA MILLIA ISLAMIA
JAMIA NAGAR, NEW DELHI-110025

Local Advt. No. 03/2025-26 Dated 20.06.2025

Applications on prescribed application form *(to be downloaded from the university's website www.jmi.ac.in)* are invited from the retired Government employees who have retired from the posts of CAG/Central Secretariat, Ministry of Finance-GOI or Central/State Autonomous bodies and Central Universities (Under Secretary/Accounts Officer/Section Officer or equivalent) for engagement as **Consultant (Audit)** purely on contractual basis in the Office of the Internal Audit Officer, Jamia Millia Islamia.

Applicants should have a minimum of 10 years' experience in the field of Administration, Audit and Accounts, and sound practical knowledge of all Government rules and financial regulations such as CPWD works manual, FRSR (Fundamental Rules and Supplementary Rules) & GFR (General Financial Rules), pay fixation, pensionary benefits, and other payments rules. The candidates should demonstrate proficiency in audit work related to construction, repairing, and maintenance of buildings. Strong communication and interpersonal skills are essential, along with excellent computer knowledge including proficiency in MS word and E-Office operations.

A. Job Profile

1. Audit work relating to construction, repairing, maintenance work of existing buildings, pensionary claims, leave encashment claims, leave salary contribution, pay fixation, pay anomaly cases, MACP, DACP, audit of bills (TA, LTC, Medical, Wages, Fees, AMC, Repairs, Construction, Purchases, etc.) for checking & ensuring compliance of applicable rules/regulations & procedures.
2. Internal Audit of various units/departments of the university.
3. Any other work as assigned by the Competent Authority from time to time.

B. Tenure of Engagement, Remuneration, Leave, Allowances, etc.

1. A person should not be more than 62 years and in good health at the time of applying for the above post.
2. The consultants shall be engaged initially for a period of 180 days or till attaining the age of 65 years, whichever is earlier. The engagement will be extendable based on the performance and requirement, which shall be considered on case to case basis.
3. Working hours shall normally be from 09:00 AM to 05:30 PM during working days. However, in exigencies of work, he/she may be required to sit late and may also be called on Saturdays/Sundays or other holidays.
4. Consultant shall be appointed on full-time basis and would not be permitted to work anywhere during the period of their engagement in JMI.
5. Selection of the Consultant shall be made by a duly constituted Selection Committee. The date of interview shall be notified subsequently.
6. The nature and period of engagement, remuneration, leave, allowances, etc. shall be in accordance with the Department of Expenditure O.M. No. 3-25-2020.E-III A dated 09.12.2020.



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C. Tax Deduction at Source (TDS)

TDS as admissible shall be deducted from the monthly remuneration of Consultant. A TDS certificate shall be issued by the concerned DDO on demand.

General Instructions

1. Engagement of Consultant can be terminated by the University at any time without assigning any reason thereof. However, the Consultant will have to give a 30 days advance notice or remuneration in lieu thereof before resigning from the engagement.
2. The University reserves the right to evolve a uniform and reasonable criterion to shortlist the eligible candidates for interview, if needed.
3. Incomplete applications or applications received after the due date will be rejected.
4. No TA/DA will be paid for appearing in the interview.
5. Canvassing, in any form or on behalf of the candidate will be a disqualification.

Interested retired Government employees may submit their applications complete in all respect along with testimonials and a copy of PPO & LPC in the Recruitment & Promotion Section, Office of the Registrar, Jamia Millia Islamia, Maulana Mohammad Ali Jauhar Marg, New Delhi-110025 latest by **03.07.2025** during all working days between 10:00 AM to 05:00 PM and up to 12:00 Noon on Fridays (*Lunch Break from 01:00 PM to 02:00 PM*). The applications can also be sent to email of the undersigned i.e. **registrar@jmi.ac.in** with a copy to the Recruitment & Promotion section at **rps@jmi.ac.in**.

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20.06.25

(Prof. Md. Mahtab Alam Rizvi)
Registrar

Date: 20.06.2025

Copy to the following with the request to give it wider 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 Finance Officer, J.M.I.;
3. The Secretary to Vice Chancellor, J.M.I.;
4. The Secretary to the Registrar; and
5. Notice Board: (i) VC's Office (ii) Registrar's Office and (iii) Recruitment & Promotion Section

Date: 20.06.2025


Asstt. Registrar (RPS) *Zur*