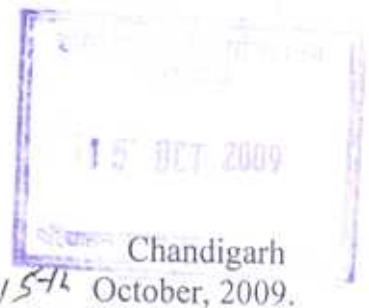


IMMEDIATE

No. 49/85/2009-6SII
HARYANA GOVERNMENT
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT



To

As shown in the list.

Subject: Appointment of Registrar on deputation basis in Jamia Millia Islamia University, New Delhi.

Sir,

I am directed to enclose a copy of letter No. Gen.151/R.O./E-II/2009, dated 24.09.2009 received from Vice-Chancellor, Jamia Millia Islamia University, New Delhi on the subject noted above and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data to the Personnel Department (Services Branch-II) latest by 30.10.2009.

Yours faithfully,

(PAWAN SHARMA)

Superintendent Services-II

Endst. No. 49/85/2009-6SII

Dated, Chandigarh, the 15th October, 2009.

✓ A copy is forwarded to SIO, NIC, Haryana Civil Secretariat, Chandigarh for placing in website of Chief Secretary to Government Haryana.

Superintendent Services-II.

JAMIA MILLIA ISLAMIA



Najeeb Jung, IAS (Retd.)

Vice-Chancellor

Maulana Mohamed Ali Jauhar Marg, New Delhi-110025
Email: vch@jmi.ac.in

Tel. : 26984656, 26985180 Fax: 00-91-11-26981232
Gram : JAMIA website : http://www.jmi.nic.in

Vice-Chancellors:

F. No. Gen. 151//R.O./E-II/2009/

September 24, 2009

Sub: Appointment of Registrar on deputation basis in Jamia Millia Islamia

Dear Shri Daram Vir,

The Jamia Millia Islamia is a Central University set-up by an Act of Parliament in 1988. The post of Registrar in the university is a pivotal post that advises the University with regard to its administrative policies and performs such other administrative functions that are prescribed in the University's Statutes and Ordinances. The Registrar acts as *Ex-Officio Secretary* of various authorities of the University and he acts as custodian of records. He has to liaison with various Government agencies / offices and authorities. He represents the University in suits or proceedings by or against the University, sign the Power of Authority and verify pleadings or depute his representative for the purpose. I am attaching the relevant Statutes of the University that defines the functioning of the Registrar.

The post of Registrar is a tenure post for a period of five years at the level of Joint Secretary to the Government of India, in the pay scale of Rs. 37,400-67,000/- with Grade Pay of Rs. 10,000/- The other amenities provided to the Registrar are also attached. We would be in a position to provide in-campus accommodation to the officer, if so desired.

We would be extremely grateful to you if you kindly circulate the post of Registrar amongst serving officers of the level of Joint Secretary and send us a panel 3-4 names alongwith their ACR dossiers to enable us to make an appropriate action. The last date for receiving applications is 30 November 2009.

We would be deeply obliged if this request is treated **as most urgent.**

Yours faithfully,

(Najeeb Jung)
Vice-Chancellor

To:
Shri Daram Vir, IAS
Chief Secretary
Chandigarh (Haryana)



Mohamed Ali
1920-23

Abdul Majeed Khwaja
1923-25

Zakir Husain
1926-48

Mohammad Mujeeb
1948-73

Masud Husain Khan
1973-78

A. J. Kidwai
1978-83

Ali Ashraf
1983-89

Syed Zahoor Qasim
1989-91

Bashiruddin Ahmed
1992-96

M. A. Zaki
1997-2000

Syed Shahid Mahdi
2000-04

Mushirul Hasan
2004-09



5. THE MUSAJJIL (REGISTRAR):

- (1) The Musajjil (Registrar) shall be a whole-time salaried employee of the University and shall be appointed on the recommendation of the Selection Committee constituted for the purpose under Statute 25.
- (2) The emoluments and other terms and condition of service of the Musajjil (Registrar) shall be such as may be prescribed by the Ordinances:
Provided that the Musajjil (Registrar) shall retire on attaining the age of sixty two years.
- (3) When the office of the Musajjil (Registrar) is vacant or when the Musajjil (Registrar) is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the official shall be performed by such person as the Shaikh-ul-Jamia (Vice-Chancellor) may appoint for the purpose.
- (4) (i) The Musajjil (Registrar) shall have power to take disciplinary action against such of the employees of the University, excluding teachers and academic staff, as may be specified in the orders of the Majlis-i-Muntazimah (Executive Council) and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment:
Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
- (ii) An appeal shall lie to the Shaikh-ul-Jamia (Vice-Chancellor) against any order of the Musajjil (Registrar) imposing any of the penalties specified in sub-clause (i)
- (iii) In a case where the inquiry discloses that a punishment beyond the powers of the Musajjil (Registrar) is called for, the Musajjil (Registrar) shall, upon conclusion of the inquiry make a report to the Shaikh-ul-Jamia (Vice-Chancellor) along with his recommendation: provided that an appeal shall lie to the Majlis-i-Muntazimah (Executive Council) against an order of the Shaikh-ul-Jamia (Vice-Chancellor) imposing any penalty.
- (5) The Musajjil (Registrar) shall be *ex-officio* Secretary of the Majlis-i-Muntazimah (Executive Council), the Majlis-i-Talimi (Academic Council) and the Faculties, but shall not be deemed to be member of any of these authorities. He shall be the *ex-officio* Member-Secretary of the Anjuman (Court).
- (6) It shall be the duty of the Musajjil (Registrar):
- (i) to be the custodian of the records, the common seal and such other property of the University as the Majlis-i-Muntazimah (Executive Council), shall commit to his charge;
- (ii) to issue all notices convening meetings of the Anjuman (Court), the Majlis-i-Muntazimah (Executive Council), the Majlis-i-Talimi (Academic Council) and Faculties, the Boards of Studies, the Boards of Examiners and of any Committee appointed by the authorities of the University;
- (iii) to keep the minutes of all the meetings of the Anjuman (Court), the Majlis-i-Muntazimah (Executive Council), the Majlis-i-Talimi (Academic Council), Faculties and of any Committee appointed by the authorities of the University;
- to conduct the official correspondence of the Anjuman (Court), the Majlis-i-Muntazimah (Executive Council) and the Majlis-i-Talimi (Academic Council);
- (v) to arrange for and superintend the examination of the University in accordance with the manner prescribed by the Ordinances;
- (vi) to supply to the Visitor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings;
- (vii) to represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and
- (viii) to perform such other duties as may be specified in these Statutes, or prescribed by the Ordinances or the Regulations or as may be required, from time to time, by the Majlis-i-Muntazimah (Executive Council) or the Shaikh-ul-Jamia (Vice-Chancellor).

Ordinance 3(III)

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE MUSAJJIL (REGISTRAR)

1. The Musajjil (Registrar) shall be appointed on the basis of direct recruitment for a tenure of five years which can be renewed for a similar term by the Majlis-i-Muntazimah (Executive Council) and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Majlis-i-Muntazimah (Executive Council) from time to time.
2. The terms and conditions of service of the Musajjil (Registrar) shall be such, as prescribed for other non-vocational employees of the University.
3. The provisions of Statute 38 are ratified by the Jamia Millia Islamia Act, 1988 shall be applicable to Musajjil (Registrar).
4. If the services of the Musajjil (Registrar) are borrowed from the Government or any other Organisation/Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the University.
5. Any Musajjil (Registrar) on deputation may be repatriated earlier than the stipulated period by the Majlis-i-Muntazimah (Executive Council) on the recommendation(s) of the Shaikhul Jamia (Vice-Chancellor).
6. The Musajjil (Registrar) shall be entitled to a rent, water, power, free unfurnished residential accommodation as also a free telephone service at his/her residence. The Musajjil (Registrar) shall also be entitled to the services of an attendant/bearer at his/her residence.
7. The Musajjil (Registrar) shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the University from time to time for its non-vocational staff.
8. The Musajjil (Registrar) shall be entitled to the facility of staff car between the Office and his/her residence.

LIST

Sr. No.	Name of the Officer S/Shri/Smt.	Batch	Present Posting
1.	N.K.Jain, IAS	1978	Commissioner & Secretary to Government, Haryana, Fisheries Department.
2.	Samir Mathur, IAS	1980	Financial Commissioner and Principal Secretary to Govt., Haryana, Transport and Civil Aviation Deptts.
3.	Anuradha Gupta, IAS	1981	Financial Commissioner & Principal Secretary to Govt., Haryana, Health Department.
4.	Depinder Singh Dhesi, IAS	1982	Financial Commissioner & Principal Secretary to Govt. Haryana, Town & Country Planning and Urban Estates Department.
5.	Keshni Anand Arora, IAS	1983	Financial Commissioner & Principal Secretary to Govt., Haryana, Tourism Department.
6.	Yudhvir Singh Malik, IAS	1983	Financial Commissioner & Principal Secretary to Govt., Haryana, Industries & Commerce, Mines & Geology and Electronics & Information Technology Departments.
7.	Rajan Kumar Gupta, IAS	1983	Financial Commissioner & Principal Secretary to Govt., Haryana, Education & Languages Department.
8.	Raj Rup Fuliya, IAS	1983	Financial Commissioner & Principal Secretary to Govt., Haryana, Archives Department.
9.	Navraj Sandhu, IAS	1984	Financial Commissioner & Principal Secretary to Govt. Haryana, Social Justice & Empowerment and Welfare of SCs & BCs.
10.	Shyam Sunder Prasad, IAS	1984	Financial Commissioner & Principal Secretary to Govt. Haryana, Science & Technology Department.
11.	P. Raghavendra Rao, IAS	1985	Special Secretary to Government, Haryana, Personnel, Trg, Vigilance and Parliamentary Affairs Deptts. and Director Training Haryana (Ex-officio) and I.O. Vigilance, Haryana.
12.	Prasanta Kumar Mahapatra, IAS	1985	Resident Commissioner, Haryana Bhawan, New Delhi and C.A.TFAH.
13.	Rajni Sekhri Sibal, IAS	1986	Director, HIPA, Gurgaon and Member Secretary State Administrative Reforms Commission, Haryana in addition
14.	Sanjeev Kaushal, IAS	1986	M.D. Haryana Power Generation Corpn. Ltd., and MD, Dakshin Haryana Bijli Vitran Nigam, Hisar.
15.	Pranab Kishore Das, IAS	1986	State Project Director, Haryana Prathmic Shiksha Pariyojna Parishad.
16.	Alok Nigam, IAS	1986	Director-cum-Special Secretary, Development & Panchayats
17.	Dheera Khandelwal, IAS	1986	M.D. Haryana Financial Corpn.
18.	Jyoti Arora, IAS	1987	M.D. HVPN and Special Secretary, Power and Director, Power Reforms, Haryana.
19.	T.C. Gupta, IAS	1987	C.A. HUDA, Panchkula and Director-cum-Special Secretary, Town & Country Planning and Urban Estates.
20.	Rajiv Arora, IAS	1987	M.D, HSIDC and MD, Haryana Tanneries Ltd., Jind.
21.	Rajesh Kumar Khullar, IAS	1988	Special Secretary to Govt, Haryana, Urban Local Bodies Deptt. and Commissioner, M.C. Gurgaon.
22.	Rajeev Sharma, IAS	1989	Special Secretary to Government, Haryana Land Use Board and Commissioner, Rohtak Division, Rohtak