

# JAMIA MILLIA ISLAMIA

Accredited by NAAC in 'A' Grade  
(A Central University by an Act of Parliament)  
Maulana Mohammad Ali Jauhar Marg, New Delhi-110025

जामिया मिल्लिया इस्लामिया  
(संसदीय अधिनियमानुसार केन्द्रीय विश्वविद्यालय)  
मौलाना मोहम्मद अली जौहर मार्ग, नई दिल्ली - 110025

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## Property Department

## सम्पत्ति विभाग

## شعبه آراضیات و املاک

F. No. PD/AAC/2025

01.01.2025

### NOTICE

In pursuance of provisions contained in ORDINANCE-10 (X) [Administrative/ General] applications are **invited** from all permanent and whole time employees of JMI, New Delhi for official accommodation for preparing the fresh seniority list for year 2025 for allotment of University quarter.

A Jamia employee, who owns an accommodation in his/her name or in the name of his/her family members located within a radius of twenty (20) kms from the University, is not entitled for allotment and no need to apply.

The allottees/licenseses of the Jamia accommodation, who are interested for **change of floor** in the same category may also apply for change of floor in the same category both on Medical Ground of self/spouse and/or dependent parents/children/unmarried sister related to respective allottee of a particular type of accommodation. A request for change of floor shall be supported by a Certificate issued by a Hospital recognized by the University and duly certified by the Chief Medical Officer, Dr. M.A. Ansari Health Centre, Jamia Millia Islamia.

The eligible and interested teaching and non-teaching employees of Jamia may submit the application form duly filled and forwarded by their respective Head of Department/ Office latest by **31.01.2025 till 4.00 P.M.** in the Property Section, JMI.

Those who fail to apply **afresh** will not be considered for inclusion in seniority list for determination of eligibility for allotment of Jamia accommodation.

- Note**
- (1) The application form is available at Jamia's website [www.jmi.ac.in](http://www.jmi.ac.in).
  - (2) The earlier seniority list will be deemed as invalid.
  - (3) The employees who have received allotment letter and given their undertaking, however; not shifted due to lack of renovation/repair work, the allotted quarters shall remain valid in their names.

  
(Prof. Md. Mehtab Alam Rizvi)  
Registrar

Copy to:

1. All Dens of Faculties/Heads of Departments of Studies/Institutions/Centes/Schools/ Admin. Units, JMI for circulation among the staff members.
2. The Offg. Director, FTK-CIT with a request to please instruct the concerned official for displaying this Notice along with Application Forms on Jamia website for easy access and download.

  
(Section Officer, Property)

**Application for Change of Floor for Residential Accommodation**  
**Property Department**  
**Jamia Millia Islamia**

**TYPE OF ACCOMMODATION APPLIED FOR.....**

1. Name..... Emp. ID No.....
2. Designation.....
3. Department.....
4. Date of appointment on regular basis.....
5. Date of Birth..... 6. Date of retirement.....
7. i) Present Jamia Accommodation Allotment No. .... Type.....  
Date of possession (with proof) .....
- If applied for change of floor on medical ground, please attach proof .....
8. Mention the preference of floor, if any, .....
9. (i) Present Scale/Pay band : \_\_\_\_\_  
(ii) Grade Pay : \_\_\_\_\_  
(iii) Dearness Pay/Allowance : \_\_\_\_\_
10. Date and amount of next increment .....  
(Please attach latest salary slip)
11. Whether married or unmarried .....
12. (i) Type of Jamia accommodation entitled to  
According to the salary block .....
- (ii) Total emoluments drawn (as on date) .....
13. Do you or your wife/ husband dependent (s) own a house within 20 kms. radius from Jamia?  
If yes, please give the following details:  
(i) Covered area of the accommodation/house (s) .....
- (ii) Address of the House (s) .....

**I hereby:** (i) undertake to abide by the Act, Statute, Ordinances, Rules and Conditions that may be prescribed by the Jamia from time to time, and  
(ii) certify that the information given above is correct to the best of my knowledge.  
(iii) undertake that I do not own a house in my own name or in the name of my spouse or dependant parents/ children within a radius of 20 kms. from Jamia.

Date: .....

.....  
(Signature of the applicant)

.....  
Remarks of the Head of the Department

Date: .....

.....  
Signature of the Head of the Department/Office with Seal

**Application for Allotment of Residential Accommodation  
Property Department  
Jamia Millia Islamia**

**TYPE OF ACCOMMODATION APPLIED FOR.....**

1. Name..... Emp. ID No.....
2. Designation.....
3. Department.....
4. Date of appointment on regular basis.....
5. Date of Birth..... 6. Date of retirement.....
7. i) Present residential address .....
- .....
- ii) Name of the Landlord .....
- (If staying in rented accommodation)
8. (i) Scale/Pay band : .....
- (ii) Grade Pay : .....
- (Please attach latest salary slip)
9. Whether married or unmarried .....
10. (i) Type of Jamia accommodation entitled to  
According to the salary block .....
- (ii) Total emoluments drawn (as on date) .....
11. Number and Type of the Jamia residence, if any, already allotted .....
12. Do you or your wife/ husband dependent (s) own a house within 20 kms. radius from Jamia?  
If yes, please give the following details:
- (i) Covered area of the accommodation/house (s) .....
- (ii) Address of the House (s) .....

**I hereby:** (i) undertake to abide by the Act, Statute, Ordinances, Rules and Conditions that may be prescribed by the Jamia from time to time, and  
(ii) certify that the information given above is correct to the best of my knowledge.  
(iii) undertake that I do not own a house in my own name or in the name of my spouse or dependant parents/ children within a radius of 20 kms. from Jamia.

Date: .....

.....  
(Signature of the applicant)

.....  
Remarks of the Head of the Department

Date: .....

.....  
Signature of the Head of the Department/Office with Seal