



JESUS & MARY COLLEGE
(University of Delhi)
Accredited by NAAC with "A+" Grade
Chanakyapuri, New Delhi-110021
Email – admin@jmc.ac.in

Advt. No. JMC/Admn./Principal/2026-27

Last Date -23rd May 2026

Applications from eligible female candidates belonging to the Catholic women religious Congregations are invited in the prescribed format for the post of PRINCIPAL, Jesus and Mary College in Level 14 with Basic Pay Rs. 148500/- (as per VIIth Central Pay Commission). Pay and allowances shall be as per UGC norms. The last date for applying shall be 23rd May 2026 i.e. 21 days from the publication of this advertisement in Employment News. Preference will be given to suitable candidates from the Congregation of Jesus and Mary. A Recommendation letter from the Provincial Superior of the Province and if employed, a No Objection Certificate from the employer should be attached with the Application. The completed application form shall be sent to **the following postal address via registered/speed post: The President, Provincial Society Delhi, Jesus and Mary College, Chanakyapuri, New Delhi 110021**. For all relevant details including the application form, guidelines for applying and eligibility requirements, please visit the College's website (www.jmc.ac.in). Any addendum/corrigendum shall be posted on the College's website only.

The President
Provincial Society Delhi
(Congregation of Jesus and Mary)
Chairperson, Governing Body, Jesus and Mary College



Jesus and Mary College

Procedure for the Appointment of the Principal in College

1. The Management shall have the sole right to appoint the Principal of the College. In appointing the Principal, the Management shall be guided by the UGC Regulations 2018 so long as they do not violate the minority character and rights of the College granted by Articles 29 and 30 of the Constitution of India.
2. Tenure: The College Principal shall be appointed for a period of five years, extendable for another term of five years based on a performance assessment by the Appointing Authority.
3. After the completion of her term as Principal, the incumbent shall join back her parent organization with the designation as Professor.

CHAIRPERSON, GOVERNING BODY



Jesus and Mary College

The qualifications for the appointment of Principal will be in accordance with the UGC regulations 2018 and the relevant ordinances of the University of Delhi in this regard:

- (i) Ph.D. Degree.
- (ii) Professor/Associate Professor with a total service/ experience of at least fifteen years of Teaching/research in universities, Colleges and other institutions of higher education.
- (iii) A minimum of 10 research publications meeting the standards prescribed in UGC Regulations 2018/relevant ordinance of the University of Delhi.
- (iv) A minimum of 110 Research Score as per Annexure V.

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Jesus and Mary College

General Instructions for Applicants (Advertisement for Principal)

1. The direct recruitment to the Post of Principal of the College shall be based on the merit through All India advertisement and selections by a duly constituted Selection Committee.

Applicants should possess the prescribed qualifications and experience as on the closing date of application, as prescribed by the College. Applicants are required to produce specific certificates as per eligibility conditions.

The applications received shall be screened as per screening guidelines attached with the advertisement for short listing and recommending the applicants to be called for interview.

Merely fulfilling the minimum qualifications or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview.

Publications 'under submission' or submitted to refereed journals will not be considered towards calculation of points for publication criteria. Further, all the items for which points are claimed should be strictly in accordance with the screening guidelines attached with the advertisement.

The minimum Points requirement for shortlisting of applicants for the post of Principal will be as indicated in the screening guidelines attached herewith.

2. **Application forms must be filled out in offline mode only, as available on the website of the College along with the present advertisement, within the prescribed time limit indicated in 'the advertisement.'**

Applications with incomplete information shall be rejected.

3. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the College shall process the applications entirely on the basis of information / documents provided with the application. In case the information/documents are found to be false / incorrect by way of any omission or commission, the responsibility shall lie solely with the applicant who shall be liable for action as per law.

The shortlisted candidates called for interview should report along with all the testimonials / certificates in original along with photo ID. A set of photocopy of certificates / testimonials with respect to the qualifications and experience indicated in the application form, duly certified by the applicant should be submitted at the time of interview.

4. Applicants serving in Government / Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit 'No Objection Certificate' from the employer, at the time of interview, if not uploaded with the online application earlier.
5. All correspondence from the College including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form.
6. Canvassing in any form will be treated as a disqualification.
7. Applications which do not meet the eligibility criteria given in this advertisement and / or are incomplete in any respect shall be summarily rejected.
8. Applications must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material/ information while sending the application form and attaching self-certified copies / testimonials.
9. The College also reserves the right to consider names of suitable candidates who may not have applied for the post.
10. The College shall verify the documents submitted by and antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found that the documents/ Information submitted by the candidate are false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the college.
11. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the College reserves the right to modify/withdraw/cancel any communication made to the applicant.
12. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the College shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
13. No TA/DA shall be paid to the candidates for attending interview.
14. The College reserves the right to offer the post at a level lower than that advertised/applied, or on contract basis, depending upon the qualifications, experience and performance of the candidate, wherever applicable.
15. Last date for submission of application is as indicated in the present advertisement uploaded on the College website.
16. In case of any dispute, legal jurisdiction will be Delhi.

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Jesus and Mary College

Guidelines for Screening of candidates for appointment to the post of Principal in the College as per UGC Regulations and as adopted by the University of Delhi.

Applications received shall be screened as per details given below:

I. Methodology for Calculating Academic/ Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.)

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering/Agriculture/ Medical / Veterinary Sciences & other related disciplines	Faculty of Languages/ Humanities/Arts /Social Sciences/Library/Ed ucation/Physical Education / Commerce/Manage ment & other related disciplines
1.	Research Papers in Referred UGC Care List and PEER REVIEWED OR UGC LISTED JOURNALS Publications	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		

	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/paper/e-book	10	10
4	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M. Phil./PG Dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects On going:		

	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b)*Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6.	*Invited lectures/Resource Person/paper presentation in Seminars/Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows:

UGC LISTED JOURNALS & PEER REVIEWED Publications (Impact factor to be determined as per Thomson Reuters list):

- | | | | |
|------|--|---|-----------|
| i) | Paper in refereed journals without impact factor | - | 5 Points |
| ii) | Paper with impact factor less than 1 | - | 10 Points |
| iii) | Paper with impact factor between 1 and 2 | - | 15 Points |
| iv) | Paper with impact factor between 2 and 5 | - | 20 Points |
| v) | Paper with impact factor between 5 and 10 | - | 25 Points |
| vi) | Paper with impact factor >10 | - | 30 Points |

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.

- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b) Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- There search score shall be from the minimum of three categories out of six categories.

II. Screening of candidates: Criteria and Process

1. The Screening Committee will draw a list of all the candidates indicating the research score scored by them in descending order i.e. starting from the candidate getting the highest marks towards the candidates getting the lower marks.
2. For appointment to the post of Principal in the College, there is a requirement of a total research score of One Hundred and Ten (110) as per criteria given in Section I of this document.
3. The time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing research degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/ promotion.
4. In case of any dispute with regard to screening of the applications, the decision of the Screening Committee shall be final.
5. The status of short-listing candidates will be uploaded in College website for information.

III. Important Note

1. The entire onus of the content/authenticity of the information being sent in the application form and its attachments shall exclusively rest with the applicant in terms of eligibility for recruitment and for subsequent selection through due process.
2. The College shall, in no way, be responsible for any error/omission/commission /suppression of relevant information by the applicant knowingly/unknowingly/overtly/ covertly while filling up the application form and sending the documents required therein.
3. In case the applicant gets screened/selected/appointed on the basis of the credentials furnished by her which are on scrutiny, found to be incorrect/inadmissible/forged/fabricated/falsified, her candidature shall be liable to be cancelled at any stage of the recruitment/at any time during the tenure of the service and appropriate legal action under applicable law shall be initiated against the applicant.
4. The College reserves the right to modify/withdraw/cancel any communication made to the applicant. In case of any dispute arising out of such a situation, the decision of the College shall be final and binding on the applicant.

**CHAIRMAN,
GOVERNING BODY**



Jesus and Mary College
(University of Delhi)
San Martin Marg, Chanakyapuri, New Delhi-110021
Phone: 011-26110041

Application Form for Principal

Affix here a
Recent Passport
Size photo

Advt. No _____ dated _____

SECTION A: GENERAL

1. (i) Name in full (In Block Letters) :
(ii) Father's/Mother's Name :
2. Date of Birth: _____ Age (as on date) _____ Years _____ Months _____
3. Nationality _____ Religion _____ Denomination _____
Religious Congregation _____

4. a) Post held at the time of sending the application, date of appointment: (Whether permanent /on deputation, on probation/ Or temporary)

(b) Name of Present Employer : _____

5. Do you belong to Schedule Caste/Schedule Tribes /OBC/Persons with Disability(PwBD)(VH or OH) (If yes, please attach Certificate)

6. (a) Address for correspondence : _____

Tel. No (with STD Code): _____ Mobile No.: _____
E-mail: _____
(b) Permanent Address _____

7. (a) Present Basic Pay, Grade Pay and Allowances (give details) _____

(b) Age of retirement of the post presently held _____
8. Minimum basic pay, grade pay acceptable (per month) _____

SECTION B: ACADEMIC QUALIFICATIONS, RESEARCH AND TEACHING EXPERIENCES:

9. Academic Qualifications: (Starting from Bachelor's Degree):

Examination	Year	Main Subject	Division/ Grade	Marks (Aggregate & Percentage)	School/College attended	University	
Bachelor's Degree							
Master's Degree							
M.Phil.							
Ph.D	Year	Date of Registration		Thesis Title	Date of submission of Thesis		
Other Distinctions							
					Total of 9		

10. (a) Whether qualified UGC/CSIR-NET/SLET/SET:

Yes No

(If yes, give detail and attach a copy of certificate)

(b) Whether qualified NET with JRF:

Yes No

(If yes, give detail and attach a copy of certificate)

Total of 10

11. (a) Teaching Experience at recognized University and/or College:

S. No.	Name of the University/ College/ Institution	Designation and Scale of Pay	Nature of Appointment: (Ad hoc/ Temporary/ Permanent)	Classes Taught		Period		Points
				Under-Graduate	Post Graduate	From	To	
Total Teaching experience: Yr M Days				Total of 11 (a)				

(b) Post-Doctoral Research Experience as Research Associate, Research Scientist or equivalent positions

S. No.	Name of the University/College/ Institution	Post held/ Designation	Period of Employment		Last basic pay drawn grade	Nature of duties	Points
			From	To			

Total of 11 (b)

* To be filled by the applicant

- (c) Provide a complete list of publications with full bibliographic detail, ISSN/ISBN number and impact factor of journals, if available (Books authored/edited, chapter in books, research papers in journals, conference proceedings or book review or popular article in relevant area)

Research Publications/ Scopus Indexed (for Colleges). Maximum				
	Publication Category	Publication Type	First and/ or corresponding or sole author/ editor (Points)	Co-author/ Co-editor (Points)
1.	Research paper/ Review article/ Conference proceeding	Recognized and Reputed refereed Journal with ISBN/ISSN numbers		
		Conference proceedings as full length papers, etc. (Abstracts not to be included in related area/subject)		
2.	Book Authored	Subject Books (in related area/subject) by International/National level publishers/ State and Central Govt. Publications with ISBN/ ISSN numbers.		
3.	Books Edited	Edited Books/Journals (in related area/ subject) by International/National level publishers/State and Central Govt. Publications with ISBN/ ISSN numbers		
4.	Chapter(s) in books	Chapters in books (in related area/subject) published by International/National level publishers with ISBN/ ISSN numbers (Chapter(s) in self-edited book should not be considered).		
5.	Books/ Articles translated and published	Books/Articles translated and published by International/National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers		
6.	Book review/ popular article/ Newspaper article (in related area subject)	Book review/ popular article in newsletter of learned bodies/societies/ Newspaper article (all in related area/ subject)		
Total of 11(c)				
Total (9+10+11a+11b+11c)				

(Wherever necessary, separate documents with evidence may be enclosed)

(d) Provide details of research projects undertaken (if any) _____

(e) Administrative experience (if any) _____

12. Basic Computer Literacy and Awareness: _____

13. (a) Academic awards/medals and distinctions: _____

(b) Membership/Fellowship of Learned bodies /societies:

(c) Literary, cultural or other activities (e.g: attainment in sports etc.) in which the applicant is interested and distinctions obtained:

(d) Other activities/Responsibilities (not covered above):

14. (a) Has there been any break in your academic career? If so, give details.
(b) Have you been punished debarred or punished for adopting unfair means in any examination by the Institutions/College/ Board or University? If so, please specify.
(c) Have you at any time convicted by a court for any criminal offence? If so, give name of the court, case number and offence.
(d) Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? If yes, please furnish details. .
15. Are you willing to accept the minimum initial pay in the grade? If not, state reasons for claiming higher starting pay.
16. Names, Addresses, Phone Numbers and E-mail ID's of three referees who. are familiar with the applicant's academic work:
1
2
3

Declaration:

I declare that the statements made in the application are true to the best of my knowledge and belief.

Date:

Signature of the applicant

(For the candidates already employed)

Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this Institution/Organization has no objection to the candidature of the applicant being considered for the post applied for.

Designation

Signature

Address

(Head of the Institution/Organization with Seal)

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