



# JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A' Category

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HAMDARD NAGAR  
NEW DELHI - 110062

D.No: Estab/LD/175  
Dated: 18.02.2022

## CIRCULAR

The employees working on outsource basis who have completed more than 05 years of continuous services at Jamia Hamdard are informed to submit their applications alongwith the Curriculum Vitae and proof of their date of engagement through outsource agency and the work performed by them duly certified by their reporting/superior authority for appointment to the post of Junior Assistant on contractual basis, through their respective HoD/Incharge.

### Eligibility Criteria

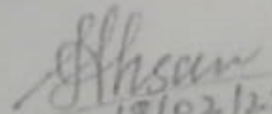
- (a) Bachelor's degree from a recognized University.  
(b) Minimum speed of 30 WPM in English typewriting on Computer.

*Desirable: Knowledge of Urdu Typing / English Shorthand*

Last date of submitting the application is 25.02.2022.

Interested candidates fulfilling the eligibility criteria may submit their applications in Establishment Section on any working day before the last date.

All Deans of Schools and Heads of the Departments/Units are requested to bring this into the notice of all outsource employees of Jamia Hamdard in their sections.

  
18/02/22  
(Dr. Sarfaraz Ahsan)  
Dy. Registrar

### Distribution:

1. All Deans
2. All Heads of the Departments/Offices/Units
3. Finance Officer
4. Director, IQAC
5. System Analyst - to get it uploaded on university website
6. AR/Secretary to Vice-Chancellor/PA to Registrar
7. Personal/Guard File