

**OFFICE OF THE REGISTRAR
JAMIA HAMDARD
NEW DELHI - 110062**

No.: JH/RO/05/12
Dated: 14/11/2012

OFFICE ORDER

Subject: Advertisement of project vacancies and appointment thereof

In continuation of Office Order No. AS/PR-MP/JH-5/2012 dated 20/09/2012 on the above subject the following procedure has been approved by the Vice Chancellor.

1. PIs will submit a copy of sanction letter of project to IQAC along with detail of manpower and essential qualification and experience etc. for each sanctioned position.
2. A copy of guidelines of the funding agency with respect to engagement of manpower will also be required to be submitted.
3. If it is not absolute necessary to be published in newspaper, advertisement will be made through web site and notice boards. Advertisement for more than one projects may be clubbed. All the advertisements will be made in the name of Registrar. However, name of Principal Investigator will be mentioned. PIs will be encouraged to send copies of advertisement to various departments of other universities/institutes.
4. A time of 15 days will be given to applicants to apply. Applications received will be compiled by the PI and he along with Head of the Department or Dean may short-list candidates based on the advertised requirement of qualification/experience. PI will record the short-listing proceedings and submit it to IQAC for needful action along with proposed members of the interview committee. In all cases Head of the Department or Dean of the Faculty will be the Chairman unless otherwise the Vice Chancellor nominates another person as the Chairman. IQAC will submit the file for approval of the Vice Chancellor and his approval will be sent to the PI.
5. Interview proceedings shall be recorded and score sheets will be sent along with file to IQAC. IQAC shall present the file to the Registrar which will be approved by the Vice Chancellor.
6. Appointment letter will be issued by the Academic Section using standard language. Appointment letter shall specifically mention the following:
 - a. Title of project
 - b. Name of PI and his/her Department/Faculty
 - c. Tenure of appointment
 - d. Emoluments
 - e. Leave rules and termination clause
 - f. Temporariness of appointment
 - g. Provision of PhD registration, if applicable or not applicable for research positions.

7. Research scholars may be involved in teaching as per UGC norms.
8. Copies of appointment letter will be sent to PI, concerned HoD and Dean, Finance Officer, Librarian, Director, IQAC and Security In-charge.

This is for information of all concerned.



REGISTRAR

Copy to:

1. All Deans/Principals
2. All Heads of the Department for information of all teachers
3. Finance Officer
4. Controller of Examinations & Admissions
5. Director, IQAC
6. Advisor (Research)
7. AR (Academic)
8. Secretary to Vice Chancellor
9. PA to Registrar