



JAMIA HAMDARD
(Deemed to be University)
“Accredited by NAAC in ‘A+’ Category”
HAMDARD NAGAR, NEW DELHI- 110062

Advt. No.: NT-06/2023
Dated: 06th December, 2023

**Advertisement for Engagement of Consultant (Finance & Accounts / Audit/
Establishment/ Service matters)**

Jamia Hamdard (JH) is a Deemed to be University, declared by the Government of India, Ministry of Education vide Gazette Notification dated 10th May, 1989. JH is a research oriented organization and ranked in the top 50 Universities in India and also ranked 2nd in Pharmacy category in NIRF-2023.

Applications are invited from the eligible candidates for the following Non-teaching post in Jamia Hamdard on Contractual basis as detailed below:

<u>Name of Post</u>	<u>No. of Post</u>	<u>Minimum Qualification</u>	
Consultant (Finance & Accounts / Audit / Establishment/ Service matter)	03 (three)	<u>Essential:</u> <ul style="list-style-type: none">• Graduate Degree from a recognized University.• Officer retired from Central Govt. Department / Autonomous bodies / Statutory bodies/ Universities/etc. with at least 25 years of experience out of which at least 3-5 years should have been at the level of Section Officer and above.• At least 10 years' experience of handling Establishment/ Services matters, GPF/CPF/NPS, Pay fixation, Pension & Gratuity related matters.• Proficiency of working on Computers• Maximum Age not more than 65 years	On Re-employment basis or fixed terms consolidated basis

How to apply:-

- 1) Interested candidates may send their applications along with their Curriculum Vitae with two references under whom the applicant has served 2 years & above and copy of certificates of education and experience by Post so as to reach within 15 days from the date of publication of advertisement in newspapers OR latest by **20/12/2023**, whichever is later, at the below mentioned address:

Assistant Registrar, Establishment Section
Jamia Hamdard, Hamdard Nagar, New Delhi-110062
aretablissement@jamiyahamdard.ac.in

- 2) The Jamia Hamdard reserves its right to fill or not to fill the above positions. No. of positions may increase or decrease depending upon the requirements.

Note:

1. Applications may also be sent by mail to aretablissement@jamiyahamdard.ac.in and should be accompanied by soft copies of certificates/mark sheets as attachments.
2. Only shortlisted candidates will be invited to appear for the personal interview / interaction. No TA/DA will be paid for appearing in the interview.
3. Candidates may also mention their e-mail address and contact telephone numbers if sending application by post.

Sd/-

REGISTRAR



JAMIA HAMDARD
(Deemed to be University)
“Accredited by NAAC in ‘A+’ Category”
Hamdard Nagar, New Delhi- 62

Please paste a self attested photograph.

Application Form for Non- Academic Positions (Contractual Basis)

1. Advertisement No. :
2. Post applied for :
3. Name :
4. Father's/Husband's Name:
5. Date of Birth: :
6. Marital Status : Married/Unmarried
7. Gender : Male / Female
8. Whether you belong to (please select) SC ST ... OBC Gen PH
(Attach Certificate, if belong to SC, ST, OBC or PH)
9. Nationality :
10. Permanent Address :
.....
.....
Pincode:
11. Mailing Address :
.....
.....
Pincode:
- Work Phone :
- Residence Phone :
- Email :

12. Educational Qualifications (In chronological order from Secondary School onwards)

Degree	Subject(s) Specialization	Division or Equivalent	Percentage of Marks	Year	University/ Institution

** Please attach attested copies of Certificates.

13. Employment Records:
(In. chronological order starting from the present job):

Name & Address of the employer	Designation of post held	Period		Nature of duties	Scale of Pay
		From	To		

14. Indicate the time required to join, if selected:
15. Any other information you may wish to add:

.....
.....

References (Please specify the names of two referees who should be responsible person and well acquainted with you for the last five years. If employed, one of the referees should be present or most recent employer.)

- (a) Name :
- Designation :
- Address :

E Mail:

Contact No.

- (b) Name :
- Designation :
- Address :

E Mail:

Contact No.

16. Please attach extra sheet, if any (with hard copy of application only) indicating your suitability for this post.

.....
.....

DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/distorted. If I am found to have concealed/distorted any material information my appointment shall be liable to be summarily terminated without notice/compensation.

Date:

.....
Signature of the Applicant