

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

Advertisement No.: NT-03/2021

Dated:18/10/2021

ADVERTISEMENT FOR DIFFERENT NON TEACHING POSITIONS AT  
**‘HAMDARD VOCATIONAL KNOWLEDGE CENTRE,**  
JIGAR COLONY MORADABAD, U.P.,  
[A CONSTITUENT OF JAMIA HAMDARD (Deemed to be University)]

Applications are invited from the eligible candidates for the post of Office Assistant, Care-Taker, and Attendant on Contractual Basis for the Hamdard Vocational Knowledge Centre, Jigar Colony, Moradabad, UP on consolidated salary as per Jamia Hamdard norms.

The last date for the submission of applications is 5<sup>th</sup> November, 2021.

**1. Office Assistant (01)**

**Essential Qualification:**

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

**Desirable:** Diploma in computer

**Age :** Preferably below 30 years

**Salary:** Rs.20,000 per month

**2. Care-Taker (01)**

**Essential Qualification:**

- (i) 10 + 2 from any recognized board
- (ii) Experience: Driving, Electrician / plumbing / inverter certificate/ ITI

**Age :** Preferably below 40 years

**Salary:** Rs.10,000 per month

**3. Lab Assistant (02)**

**Essential Qualification:**

- (i) Bachelor’s degree in Science or diploma in Pharmacy.
- (ii) **Desirable:** Knowledge of Computer and MS Office.

**Age :** Preferably below 30 years

**Salary:** Rs.20000 per month

**GENERAL INFORMATION**

**Other Terms & Conditions:**

- Mere fulfilment of the minimum qualification and experience shall not entail a candidate to be short-listed for the interview.
- Jamia Hamdard reserves right to increase or decrease the age and number of the vacancies and also may not fill up the few or all the vacancies as it may deem necessary in view of emerging circumstances. Jamia Hamdard may consider the candidature of the candidates who did not apply, if found suitable.
- Canvassing in any form will lead to outright rejection of the applications.
- Incomplete applications in any respect will not be entertained by the Jamia Hamdard.
- No correspondence, whatsoever, will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview or selection.
- The applications for the position(s) may reach the office of the Assistant Registrar, Establishment Section, Jamia Hamdard, Hamdard Nagar, New Delhi - 110 062 on or before **5<sup>th</sup> November, 2021** through speed post/registered post/courier only, super scribing on the top of the envelope, the post applied with the subject, advertisement number & date. The application must accompany a fee of **Rs. 250/- (Rupees Two Hundred and fifty only)** in the form of Demand Draft drawn in favour of "JAMIA HAMDARD" payable at New Delhi. The application without the valid fee will not be entertained.
- Applications received after the last date will not be considered and no correspondence in this regard will be entertained.
- Candidates are advised to visit the website of Jamia Hamdard on regular basis ([www.Jamiahamdard.edu](http://www.Jamiahamdard.edu)) for updates, amendments, corrigendum (if any), will be placed on the Jamia Hamdard website only.
- These positions are for the 'HAMDARD VOCATIONAL KNOWLEDGE CENTRE, JIGAR COLONY MORADABAD, U.P., [A CONSTITUENT OF JAMIA HAMDARD (Deemed to be University)].



**JAMIA HAMDARD**  
(Deemed to be University)  
**HAMDARD NAGAR, NEW DELHI- 62**

**“Accredited by NAAC in ‘A’ Category”**  
Recommended as an Institution of Eminence by  
Empowered Committee of Ministry of HRD,  
Govt. of India

Please paste a self attested photograph.

**Application Form for Non- Academic Positions (Contractual Basis)**

1. Advertisement No. : .....
2. Post applied for : .....
3. Bank Draft No. : ..... Date: .....
4. Name : .....
5. Father's/Husband's Name: .....
6. Date of Birth: : .....
7. Marital Status : Married/Unmarried
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.

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 .....  
 .....  
 .....

**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