

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

VACANCY NOTIFICATION

Applications are invited for the post of **Law Officer** in Jamia Hamdard purely on contractual basis initially for a period of one year. Eligible candidates, fulfilling the requisite qualification and experience may apply on or before September **16, 2019**.

Qualification and Experience

LLB/LLM with Good Academic records from a recognized University, preferably registered with Bar Council and having minimum experience of 05 years in the relevant field of practices in Supreme Court/High Court/District Court. Retired officials from Supreme Court/High Court in the relevant field of practices may also apply for the post.

The incumbent will be responsible to give advice on all legal / revenue matters, to look after all litigation work, to appear in courts on behalf of the University, wherever required and to perform all administrative and other works as may be assigned from time to time.

Consolidated salary: Rs. 50,000/- (all inclusive) per month

Applications in prescribed form complete in all respects should reach to the **Office of the Deputy Registrar, Establishment Section, Jamia Hamdard, Hamdard Nagar, New Delhi – 110 062** latest by September 16, 2019 upto 05.00 P.M. along with the following:

- Bio-data/CV (highlighting personal details, academic records and experience).
- Self attested copies of certificates & testimonials in support of qualification and experience.

Date and time of Interview/Interaction will be communicated to the shortlisted candidate in due course.

REGISTRAR

**JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI**

Application Form for Law Officer on Contractual Basis

Please paste
duly attested
photograph

1. Name :
2. Father's/Husband's Name :
3. Date of Birth:
4. Martial Status : Married / Unmarried
5. Nationality :
6. Address for Correspondence :

.....

.....

.....

.....

PIN Code:

Contact No.....

E-mail

7. *Educational Qualifications:

(In Chronological order from Secondary School onwards)

Examination Passed	Subject (s) Specialization	Division or Equivalent	Percentage of Marks	Year	University/Institutions
--------------------	----------------------------	------------------------	---------------------	------	-------------------------

--	--	--	--	--	--

*Please attach attested copies of Certificates.

8. 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		

9. Indicate the time required to join, if selected:

10. Any other information you may wish to add:

.....
.....

11. 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.

12. 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