

**JAMIA HAMDARD**  
**(Deemed to be University)**  
**HAMDARD NAGAR, NEW DELHI- 110062**

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

Advertisement No.: NT- 02/2023  
Dated: 01.02.2023

**ADVERTISEMENT FOR NON-TEACHING POSITIONS IN JAMIA HAMDARD**

*Applications are invited from the eligible candidates for the below mentioned posts in Jamia Hamdard as per details mentioned therein. The last date for the submission of applications is **21<sup>st</sup> February, 2023 upto 5.00 P.M.***

S.No.	Name of Post	No. of Post	Scale of Pay
01.	Registrar	01	L-14 (144200-218200)
02.	Semi Professional Assistant (Contractual Basis)	01	As per Jamia Hamdard norms

**Details of Qualifications and other Requirements:**

S.N.	Name of Post	Qualification & Age
01.	Registrar (Direct recruitment or by Deputation for a tenure of five years or till 62 years of age whichever is earlier)	<p>(i) Master’s degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed</p> <p>(ii) At least fifteen (15) years of experience as Assistant Professor in the Academic Level 11 and above or with eight years of service in Academic Level 12 and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>Fifteen (15) years of administrative experience, of which (8) years shall be as Deputy Registrar or an equivalent post.</p> <p><b>Desirable:</b> Preference will be given to candidates with experience in university/educational institute</p>
02.	Semi Professional Assistant (Contractual Basis)	<p>Graduate with B.Lib. Science with at least 50% of the marks or equivalent.</p> <p><b>Desirable:</b> Knowledge of cataloguing (Urdu/Hindi/English/Persian/Arabic) and library software. Note: Test of accessioning, classification and knowledge of library software will be conducted for short-listing the candidates.</p> <p><b>Age: Preferably below 30 years</b></p>

### **Other Terms & Conditions:**

1. Mere fulfilment of the minimum qualification and experience shall not entail a candidate to be short-listed for the interview.
2. Jamia Hamdard reserves right to increase or decrease 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.
3. Canvassing in any form will lead to outright rejection of the applications.
4. No correspondence, whatsoever, will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview or selection.
5. The application form must accompany with application fee in the form of Demand Draft drawn in favour of "JAMIA HAMDARD" payable at New Delhi, as per below mentioned details:
  - A. **Rs. 1000/-** (Rupees One Thousand only) for the Post of Registrar.
  - B. **Rs. 500/-** (Rupees Five Hundred only) for the post of Semi Professional Assistant (on contract basis).

**The application without the valid fee, as mentioned above, will not be entertained.**

6. The applications for the position(s) may reach the office of the Assistant Registrar (Establishment), Establishment Section, Jamia Hamdard, Hamdard Nagar, New Delhi – 110 062 on or before **21<sup>st</sup> February, 2023** through speed post/registered post/courier only, superscribing on the top of the envelope, the post applied, advertisement number & date. Applications received after the last date will not be considered and no correspondence in this regard will be entertained.
7. The application should accompany with all documentary proofs (self-attested) in respect of educational qualifications & experiences.
8. Incomplete applications in any respect will not be entertained by the Jamia Hamdard.
9. 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.

*NOTE: Applications for the positions may be submitted through proper channel, if applicable. In case there is a delay, the Applicant may submit an advance Copy of the Application. However, they have to submit NOC at the time of interview/Selection Committee.*



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**HAMDARD NAGAR, NEW DELHI- 62**

Please paste a self attested photograph.

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Empowered Committee of Ministry of HRD,  
Govt. of India  
**Application Form for Non- Academic Positions**

1. Advertisement No. : .....
2. Post applied for : .....
3. Bank Draft Details : Amount (Rs.).....DD 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. Detail of Application Fee of Rs. \_\_\_\_\_/-, DD No. & Date.....  
 (to be drawn in favour of "JAMIA HAMDARD" and payable at New Delhi)

14. 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		

\*\* Please attach attested copies of Certificates.

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

16. 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. ....

17. 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