



JAMIA HAMDARD
(Deemed to be University)
Accredited by NAAC in 'A+' Category
Hamdard Nagar, New Delhi- 110062

Advertisement No.: NT- 05/2023

Dated: 04-09-2023

FILLING UP OF THE POST OF FINANCE OFFICER IN JAMIA HAMDARD

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 2 in Pharmacy category in NIRF-2023. Applications are invited from the eligible candidates for the filling up of one post of Finance Officer in the Jamia Hamdard on Regular/Deputation/Contractual/re-employment basis as detailed below. The last date for the submission of applications is **30th September, 2023.**

Name of the Posts	Salary	Mode of Appointment
Finance Officer	Pay Matrix of Rs. 1,44,200-2,18,200/- (Level-14)	Direct/Tenure/ Deputation/ Contractual/ Re-employment Basis

Detailed Qualifications and other Requirements:

1. Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
2. At least fifteen (15) years of experience as Assistant Professor in the Academic Level 11 and above or with eight (8) years' of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.
OR
3. Comparable experience in research establishment and/or other institutions of higher education.
OR
4. Fifteen (15) years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

Desirable:

1. Preference will be given to candidates having CA/ICWA qualification and/or with experience in university/educational institute.

Age: Preferably below 55 years.

Retirement Age: 62 years.

NOTE:

- 1) Total emoluments at the minimum of the pay scale including HRA, DA, TA shall be Rs. 2,53,922/- Per Month.
- 2) Officers belonging to the organized Audit and Accounts services shall be considered for appointment on deputation or re-employment basis. In such cases they should be working on an analogous post or 03 years regular service at Level-13 or 08 years regular service at Level -12. However the minimum qualification shall be relaxable at the discretion of the Competent Authority of Jamia Hamdard in exceptional cases.

Other Terms & Conditions:

1. The minimum qualification, pay and other benefits shall be as per the UGC/Statutory bodies/Jamia Hamdard norms.
2. Mere fulfilment of the minimum qualification and experience shall not entail a candidate to be short-listed for the interview.
3. Jamia Hamdard may adopt its own criteria as per the requirement of the post.
4. Jamia Hamdard reserves its right to fill up or not to fill up the post. Jamia Hamdard may consider the candidature of the candidates who did not apply, if found suitable.
5. Those working in Central/State Universities or Government funded Higher Education Institutions (HEIs) can apply for deputation, subject to fulfillment the conditions as per rules.
6. Canvassing in any form will lead to outright rejection of the applications.
7. Incomplete applications in any respect will not be entertained by the Jamia Hamdard.
8. No correspondence, whatsoever, will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview or selection.
9. The applications for the position may reach the office of the Assistant Registrar (Establishment), Establishment Section, Jamia Hamdard, Hamdard Nagar, New Delhi - 110 062 on or before **30th September, 2023** through speed post/registered post/courier/By hand, superscribing on the top of the envelope, the Post Code, Post Applied For with the subject, advertisement number, date & Post Name.
10. Applicants are required to submit the requirement fee as per below mentioned details;

Application Fee	Rs. 1500/- (Rupees One Thousand five hundred only)
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Application fee should be submitted through the below mentioned online payment link or QR Code ONLY. After online payment, applicants are also required to enclose the print out of the online fee payment receipt and also to mention online payment reference/UTR number & date in the application form.

<https://eazypay.icicibank.com/eazypayLink?P1=bdB7xPW80LI+asB6wPyV/w==>

This can also be accessed through below QR code



11. Applications received after the last date will not be considered and no correspondence in this regard will be entertained.
12. Candidates already in employment are required to apply through proper channel or submit an NOC at the time of interview/Selection Committee.
13. The selected candidate is required to join the post immediately.
14. Candidates are advised to visit the website of Jamia Hamdard on regular basis (www.Jamiahamdard.edu) for updates, amendments, corrigendum (if any), will be placed on the Jamia Hamdard website only.

(Dr. M.A. Sikandar)
Registrar

Updated on 04-09-2023, 1730 hrs



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Please paste a self attested photograph.

Application Form for Non- Academic Positions

1. Advertisement No. :
2. Post applied for :
3. Online Payment Reference/UTR No. : Date:
(Enclose self-attested copy of the Online Payment Receipt)
4. Name :
5. Gender :
6. Father's/Husband's Name :
7. Date of Birth: :
8. Marital Status : Married/Unmarried
9. Whether you belong to (please select) SC ST ... OBC Gen PH
10. Nationality :
11. Permanent Address :
.....
..... Pincode:
12. Mailing Address :
.....
..... Pincode:
- Work Phone :
- Residence Phone :
- Email :

13. Educational & Professional 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.

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 extra sheet, if required and also attach attested copies of certificates.*

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

16. Any other information you may wish to add:

17. 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.:

18. 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:

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 Signature of the Applicant