

**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- 01/2022

Dated : 03 .03.2022

**ADVERTISEMENT FOR DIFFERENT NON-TEACHING POSITIONS ON REGULAR/DEPUTATION/ CONTRACTUAL BASIS IN JAMIA HAMDARD**

Applications are invited from the eligible candidates for the below mentioned posts in Jamia Hamdard on Regular/Deputation/Contractual basis as per details mentioned therein. The last date for the submission of applications is **25<sup>th</sup> March, 2022.**

S.No.	Name of Post	No. of Post	Scale of Pay
01.	Finance Officer	01	L-14 (144200-218200)
02.	Deputy Registrar/Deputy Finance Officer	01	L-12 (78800-209200)
03.	Internal Audit Officer	01	L-10 (56100-177500)
04.	Assistant Registrar	02	L-10 (56100-177500)
05.	Security Inspector	01	L-5 (29200-92300)
06.	Stenographer	03	L-4 (25500-81100)
07.	Estate Supervisor	01	L-4 (25500-81100)
08.	Telephone Operator	01	L-2 (19900-63200)
09.	Technical Assistant	04	L-5 (29200-92300)

**Pay Detail: As per UGC/JH/ Govt. of India norms.**

**Details of Qualifications and other Requirements:**

S.N.	Name of Post	Qualification & Age
01.	Finance Officer (Direct recruitment for a tenure of five years OR by Deputation)	<ol style="list-style-type: none"><li>1. Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale or chartered accountant or member of ICWA.</li><li>2. At least fifteen (15) years of experience as Lecturer (Sr. Scale) Lecturer with eight years in reader grade along with experience in educational administration. OR</li><li>3. Comparable experience in research establishment and or other institutions of higher education. OR</li><li>4. Fifteen(15) years of experience in Finance/Accounts/Audit of which eight(8) years as Deputy Registrar in an equivalent post. OR</li><li>5. Fifteen (15) years of experience in Finance/Accounts/Audit in a University Government Department Educational Institution public sector or private sector or private sector company.</li></ol> <p><b>Age: Preferably below 50 years</b></p>

02.	Deputy Registrar/ Deputy Finance Officer	<p>1. 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>2. Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational Administration.</p> <p style="text-align: center;">OR</p> <p>3. Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>4. Five (05) years of administrative experience as Assistant Registrar or in equivalent post.</p> <p style="text-align: center;"><b>Desirable:</b> CA/ICWA and Experience of working in the University/Higher Educational Institute in the field of Finance.</p> <p style="text-align: center;"><b>Age: Preferably below 45 years</b></p>
03.	Internal Audit Officer	<p>1. Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.</p> <p>2. Five years experience as Section Officer or in a supervisory position in an academic institution of repute or in Managerial capacity in a reputed Govt./registered International/National organization/highly reputed Private organization.</p> <p style="text-align: center;"><b>Age: Preferably below 40 years</b></p>
04.	Assistant Registrar	<p>1. Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.</p> <p>2. Five years' experience as Section Officer or in a supervisory position in an academic institution of repute or in Managerial capacity in a reputed Govt./registered International/National organization/highly reputed Private organization</p> <p style="text-align: center;"><b>Age: Preferably below 40 years</b></p>
05.	Security Inspector	<p>1. Bachelor's degree in any discipline.</p> <p>2. Three (03) years' experience in the relevant field.</p> <p style="text-align: center;"><b>Age: Preferably below 40 years</b></p>
06.	Stenographer	<p>1. Bachelor's degree from a recognized University.</p> <p>2. Minimum speed of 80 WPM in English Stenography and 40 WPM in English Typewriting on Computer.</p> <p style="text-align: center;"><b>Desirable:</b> Knowledge of Urdu typing and use of software packages (Database &amp; Spreadsheet) for office work.</p> <p style="text-align: center;"><b>Age: Preferably below 30 years</b></p>

07.	Estate Supervisor	1. Three years Diploma in Civil Engineering 2. At least two (02) years of experience in the relevant field.  <b>Age: Preferably below 25 years</b>
08.	Telephone Operator	1. Graduate. 2. One year experience in a similar capacity. 3. Knowledge of Office software  <b>Age: Preferably below 30 years</b>
09.	Technical Assistant	B.Sc. with one year experience of working in a science/similar laboratory. OR 10+2 with fifteen (15) years of experience in a science/similar laboratory.  <b>Age: Preferably below 30 years</b>

## 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 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 (Faculty Recruitment), Establishment Section, Jamia Hamdard, Hamdard Nagar, New Delhi - 110 062 on or before **25<sup>th</sup> March, 2022** through speed post/registered post/courier only, superscribing on the top of the envelope, the post applied with the subject, advertisement number & date. The application must accompany a fee of **Rs. 500/- (Rupees Five Hundred 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.
- Those who have applied earlier for the post of Finance Officer, are also need to apply afresh.
- 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.*

**REGISTRAR**



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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. Detail of Application Fee of Rs. 500/-, 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		

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.

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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