

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

D.No: Estab/LD/ **140**
Dated: **27**.02.2020

CIRCULAR

The Competent Authority has approved for filling up of the undermentioned posts with reference to Advt. No 5/2017 through Departmental Test/Promotion.

S.N	Name of Post	No. of Vacancy	Eligibility Criteria
	Stenographer Rs. 5200-20200+GP 2400/- (pre revised) i.e. Level 4 in 7 th CPC	01	1. Bachelor's degree from a recognized University with six years service in regular scale of pay (GP of Rs. 2000). 2. Minimum speed of 80 WPM in English Stenography and 40 WPM in English Typewriting on Computer. 3. Preference will be given to the candidates having knowledge of English shorthand and Urdu typing.
	Junior Assistant Rs. 5200-20200+GP 1900/- (pre revised) i.e. Level 2 in 7 th CPC	06	1. 10 th Standard/Matriculation passed from recognized board with six years of regular service in the cadre of Attendant. 2. Minimum speed of 30 w.p.m. in English Typewriting on Computer. 3. Preference will be given to the candidates having knowledge of shorthand or Urdu/Hindi typing.

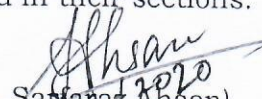
Interested and eligible candidates may apply on the prescribed application form available with AR (Establishment) on any working day.

The selection will be made on the basis of prescribed tests/rules as per Recruitment Rules of the University for the above mentioned positions.

Last date of submitting the application on prescribed form is **16.03.2020**.

The application duly completed may be submitted in Establishment Section on any working day before the last date of closing.

All Deans of Schools and Heads of the Departments/Units are requested to bring this into the notice of all regular/permanent employees of Jamia Hamdard in their sections.


(Dr. Sarfraz Ahsan)
Dy. Registrar

Distribution:

1. All Deans
2. All Heads of the Departments/Offices/Units
3. Finance Officer
4. Person Concerned
5. Director, IQAC
6. System Analyst – to get it uploaded on university website
7. P.A. to VCS/SPA to PVC/PS to Registrar
8. Personal/Guard File