

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI-110062

Dated: 13.12.2022

VACANCY NOTIFICATION

WALK-IN-INTERVIEW

Applications are invited from the eligible candidates for one (01) post of Junior Assistant on contractual basis in Jamia Hamdard.

The selected Candidate will be paid Consolidated Salary as per Jamia Hamdard norms.

Eligibility Criteria:

Essential:

- (a) Bachelor's degree from a recognized University.
- (b) Minimum speed of 30 WPM in English typewriting on Computer.

Desirable:

Knowledge of Urdu Typing /English Shorthand

Note: The recruitment will be made on the basis of competitive test of English Typing and English composition and grammar followed by an interview of those candidates who qualify the test.

Age: Preferably below 30 years

Interested Candidates having the above qualification may appear for the selection process as mentioned above, with a detailed CV, attested copies of certificates and testimonials at **11.00 A.M. on 19-12-2022 (Monday)** in the Smart Classroom Cluster, Central Library Building, Ground Floor, Jamia Hamdard, New Delhi.

No TA/DA shall be payable for attending the same.

Registrar
Jamia Hamdard

Copy for wide publicity to:

1. All Deans
2. All Heads of the Departments/Offices/Units
3. Finance Officer
4. Director, IQAC
5. System Analyst – to get it uploaded on university website
6. AR/Secretary to Vice-Chancellor
7. PA to Registrar
8. Guard File