JAMIA HAMDARD
Hamdard Nagar, New Delhi – 110062

Advertisement for the Post of Project Assistant under DST-STUTI Program

Applications are invited from intending eligible candidates who are citizen of India for filling up the following post :

Role   : **PROJECT ASSISTANT**

Experience   : 2 to 3 years

Salary   : 20,000/- per month + HRA

Employment Type : Contract

Tenure   : Initially for 6 Months

Education & Experience Required:

- The minimum education qualification of the candidates shall be B.Sc. Graduate/ 3 Years Diploma in Engineering & Technology from a recognized Deemed/State/Central University of any examination declared equivalent thereto.
- The candidates must have proficiency in basic computer application like MS windows, Photoshop, Excel, PowerPoint, DTP, Spreadsheet, Presentation of graphics, Concept of database, word processor, Internet processing, Email etc.
- Minimum Typing speed of 30 wpm

Knowledge & Skills:

- Demonstrated ability to project plan and prioritize multiple tasks
- Strong relationship development and managerial skills
- Excellent verbal and written communication skills
- Ability to be flexible and adaptable to work environment and priori Candidate

Positions are purely temporary and the continuance of the selected candidate will depend on the satisfactory performance.

How to apply: Interested candidates may apply online using Google form link given below on or before **13th June 2022**. Short-listed candidates will be invited for an interview to be notified later.

Google form link : https://forms.gle/riKVTqQVH2CLRkTJA