

**JH-Institute of Molecular Medicine, Jamia Hamdard
Hamdard Nagar, New Delhi-62**

Advertisement for 2 Posts to work in the grant sanctioned by Department of Health Research Govt of India, entitled :Support to Indian Institutions to Conduct Training” in the area Modern Biology (R1206/06/2018HR/E office-3151319) as mentioned below:

- a) one Office Assistant**
- b) one Lab Attendant**

Jh-Institute of Molecular Medicine, School of Interdisciplinary Sciences and Technology, Jamia Hamdard is holding an **Interview** for the above posts on purely temporary basis in the said project

Salaries:

Office Assistant: Rs. 15,000 consolidated per month (Till March, 2024 or until the project ends)

Lab Attendant: Rs. 10,000 consolidated per month (Till March, 2024 or until the project ends)

Essential qualifications:

Office Assistant: minimum qualification 12th passed with at least 10 years of experience in office administrative duties; equipment, chemicals purchases; time keeping of manpower; preparation of utility certificates to funding agencies; basic computer knowledge

Lab Attendant: minimum qualification 12th passed with at least 10 years of experience in maintenance of laboratory/equipment/electricals.

Interested candidate may submit the application along with recent Biodata to Dr. A. Sonam Grover (Project Coordinator), JH-Institute of Molecular Medicine, 3rd Floor, Room No.311, Faculty of Science, Jamia Hamdard, Hamdard Nagar, New Delhi 110062 or Email at: jhimm_training@jamiahamdard.ac.in. E-mail Should include (“Application for Office Assistant/ Lab Attendant” in the subject space)

The advertisement may be through website (<http://www.jamiahamdard.edu>) and notice boards.

Applications should be received on or before 5 p.m. 5th August 2019. Date of interview shall be notified to the shortlisted candidates.