

**JAMIA HAMDARD
(Deemed University)
Hamdard Nagar, New Delhi – 110 062**

“Accredited by NAAC in ‘A’ Category”

RECRUITMENT

(Advertisement No. 2/2016)

Applications on prescribed form are invited for filling up the post of **Security Officer** in Jamia Hamdard on contractual basis initially for a period of two years. Eligible candidates fulfilling the requisite qualification and experience may apply on or before **February 29, 2016**.

Qualification and Experience

Graduate degree in any discipline from a recognized University and having not less than 05 years commissioned service in Army/Navy/Air Force/Para military or Central Police Service not below the rank of Deputy Superintendent of Police need only apply

Consolidated salary : Rs. 50,000 (all inclusive) per month

Age Limit : Below 50 years

GENERAL INFORMATION

1. The university reserves the right not to fill-up the vacancy if the circumstances so warrant and to call only short-listed candidates for test/ interview.
2. The university reserves the right to consider the name(s) of suitable candidates who may not have applied and also to relax the qualification and experience for deserving candidates, as approved by the Selection Committee.
3. Candidates called for interview will have to come to the place of interview at their own expenses and bring with them their original research papers, degrees and certificate etc. for verification.
4. Applications complete in all respects should reach to the Office of the Registrar, Establishment Section, Jamia Hamdard, Hamdard Nagar, New Delhi – **110 062 latest by February 29, 2016 alongwith the following:**
 - Bio-data (highlighting personal details, academic records and experience).
 - Attested copies of certificates & testimonials in support of qualification and experience.
 - **Demand Draft of Rs. 500/- in favour of Registrar, Jamia Hamdard payable at New Delhi.**
 - **Duly typed** Annexure- A available with the application form.
5. Persons already in job must apply through proper channel.
6. Incomplete applications and those received after the closing date will not be entertained.
7. Reservation for persons with disabilities as per Government of India Rules is available. Such candidates need not to enclose the application fee.
8. To download application form and Annexure- A [click here](#)

**(FIRDOUS A. WANI)
REGISTRAR**



JAMIA HAMDARD HAMDARD NAGAR, NEW DELHI

Please paste duly attested photograph here while sending this application form by post.

Application Form for Non-Academic and Technical Posts

1. Advertisement No. :
2. Post applied for :
3. Bank Draft/Cheque 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)

Examination Passed	Subject (s) Specialization	Division or Equivalent	Percentage of Marks	Year	University/Institution

** Please attach attested copies of Certificates.

13. 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		

14. Are you willing to accept the minimum initial pay in the grade? If not, state reasons for claiming higher starting pay.

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15. Indicate the time required to join, if selected:

16. Any other information you may wish to add

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17. References (Please specify the names of two referees who should be responsible persons 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:

Phone :

(b) Name :

Designation :

Address :

E Mail:

Phone :

18. Please attach extra sheet (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.

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Signature of the Applicant

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI-62

DETAIL OF QUALIFICATIONS & EXPERIENCE OF THE CANDIDATE APPLIED FOR THE BELOW MENTIONED POST IN RESPONSE TO ADVERTISEMENT NO. _____ DATED _____.

POST APPLIED FOR: _____

S. No.	Name & Address	Qualification				
		Course	Stream/ Subject	Div/%	Year	University
		PG/Master's Degree (Subject)				
		Graduation (Subject)				
		Diploma (Subject)				
		Other				
<u>Work Experience:</u>						
1. _____						
2. _____						
3. _____						
4. _____						
5. _____						
6. _____						

DOB: MM/DD/YYYY **Age as on last date :** _____ **Years** **Month(s)** **Day(s)**

Total Experience: _____

Present Scale of Pay/Salary: _____

Time required to Join: _____

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(END)