



**JAMIA HAMDARD**  
(Deemed to be University)  
"Accredited by NAAC in 'A+' Category"  
Hamdard Nagar, New Delhi- 110062

Advt. No.: NT-02 /2024  
Dated: 19-01-2024

**Advertisement for Engagement of one Senior Coordinator and one Coordinator on Contractual basis for Admission & Student Support Services**

Jamia Hamdard (JH) is a Deemed to be University, declared by the Government of India, Ministry of Education vide Gazette Notification dated 10th May, 1989. JH is a research oriented organization and ranked in the top 50 Universities in India and also ranked 2 in Pharmacy category in NIRF-2023.

Applications are invited from the eligible candidates for the engagement of Senior Coordinator and Coordinator on Contractual basis for Admission & Student Support Services as per the below details:

Post Code	Name of Post	No. of Posts	Minimum Qualification	Salary (per month)
001	<b>Senior Coordinator- Admission &amp; Student Support Services</b> On Contract basis	01 (one)	(a) Master's degree from a recognized University. PG Qualification in Management shall be preferred. (b) Minimum 05 years of relevant experience preferably in admissions or student affairs and handling of ERP /UMS Software, in an Educational Organization. <b>Desirable Criteria:</b> (a) Proven track record of leadership and management in admissions processes. (b) Experience in developing and implementing admission strategies. (c) Strong understanding of academic programs and university policies. (d) Excellent communication and interpersonal skills. (e) Familiarity with relevant technologies and admission management systems. (f) Demonstrated ability to collaborate with various stakeholders.	Rs. 50,000/- P.M. (Consolidated)
				<b>Age limit:</b> 35 years (preferential)
002	<b>Coordinator- Admission &amp; Student Support Services</b> On Contract basis	01 (one)	(a) Bachelor's degree from a recognized University. Qualification in Management shall be preferred. (b) Minimum 02 years of relevant experience of handling ERP /UMS Software, preferably in an Educational Organization. <b>Desirable Criteria:</b> (a) Familiarity with admission procedures and documentation. (b) Strong organizational and administrative skills. (c) Ability to work collaboratively in a team. (d) Proficient in Microsoft Office and other relevant software. (e) Excellent written and verbal communication skills.	Rs. 30,000/- P.M. (Consolidated)
				<b>Age limit:</b> 32 years (preferential)

**Note:**

1. Interested candidates may send their applications in the prescribed proforma along with their Curriculum Vitae with two references under whom the applicant has served two years & above and copy of certificates of education and experience by Post/by hand superscribing on the top of the envelope, the post applied with advertisement number & date so as to reach by **31-01-2024**, to the below mentioned address:

**Assistant Registrar, Establishment Section  
Jamia Hamdard, Hamdard Nagar,  
New Delhi-110062**

2. The applicants are also required to submit their details on compulsorily basis through below mentioned link of google form:  
<https://forms.gle/YpMTmGd4RfRQCgKv8>
3. **Hard copy of the Applications shall not be considered, if details through above given google form is not filled.**

**Other Terms & Conditions:**

1. Mere fulfilment of the minimum qualification and experience shall not entail a candidate to be short-listed for the selection process.
2. The Jamia Hamdard reserves its right to fill or not to fill the above positions. No. of positions may increase or decrease depending upon the requirements
3. Canvassing in any form will lead to outright rejection of the applications.
4. Incomplete applications in any respect will not be entertained by the Jamia Hamdard.
5. No correspondence, whatsoever, will be entertained from candidates regarding conduct and result of group discussion and reasons for not being called for group discussion or selection.
6. The applications for the position(s) may reach the office of the Assistant Registrar, Establishment Section, Jamia Hamdard, Hamdard Nagar, New Delhi - 110 062 on or before **31-01-2024** through speed post/registered post/courier, by hand superscribing on the top of the envelope, the post applied with advertisement number & date.
7. Applicants are required to submit the application fee as per below mentioned details;

<b>Application Fee</b>	<b>Rs. 500/-</b>
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Application fee should be submitted through the below mentioned online payment link or QR Code. After online payment, applicants are also required to enclose the print out of the online fee payment receipt and also to mention online payment reference/UTR number & date in the application form.

<https://eazypay.icicibank.com/eazypayLink?P1=bdB7xPW80LI+asB6wPyV/w==>

This can also be accessed through below QR code



8. Applications received after the last date will not be considered and no correspondence in this regard will be entertained.
9. Candidates are advised to visit the website of Jamia Hamdard on regular basis ([www.Jamiahamdard.edu](http://www.Jamiahamdard.edu)) for updates, amendments, corrigendum (if any), will be placed on the Jamia Hamdard website only.

*NOTE: Applications for the positions may be submitted through proper channel, if applicable.*

Sd/-  
REGISTRAR



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

Please paste a self attested photograph.

**Application Form for Non- Academic Positions (Contractual Basis)**

1. Advertisement No. : .....
2. Post applied for : .....
3. Online Payment Reference/UTR No.: ..... Date: .....  
(Enclose self-attested copy of the Online Payment Receipt)
4. Name : .....
5. Father's/Husband's Name : .....
6. Date of Birth : .....
7. Marital Status : Married/Unmarried
8. Gender : Male / Female
9. Whether you belong to (please select) SC ..... ST ... OBC ..... Gen ..... PH .....  
(Attach Certificate, if belong to SC, ST, OBC or PH)
10. Nationality : .....
11. Permanent Address : .....  
.....  
..... Pincode: .....
12. Mailing Address : .....  
.....  
..... Pincode: .....
- Work Phone : .....
- Residence Phone : .....
- Email : .....

13. Educational Qualifications (In chronological order from Secondary School onwards)

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

\*\* Please attach attested copies of Certificates.

14. 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		

15. Indicate the time required to join, if selected: .....
16. Any other information you may wish to add:  
.....
17. References (Please specify the names of two referees who should be responsible person 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: .....
- Contact No. ....
- (b) Name : .....
- Designation : .....
- Address : .....
- E Mail: .....
- Contact No. ....
18. Please attach extra sheet, if any (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.

Date: .....

Place: (Signature of the Applicant)