

**Detail of the advertisement published in the Ascent (Times of India) dated**

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

**“Accredited by NAAC in ‘A’ Category”**

**RECRUITMENT  
(Advertisement No. 5/2017)**

Applications on prescribed form are invited for filling up the following non-teaching positions in the various departments of the university. Eligible candidates may apply on or before 22.12.2017.

1. Registrar	- One
2. Finance Officer	- One
3. Deputy Librarian	- One
4. Training and Placement Officer	- One
5. Deputy Registrar	- Two
6. Assistant Registrar	- Three
7. Executive Engineer	- One
8. Secretary to Vice-Chancellor	- One
9. Manager (Hospitality)	- One
10. Security Officer	- One
11. Personal Assistant	- One
12. Stenographer	- Three
13. Junior Engineer (Civil)	- Two
14. Junior Engineer (Elect.)	- One
15. Professional Assistant	- Three
16. Semi Professional Assistant	- Twelve
17. Technical Assistant	- Four
18. Senior Mechanic	- One
19. Data Entry Operator	- One
20. Supervisor (Civil)	- Two
21. Electrician/Operator	- Two
22. Junior Assistant	- Ten
23. Laboratory Attendant	- Ten

**Pay Bands:**

01.	Registrar	-	Rs. 37400-67000+GP 10000/-
02.	Finance Officer	-	Rs. 37400-67000+GP 10000/-
03.	Deputy Librarian	-	Rs. 15600-39100+AGP 8000/-
04.	Training and Placement Officer	-	Rs. 15600-39100+GP 7600/-
05.	Deputy Registrar	-	Rs. 15600-39100+GP 7600/-
06.	Assistant Registrar	-	Rs. 15600-39100+GP 5400/-
07.	Secretary to Vice-Chancellor	-	Rs. 15600-39100+GP 5400/-
08.	Executive Engineer	-	Rs. 15600-39100+GP 6600/-
09.	Manager (Hospitality)	-	Rs. 9300-34800+GP 4600/-
10.	Security Officer	-	Rs. 9300-34800+GP 4600/-
11.	Personal Assistant	-	Rs. 9300-34800+GP 4200/-
12.	Stenographer	-	Rs. 5200-20200+GP 2400/-
13.	Junior Engineer (Civil)	-	Rs. 9300-34800+GP 4200/-
14.	Junior Engineer (Elect.)	-	Rs. 9300-34800+GP 4200/-
15.	Professional Assistant	-	Rs. 9300-34800+GP 4200/-
16.	Semi Professional Assistant	-	Rs. 5200-20200+GP 2800/-
17.	Technical Assistant	-	Rs. 5200-20200+GP 2800/-
18.	Senior Mechanic	-	Rs. 5200-20200+GP 2800/-
19.	Data Entry Operator	-	Rs. 5200-20200+GP 2400/-
20.	Supervisor (Civil)	-	Rs. 5200-20200+GP 2400/-
21.	Electrician/Operator	-	Rs. 5200-20200+GP 1900/-
22.	Junior Assistant	-	Rs. 5200-20200+GP 1900/-
23.	Laboratory Attendant	-	Rs. 5200-20200+GP 1800/-

## **QUALIFICATION AND EXPERIENCE:**

### **1. Registrar - 01 Post**

- (i) Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.
- (ii) At least fifteen (15) years of experience as Assistant Professor or with eight years of service in AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

Fifteen (15) years of administrative of which (8) years as Deputy Registrar in the Grade Pay of Rs. 7600/- or in an equivalent post.

**Desirable:** Preference will be given to candidates with experience in university/educational institute

**Age Limit**- Preferably not more than 55 years

### **2. Finance Officer - 01 Post**

- (i) Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale or a Chartered Accountant or Member of ICWA.
- (ii) At least ten (10) years of experience as Assistant Professor with eight years in Associate Professor's grade along with experience in educational administration.

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

Ten (10) years of experience in Finance/Accounts/Audit in a University/Government Department/Educational Institution/Public Sector or Private Sector Company of which (8) years as Deputy Registrar in the Grade Pay of Rs. 7600/- or in an equivalent post.

**Desirable:** Preference will be given to candidates with experience in Finance.

**Age Limit** - Preferably not more than 55 years

### **3. Deputy Librarian - 01 Post**

- (i) Master's degree in library science/information science/documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.
- (ii). At least five years of experience as Assistant Librarian in a University Library or as a College Librarian.
- (iii) Evidence of innovative library services, and organization of published work and professional commitment, computerization of library.
- (iv) A minimum score of 300 as stipulated in the Academic Performance Indicator (API) based Performance Based appraisal System (PBAS) as per the standards and guidelines set out by the University for direct appointments of lateral level.

**Desirable:** M.Phil/Ph.D. degree in library science/ information science/ documentation/ Archives and manuscript-keeping/computerization of library.

**Age Limit** : Preferably not more than 50 years

#### **4. Training and Placement Officer - 01 Post (SFS)**

- (i) Master's degree in Engg./Technology with atleast 55% of the marks from a recognized University
- (ii) At least ten years of relevant experience out of which five (05) years should be in industry of repute.

**Age Limit** : Preferably not more than 50 years

#### **5. Deputy Registrar - 02 Posts (SFS)**

- (i) Master's degree with atleast 55% of the marks or its equivalent grade of B in the UGC seven point scale.
- (ii) Nine (09) years of experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in educational administration.

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

Five (05) years of administrative experience as Assistant Registrar or in an equivalent post

**Desirable:** (i) MBA/LLB/CA/ICWA  
(ii) Experience in University Administration/Finance

**Age Limit** : Preferably not more than 50 years

#### **6. Assistant Registrar - 03 Posts (SFS)**

- (i) Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale alongwith a good academic record.
- (ii) At least three years of experience in administration in a Supervisory post in a college or a university.

**Desirable:** (i) MBA/LLB/CA/ICWA  
(ii) Experience in University Administration/Finance

**Age Limit** : Preferably not more than 50 years

#### **7. Executive Engineer - 01 Post**

- (i) Bachelor's degree in engineering from a recognized University
- (ii) At least eight (08) years of experience as an Assistant Engineer or in an equivalent post in recognized/reputed institution/organization.

**Age Limit** : Preferably not more than 50 years

#### **8. Secretary to Vice-Chancellor - 01 Post**

- (i) Good academic record with Bachelor's degree from a recognized University with at least 55% of the marks.
- (ii) At least six (06) years of experience in Secretarial work out of which three years should be in the rank of Senior P.A or equivalent cadre in the scale of pay of Rs.9300- 34800+ GP 4600 in a University/Educational or Research Institution.

**Age Limit** : Preferably not more than 40 years

#### **9. Manager (Hospitality) - 01 Post**

- (i) Master's degree in Hotel Management or Tourism Management or M.B.A.
- (ii) One (01) year experience of working a reputed Guest House /Hotel/Restaurant

**Age Limit** : Preferably not more than 50 years

**10. Security Officer - 01 Post**

- (i) Bachelor's degree in any discipline from a recognized University
- (ii) 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

**Age Limit :** Preferably not more than 50 years

**11. Personal Assistant - 01 Post**

- (i) Bachelor's degree from a recognized University.
- (ii) At least One year Diploma in Stenography with minimum speed of 80 WPM in English Stenography and 40 WPM in English Typewriting on Computer
- (iii) At least 5 years' experience of working as Stenographer/Personal Assistant in reputed organizations/Universities/Government Projects.
- (iv) Diploma /Certificate course in Computer Applications

**Age Limit :** Preferably not more than 40 years

**12. Stenographer - 03 Posts**

- (i) Bachelor's degree from a recognized University.
- (ii) At least six months' Diploma in Stenography with minimum speed of 80 WPM in English Stenography and 40 WPM in English Typewriting on Computer
- (iii) Experience of working in reputed organizations/Universities/Government Projects.
- (iv) Diploma /Certificate course in Computer Applications

**Age Limit :** Preferably not more than 40 years

**13. Junior Engineer (Civil) - 02 Posts**

- (i) Three years Diploma in Civil Engineering from a recognized University
- (ii) At least three (03) years of experience in civil construction after obtaining Diploma

OR

Bachelor's degree in Civil Engineering from a recognized University

**Age Limit :** Preferably not more than 40 years

**14. Junior Engineer (Electrical) - 01 Post**

- (i) Three years Diploma in Electrical Engineering from a recognized University
- (ii) At least three (03) years of experience in electrical works after obtaining Diploma

OR

Bachelor's degree in Electrical Engineering from a recognized University

**Age Limit :** Preferably not more than 40 years

**15. Professional Assistant - 03 Posts**

- (i) Masters' degree in Library Science/Information Science/documentation or an equivalent professional degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.

OR

- (ii) Graduate with B. Lib. Science and three (03) years of experience as Semi Professional Assistant or in an equivalent post.

**Desirable :** Knowledge of cataloguing (Urdu/ Hindi/English/Persian/Arabic) and library software.

**Age Limit :** Preferably not more than 40 years

## 16. Semi Professional Assistant - 12 Posts (04 SFS)

- (i) Graduate with B.Lib. Science from a recognized University with at least 50% of the marks or equivalent.

**Desirable :** Knowledge of cataloguing (Urdu/Hindi/English/Persian/Arabic) and library software.

**Age Limit :** Preferably not more than 40 years

## 17. Technical Assistant - 04 Posts (SFS)

- (i) Graduate with Science from a recognized University
- (ii) One year experience of working in a laboratory

**Age Limit :** Preferably not more than 40 years

## 18. Senior Mechanic - 01 Post

- (i) Three years Diploma in Mechanical Engineering from a recognized University.
- (ii) At least two (02) years experience in the relevant field after obtaining Diploma  
OR  
Certificate from ITI in the Mechanic trade with 5 years of experience after obtaining certificate

**Age Limit :** Preferably not more than 40 years

## 19. Data Entry Operator - 01 Post (SFS)

- (i) Bachelors' degree in any discipline from a recognized University
- (ii) Knowledge of office automation software.
- (iii) Minimum speed of 40 W.P.M. in typewriting
- (iv) One year relevant experience

**Desirable :** Knowledge of word processing in Urdu

**Age Limit :** Preferably not more than 40 years

## 20. Supervisor (Civil) - 02 Posts

Three years Diploma in Engineering in the concerned discipline from a recognized University.  
OR

ITI in Engineering Trade with at least two (02) years experience in the relevant field.

**Age Limit :** Preferably not more than 25 years

## 21. Electrician/Operator - 02 Posts

- (i) Certificate from ITI from a recognized technical institution in the concerned trade with one-year practical experience in relevant field.
- (ii) Wireman License of Electrical Inspector

**Age Limit :** Preferably not more than 25 years

## 22. Junior Assistant - 10 Posts (SFS)

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

**Desirable:** Knowledge of Urdu Typing /English Shorthand.

**Age Limit :** Preferably not more than 40 years

## 23. Laboratory Attendant - 10 Posts (SFS)

Intermediate (10+2) with Science from a recognized Board.

**Desirable:** One year relevant experience in a Laboratory of reputed institution/university

**Age Limit :** Preferably not more than 25 years

## **GENERAL INFORMATION**

01. 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.
02. The university reserves the right to consider the name(s) of suitable candidates who may not have applied and also to relax the qualification, experience and age for deserving candidates, as approved by the Selection Committee.
03. 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.
04. Applications complete in all respects should reach to the Office of the Registrar, Establishment Section, Jamia Hamdard, Hamdard Nagar, New Delhi – 110062 latest by 22.12.2017 alongwith the following:
  - Bio-data (highlighting personal details, academic records, teaching and research 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.
  - Duly filled in Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) proforma as per the UGC guidelines in Appendix III for the post of Deputy Librarian.
05. Persons already in job must apply through proper channel.
06. Incomplete applications and those received after the closing date will not be entertained.
07. Reservation for persons with disabilities as per Government of India Rules is available. Such candidates need not to enclose the application fee.
08. To download application form for Deputy Librarian, Annexure- A and Appendix III [click here](#)  
To download application form for non-teaching [click here](#)

**REGISTRAR**

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