



JAMIA HAMDARD (Deemed to be University), HAMDARD NAGAR,
NEW DELHI-110062 (Accredited by NAAC in 'A' category)

JAMIA HAMDARD KANNUR CAMPUS

Kannur City (PO), Kannur-670003

Advt.No.JHK/01/2022

Date: 16.11.2022

ADVERTISEMENT FOR OFFICE ASSISTANT ON CONTRACTUAL BASIS IN JAMIA HAMDARD KANNUR CAMPUS, KERALA.

Applications are invited from the eligible candidates for one (01) post of Office Assistant on Contractual Basis on consolidated salary as per Jamia Hamdard norms in Jamia Hamdard Kannur Campus, Kerala. The last date for the submission of applications is **22.11.2022**, Tuesday. Eligibility Criteria: **Essential:** (a) Bachelor degree from a recognized University. (b) Minimum speed of 30 WPM in English typewriting on Computer. **Desirable:** English Shorthand. **Note:** The recruitment will be made on the basis of competitive test of English Typing and English composition and grammar followed by an interview of those candidates who qualify the test. **Age:** Preferably below 30 years. Candidates are advised to visit the website of Jamia Hamdard on regular basis (**www.jamiahamdard.edu**) for updates, amendments, corrigendum (if any), will be placed on the Jamia Hamdard website only. **Registrar**

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Eligibility Criteria:

Essential:

- (a) Bachelor's degree from a recognized University.
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Desirable:

English Shorthand

Note: The recruitment will be made on the basis of competitive test of English Typing and English composition and grammar followed by an interview of those candidates who qualify the test.

Age : Preferably below 30 years

GENERAL INFORMATION

Other Terms & Conditions:

- Mere fulfilment of the minimum qualification and experience shall not entail a candidate to be short-listed for the interview.
- Jamia Hamdard reserves right to increase or decrease the age and number of the vacancies and also may not fill up the few or all the vacancies as it may deem necessary in view of emerging circumstances. Jamia Hamdard may consider the candidature of the candidates who did not apply, if found suitable.
- Canvassing in any form will lead to outright rejection of the applications.
- Incomplete applications in any respect will not be entertained by the Jamia Hamdard.
- No correspondence, whatsoever, will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview or selection.
- The applications for the position(s) may reach the office of the Director, Jamia Hamdad Kannur Carpus, Kannur City, (PO), Kannur 670003 on or before **22.11.2022 (Tuesday)** through speed post/registered post/courier only, superscribing on the top of the envelope, the post applied with the subject, advertisement number & date. The application must accompany a fee of **Rs. 250/- (Rupees Two Hundred and fifty only)** in the form of Demand Draft drawn in favour of "JAMIA HAMDARD" payable at New Delhi. The application without the valid fee will not be entertained.
- Applications received after the last date will not be considered and no correspondence in this regard will be entertained.
- Candidates are advised to visit the website of Jamia Hamdard on regular basis (www.Jamiahamdard.edu) for updates, amendments, corrigendum (if any), will be placed on the Jamia Hamdard website only.

Registrar



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Please paste a self attested photograph.

Application Form for Non- Academic Positions (Contractual Basis)

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

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

15. Any other information you may wish to add:

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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.....

16. Please attach extra sheet, if any (with hard copy of application only) indicating your suitability for this post.

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:

.....
Signature of the Applicant