

HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH (HIMSR)
JAMIA HAMDARD, NEW DELHI

RECRUITMENT OF MULTI-TASKING OFFICE EXECUTIVE

Applications are invited for the recruitment of Multi-tasking Office Executives on contractual basis initially for a period of two years (extendable based on the performance) in the Hamdard Institute of Medical Sciences and Research (HIMSR), Jamia Hamdard

Qualification : First class graduate (Science/Humanities/Computer Science) possessing excellent English Communication (written & oral) & IT skills.

Experience Experience of 2 to 3 years in a reputed Public/Private Hospital/Medical College at a similar positions.

Consolidated salary Rs.20,000 to Rs.25000 per month depending upon experience and higher qualification

Job description Candidate is expected to be a Multi-tasking administrative/office personnel and ready to work in any area such as HR/Finance/Inventory Control/Public Relations/Data Entry with prompt and efficient processing of documents and proper maintenance of files. The candidate should be self-motivated, ready to work of his/her own and computer savvy.

Interested candidates may submit their duly filled-in application on the prescribed form alongwith attested certificates, testimonials and two passport size photograph to the Office of the Dean, Hamdard Institute of Medical Sciences and Research (HIMSR), Hamdard Nagar, New Delhi -110062 latest by **October 26, 2015**. List of short-listed candidates for interview and the date of interview will be displayed on **October 30, 2015** on the website.

Fee is required to be enclosed in a form of demand draft of Rs. 200 in favour of Registrar, Jamia Hamdard payable at New Delhi along with the application form.

REGISTRAR

To download application form [click here](#)