



JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A+' Category

Hamdard Nagar, New Delhi- 110062

**JAMIA HAMDARD KANNUR CAMPUS,
KANNUR CITY (PO), KANNUR-670003**

Advt. No.: NT-03/2024

Dated:22-04-2024

**APPOINTMENT OF DIFFERENT NON-TEACHING POSITIONS IN JAMIA HAMDARD KANNUR CAMPUS, KERALA
ON CONTRACTUAL BASIS.**

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 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 following non-teaching posts in the Jamia Hamdard Kannur Campus on Contractual basis as detailed below.

The last date for the submission of applications is **24th May, 2024**.

Post Code	Post Name	No. of Posts	Essential Qualification (Should be from UGC recognized University/Institution only)
01.	Office Assistant (Accounts)	01 (one)	(a) Bachelor's degree from a recognized University. (b) Minimum speed of 30 WPM in English typewriting on Computer. Desirable: 1. English Shorthand 2. Candidate with Commerce & Account background shall be preferred.
02.	Laboratory Assistant	01 (One)	Intermediate with Science
03.	Caretaker	01 (One)	High School

Age Limit: preferably below 35 years.

Salary: as per Jamia Hamdard Norms.

Nature of Appointment: Contractual

NOTE:

- The applicants are also required to submit their details on compulsorily basis through below mentioned link of google form:
<https://forms.gle/f8cct1YJmsaFwMNW9>
- If details through above given google form is not filled before the last date, the application/hard copy of the application form shall not be considered.

Other Terms & Conditions:

- The minimum qualification, pay and other benefits shall be as per the UGC/Statutory bodies/Jamia Hamdard norms.
- Mere fulfilment of the minimum qualification and experience shall not entail a candidate to be short-listed for the interview.
- Jamia Hamdard may adopt its own criteria as per the requirement of the post.
- Jamia Hamdard reserves its right to fill up or not to fill up the post. 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 may reach the office of the Assistant Registrar (Establishment), Establishment Section, Jamia Hamdard, Hamdard Nagar, New Delhi - 110 062 on or before **24th May, 2024** through speed post/registered post/courier/By hand, superscribing on the top of the envelope, the Post Code,

Post Applied For with the subject, advertisement number & date.

9. Applicants are required to submit the requirement fee as per below mentioned details;

Application Fee	Amount
For Above Posts	Rs. 500/- (Rupees five hundred only)

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



10. Applications received after the last date will not be considered and no correspondence in this regard will be entertained.
11. Candidates already in employment are required to apply through proper channel or submit an NOC at the time of interview/Selection Committee.
12. The selected candidate is required to join the post immediately.
13. 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.

(Dr. M.A. Sikandar)
Registrar



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Kannur City (PO), Kannur- 67003

Please paste a
self -attested
photograph

Application Form for Non- Academic Positions

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

13. Educational & Professional 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		

- Please attach extra sheet, if required
- please attach attested copies of certificate

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 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:

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 Signature of the Applicant