

Hamdard Vocational Knowledge Centre

MORADABAD

JAMIA HAMDARD (Deemed to be University)

Hamdard Nagar, New Delhi – 110 062

"Accredite6d by NAAC in 'A' Category"

VACANCY NOTIFICATION

(Advt.No: NT-05/2022)

Applications are invited for the following post at Hamdard Vocational Knowledge Centre, Hewlett Muslim Inter College, Katghar City, Moradabad U.P.- 244001

1. Office Assistant (Contractual) - 01 for Hamdard Vocational Knowledge Centre.

Essential Qualifications: (i) *Bachelor's Degree from a recognized University.*

(ii) Minimum speed of 30 WPM in English typewriting on Computer.

Desirable: Preference will be given to those candidates who have Diploma in Computer, Masters/Bachelor preferably in commerce, Good English communication skills, sales & marketing skills, willing to travel locally.

Age: Preferably below 30 Years

The contractual appointment will be initially for a period of one year which is likely to be extended further. Consolidated salary payable is Rs. 15,000/- pm. The prescribed application form and other details can be downloaded from the website of Jamia Hamdard. Interested candidates shall submit the applications latest by 19-12-2022. For further details, visit our website **www.jamiahamdard.edu** or **www.hvkc.jamiahamdard.ac.in** or contact Moradabad Centre.

Registrar

Ph: 011- 26059688 (12 Lines) Extn: 5387

Email : registrar@jamiahamdard.ac.in

JAMIA HAMDARD
(Deemed to be University) HAMDARD
NAGAR, NEW DELHI- 110062

“Accredited by NAAC in ‘A’ Category”
Recommended as an Institution of Eminence by Empowered Committee of Ministry
of HRD, Govt. of India

Hamdard Vocational Knowledge Centre
Moradabad, U.P.

Advertisement No.: NT-05/2022
Dated: 28-11-2022

ADVERTISEMENT FOR ONE (01) POST OF OFFICE ASSISTANT ON CONTRACTUAL BASIS AT HAMDARD VOCATIONAL KNOWLEDGE CENTRE, MORADABAD, U.P.

Applications are invited from the eligible candidates for the one (01) post of **Office Assistant on Contractual Basis at Hamdard Vocational Knowledge Centre, Moradabad.**

The last date for the submission of applications is 19-12-2022.

Details of Qualifications and other Requirements:

Office Assistant (on Contract Basis)

Essential:

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

Desirable:

Preference will be given to those candidates who have Diploma in Computer, Masters/Bachelor preferably in commerce, Good English communication skills, sales & marketing skills, willing to travel locally.

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 Assistant Registrar, Establishment Section, Jamia Hamdard, Hamdard Nagar, New Delhi - 110062 on or **before 19-12-2022** through speed post/registered post/courier only, super scribing on the top of the envelope, the post applied with the subject, advertisement number & date.
- 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) or (www.hvkc.jamiahamdard.ac.in) or contact Moradabad Centre for updates, amendments, corrigendum (if any), will be placed on the Jamia Hamdard website only.

Registrar



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

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Empowered Committee of Ministry of HRD,
Govt. of India

*Hamdard Vocational Knowledge Centre
Moradabad, U.P.*

Please paste a
self-attested
photograph.

Application Form for Non- Academic Positions (Contractual Basis)

1. Advertisement No. :
2. Post applied for :
3. Name :
4. Father’s/Husband’s Name:
5. Date of Birth: :
6. Marital Status : Married/Unmarried
7. Whether you belong to (please select) SC ST ... OBC Gen PH
(Attach Certificate, if belong to SC, ST, OBC or PH)
8. Nationality :
9. Permanent Address:
-
-
- Pincode:
10. Mailing Address :
-
-
- Pincode:
- Work Phone :
- Residence Phone :
- Email :

11. 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.

12. Employment Records:

(In. chronological order starting from the present job):

Name & Address of the employer	Designation or Post held	Period		Nature of duties	Scale of Pay
		From	To		

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

14. Any other information you may wish to add:

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15. 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.

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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