



JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A+' Category

Hamdard Nagar, New Delhi - 110062

Hamdard Vocational Knowledge Centre, Moradabad, U.P.

Advertisement No.: NT- 07/2026

Dated: 24.07.2026

WALK-IN-INTERVIEW

REQUIREMENT OF OFFICE ASSISTANT AT HAMDARD VOCATIONAL KNOWLEDGE CENTRE (HVKC), MORADABAD.

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 1ST in Pharmacy category in NIRF-2024.

Hamdard Vocational Knowledge Centre (HVKC) is the Centre of Jamia Hamdard (deemed to be University) established in 2021 at Moradabad, UP desires to engage the services of one (01) Office Assistant on purely contractual basis as per below mentioned details:

SN	Name of Contractual Posts	Reporting Time	Date & Venue of Walk-in- Interview
01.	Office Assistant (One Posts)	11.00 AM	On <u>Wednesday, 05th August, 2026</u> VENUE: HVKC, Jamia Hamdard, Ground floor Backside, Old Yamaha showroom building, near double Faatak flyover, Sambhal Choraha, Moradabad, UP- 244001

DETAILS OF THE QUALIFICATION & EXPERIENCE REQUIRED

Name of Posts	No. of Post	Educational Qualification (Should be from UGC recognized University/Institution only)	Salary
Office Assistant	One (01)	Essential Qualification Minimum Qualification: Graduation or Bachelors in any subject Preferred Skill Set: Good Hindi and English communication skills with a confident personality. Keen interest in education and advising public. A positive attitude to convince students and their parents for Admission. Being interested in mentoring students. A knack for sale and positioning an idea. Competent with skills required for the management of the office. Desired Qualification: Masters or Post Graduation in any subject, Preference will be given to the candidate with knowledge/experience in Computer operations, Economics or finance.	Salary as per Jamia Hamdard Norms

Age: Preferably below 27 years

Interested Candidates fulfilling the above qualifications/experience may come for a walk in interview on the said venue as mentioned above along with the details as per enclosed application format, detailed CV, original educational & experience certificates, testimonials and one set of attested copies thereof for verification.

- Such candidates are required to submit details only in the prescribed application format along with a copy of their updated CV.
- Candidates, if found, not fulfilling the eligibility & experience criteria, shall not be allowed to appear before the interview.
- Candidate shall not be allowed in any circumstances, if reported after **12.00 Noon**.
- No TA/DA shall be payable for attending the same.

Sd/-
REGISTRAR

Contact No. : 7906049173 & Email: hykc@jamiahamdard.ac.in



JAMIA HAMDARD

(Deemed to be University)
Accredited by NAAC in 'A+' Category
Hamdard Nagar, New Delhi- 110062

Please paste
your recent
colored photo

Hamdard Vocational Knowledge Centre (HVKC), Moradabad, U.P.

Application Form for Contractual Non-Teaching Positions (NT- 07/2026)

1. Post applied for :
2. Name :
3. Father's/Husband's Name :
4. Date of Birth: :
5. Marital Status : Married/Unmarried
6. Gender : Male/Female
7. Permanent Address: : Communication Address:
.....
.....
Pin Code..... Pin Code.....
Work Phone: Other Phone:
Email: Alternate Email:

8. Educational Qualifications (In chronological order from Secondary School onwards)

Degree	Subject(s) Specialization	Division	Percentage of Marks	Year of Passing	University/ Institution

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

Name & Address of Organization	Designation	Period (From – To)	Nature of Duties	Pay Scale/ Details

10. 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 Candidate