



JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A+' Category Hamdard

Nagar, New Delhi- 110062

Advertisement No.: NT- 04 /2025

Dated: 22-05-2025

WALK-IN-INTERVIEW

Engagement of Consultants (Vice-Chancellor's Office and Finance Division) on Contractual basis

Jamia Hamdard (JH), a Deemed to be University, declared by the Government of India, Ministry of Education vide Gazette Notification dated 10th May, 1989. JH is a research oriented organization and ranked in the top 50 Universities in India and also ranked 1 in Pharmacy category in NIRF-2024.

Jamia Hamdard invites eligible candidates for a walk-in-interview for the engagement of Consultants on contractual basis in the Vice-Chancellor's Office and the Finance Division, as per below mentioned details:

SN	Post Name	Reporting Time	Date & Venue of Walk-in- Interview
1.	Consultants on contractual basis: (one for VC Office & one for Finance Division)	10:30 AM	On Monday the 02nd June, 2025. VENUE: Vice-Chancellor Office, First Floor, Administrative Building, Jamia Hamdard Campus, New Delhi- 110062.

Note: Remuneration/Salary as per Jamia Hamdard norms.

Interested Candidates fulfilling the qualifications/experience, as per below details, 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.

Detail of Positons	Minimum Qualification & Experience
Consultant (Finance Division) (One)	(i) Master's degree from a recognized University, preferably in Commerce or accounting subjects/discipline with at least 55% marks. (ii) A Minimum of 05 years of experience out of which, 05 years' experience should be in core finance functions such as budgeting, expenditure control, invoice/bill settlement and financial/audit compliance with a Govt./Autonomous Bodies/Universities/Educational Organizations. (iii) The Candidate should be well conversant with Government of India's Financial System/Rules including General Financial Rules (GFR), Delegation of Financial Power Rules (DFPR) and Government Accounting Rules (GAR) etc. (iv) Retired Group A Officers from the Indian Audit & Accounting Services or Finance Section of any Govt. / Autonomous Bodies/Universities/ Educational Organizations shall be preferred.
Consultant (Vice-Chancellor's Office) (One)	(i) Master's degree from a recognized University with at least 55% marks. (ii) Minimum 05 years' experience in liaising & coordination work with various Central and State Government departments, PSUs, educational organizations, universities, reputed private institutions, or other relevant bodies.

- Such candidates are required to submit details only in the prescribed application format along with a copy of their updated CV.
- Candidates not fulfilling the eligibility & experience criteria with respect to qualification and experience will not be permitted to appear for the interview.
- Candidate shall not be allowed in any circumstances, if reported after **11.00 AM**.
- No TA/DA shall be paid for attending the interview.

Sd/-
Registrar (Officiating)



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Hamdard Nagar, New Delhi- 110062

Please paste
your recent
colored photo

Application Form for Contractual Non-Teaching Positions (NT-04/2025)

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. Communication Address :

Pincode:

Work Phone:

Residence Phone:

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