



# JAMIA HAMDARD

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

Advertisement No.: NT- 02/2026

Dated: 23.01.2026

## WALK-IN-INTERVIEW

### **REQUIREMENT OF NON-TEACHING POSITIONS ON CONTRACTUAL BASIS IN INSTITUTE OF SKILL DEVELOPMENT (ISD), JAMIA HAMDARD**

Jamia Hamdard desires to engage the services of following non-teaching positions on contractual basis in the Institute of Skill Development (ISD), Jamia Hamdard as per below mentioned details:

S.N.	Post Name (Contractual)	Reporting Time	Date & Venue of Walk-in-Interview
001.	MIS Executive - 01 Post	10.30 AM	<b>On Thursday the 29<sup>TH</sup> January, 2026.</b> <b><u>VENUE:</u></b> ISD Board Room, 2 <sup>nd</sup> Floor, Nano-Tech Building, Jamia Hamdard Campus, New Delhi-110062.
002.	Marketing Executive - 01 Post		
003.	Junior Assistant - 01 Post		
<i>Note: Remuneration/Salary as per Jamia Hamdard norms.</i>			

- Interested Candidates fulfilling the qualifications/experience, as per **enclosed Annexure - 1**, 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.
- Candidates shall not be allowed under any circumstances if they report **later than one hour after the reporting time.**
- No TA/DA shall be payable for attending the same.

Sd/-  
Registrar

Detail of the Post	Essential Qualification (Should be from recognized University/Institution only)
<b>MIS Executive</b> (on contract)	<p><b><u>Essential Qualifications:</u></b> Graduation in any discipline with min. 50% marks from a recognized University.</p> <p><b><u>Experience Requirement:</u></b> a) Minimum <b>02 years' experience in MIS, database handling, data reporting, handling academic records, attendance systems and ERP modules.</b> b) Preference will be given to candidates with experience coordinating with academic departments, the examination cell, the finance office, and the admission teams.</p> <p><b><u>Desirable Qualification:</u></b> a) Preference will be given to candidates having certifications in Data Analytics/Business Intelligence, such as: Power BI, Tableau, Advanced Excel, Google Data Studio, SQL, or Python (basic programming for data handling). b) Preference will be given to candidates with knowledge of Data cleaning, validation, and report automation, Visualization techniques, and dashboard creation, Institutional MIS structure, and workflow.</p>
<b>Marketing Executive</b> (on contract)	<p><b><u>Essential Qualifications:</u></b> Graduation in any discipline with min. 50% marks from a recognized University.</p> <p><b><u>Experience Requirement:</u></b> a) Minimum 02 years' experience in the education sector marketing, admissions/student outreach campaigns/conducting field visits/School or college outreach/counselling sessions/running digital campaigns, including social media ads, Google ads, and WhatsApp promotions.</p> <p><b><u>Desirable Qualification:</u></b> a) Preference will be given to candidates having certifications in Digital Marketing (Google/Meta/HubSpot), SEO &amp; SEM, Content Marketing, Social Media Management, and Branding &amp; Communications. b) Preference will be given to candidates with knowledge of designing basic creative using Canva/Adobe Spark, handling social media channels (Instagram, Facebook, LinkedIn, YouTube), Photography/videography (preferred but not mandatory), and copywriting for promotional materials.</p>
<b>Junior Assistant</b> (on contract)	<p><b><u>Essential Qualifications:</u></b> Graduation in any discipline with min. 50% marks from a recognized University.</p> <p><b><u>Experience Requirement:</u></b> Minimum 01 year maintaining records such as: Admission files/Fee receipts/ Notice dissemination/ Departmental stock registers/Examination work (invigilation duty, seating plan, question paper handling)/Front desk operations/Student grievance handling/Scheduling meetings and preparing minutes.</p> <p><b><u>Desirable Qualification:</u></b> a) Preference will be given to candidates with Certifications in MS Office, Data Entry Operations, Office Automation, or computer proficiency. b) Preference will be given to candidates with Good communication skills, both verbal and written/Ability to handle multitasking and office workflow management/Student interaction/Documentation and file preparation/Maintaining attendance, internal marks and exam records/Office Correspondence and dispatch.</p>

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Hamdard Nagar, New Delhi- 110062

Please paste  
your recent  
colored photo

## Application Form for Contractual Non-Teaching Positions (NT- 02/2026)

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