



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

Advertisement No.: NT- 05/2026  
Dated: 28-04-2026

**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	02.00 PM	<b>On Tuesday the 05<sup>th</sup> May, 2026.</b>  <b>VENUE:</b> ISD Board Room, 2 <sup>nd</sup> Floor, Nano-Tech Building, Jamia Hamdard Campus, New Delhi- 110062.
002.	Marketing Executive - 01 Post		

*Note: Remuneration/Salary as per Jamia Hamdard norms.*

- 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>Desirable Qualification:</u></b></p> <ul style="list-style-type: none"> <li>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).</li> <li>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.</li> </ul> <p><b><u>Experience Requirement:</u></b></p> <ul style="list-style-type: none"> <li>a) Minimum 1 years' experience in MIS, database handling, data reporting, handling academic records, attendance systems and ERP modules.</li> <li>b) Preference will be given to candidates with experience coordinating with academic departments, the examination cell, the finance office, and the admission teams.</li> </ul>
<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>Desirable Qualification:</u></b></p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul> <p><b><u>Experience Requirement:</u></b></p> <ul style="list-style-type: none"> <li>c) 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.</li> </ul>

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Please paste  
your recent  
colored photo

## Application Form for Temporary Contractual Non-Teaching Positions (NT- 05/2026)

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