



JAMIA HAMDARD

(Deemed to be University)

“Accredited by NAAC in ‘A+’ Category”

Hamdard Nagar, New Delhi- 110062

Advt. No.: NT-01/2025

Dated: 2nd Jan 2025

**Advertisement for Recruitment of Medical Superintendent for HAHC Hospital, ,
Director -Jamia Hamdard Residential Coaching Academy, Director-Admissions and
Training and Placement Officer**

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 a research oriented organization and ranked in the top 50 Universities in India and also ranked 1 in Pharmacy category in NIRF-2024.

Applications are invited from the eligible candidates for the below mentioned posts in Jamia Hamdard to be filled on Tenure/Contractual /Deputation basis as per details mentioned therein. The last date for the submission of applications is **24.01.2025**.

Post Code	Name of Post	No. of Post	Scale of Pay/ Salary	Mode of Appointment
001.	Medical Superintendent for HAHC Hospital	01	Level-14 (Rs. 144200-218200/-) + NPA	Tenure/ Contractual/ Deputation Basis
002.	Director - JHRCA (Jamia Hamdard Residential Coaching Academy)	01	Level-14 (Rs. 144200-218200/-)	Tenure/ Contractual
003.	Director - Admissions	01	Consolidated Salary of Rs.2.5 Lakh per month (approx.)	Contractual
004.	Training & Placement Officer	01	Level-12 (Rs. 78800-209200/-)	Tenure/ Contractual/ Deputation Basis

Note:

1. Interested candidates may send their applications in the prescribed proforma along with their Curriculum Vitae with two references under whom the applicant has served two years & above and copy of certificates of education and experience by Post/by hand superscribing on the top of the envelope, the post applied with advertisement number & date so as to reach by **24-01-2025**, to the below mentioned address:

**Office of the Assistant Registrar, Establishment Section
Jamia Hamdard, Hamdard Nagar,
New Delhi-110062**

2. The applicants are also required to submit their details on compulsorily basis through below mentioned link of google form:

<https://forms.gle/8EhhtatN4uaUQn1m6>

3. If details through above given google form is not filled, Hard copy of the Applications shall not be considered.

Details of Qualifications and other Requirements:

Post Code	Name of Post	Qualification & Experience
001.	Medical Superintendent for HAHC Hospital (Age of Retirement: 70 years)	<p>Essential: A recognized postgraduate medical degree from a recognized Institution with a minimum of ten years teaching experience as Professor /Associate Professor in the relevant departments of the Hospital, out of which at least five years should be as Professor.</p> <p>Preference will be given to: (i) Internal candidates who fulfils the above conditions as per the NMC norms. (ii) Candidate having PG Degree in Hospital Administration/ Hospital Management.</p>
002.	Director - JHRCA (Jamia Hamdard Residential Coaching Academy) (Age of Retirement: 65 years)	<p>Essential: (i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. (ii) At least fifteen (15) years of relevant experience in administration/ public services preferably in managing training programs, administration, and student preparation strategies for competitive exams specifically for Civil Services (UPSC), Indian Judiciary Services and Public Services.</p> <p>Desirable: a) Experience of Residential Coaching Management or public service training institutes or similar work. b) Strong Communication, Leadership skill, result oriented mind set. c) Familiarity with UPSC and Judiciary Service exam patterns, syllabus, and evaluation methods. d) Preference will be given to individuals from Senior Administrative, Civil, or Judicial services.</p>
003.	Director - Admissions on contractual basis: (Age of Retirement: 60 years)	<p>Essential: (i) Master's degree preferably MBA with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. (ii) At least fifteen (15) years of experience as Assistant Professor in the Academic Level 11 and above or with eight years of service in Academic Level 12 and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>Fifteen (15) years of administrative experience, of which (8) years shall be as Deputy Registrar or an equivalent post.</p> <p>Desirable: a) Experience in a similar capacity in managing admissions with understanding of admission requirement and procedures, managerial experience with collection and compiling student data with understanding about Student Life Cycle (SLC), designing and developing Admission prospectus in a university/Institution of higher learning. b) Strong Communication, Leadership skill, result oriented mind set with exposure in promoting academic programmes through social media. c) Experience of managing International Student's Admissions.</p> <p>Note: for deciding equivalent post, gross monthly salary for the Deputy Registrar (Level 12) will be taken into consideration for shortlisting purpose.</p>

004	Training & Placement Officer (Age of Retirement: 60 years)	Essential: (i) MBA (HR)/ B.Tech from a recognized Indian Universities/Institutions with at least 55% of marks or an equivalent grade point in the grade point scale. (ii) At least 7 years 'experience in the area of Training/Placement in a University or big corporate of repute. Desirable: a) Good Command on writing & verbal English. b) High Communication & Presentation Skills. c) Experience of handling Recruitment process in/for Industry/ Corporate Sector/University/Higher Education Institution. d) Having wide network & industry liaisoning experience.
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Other Terms & Conditions:

1. Applications shall be submitted in the prescribed formats only.
2. The minimum qualification, pay and other benefits shall be as per the UGC/NMC/Statutory bodies/Jamia Hamdard norms.
3. Mere fulfilment of the minimum qualification and experience shall not entail a candidate to be short-listed for the selection process.
4. Jamia Hamdard reserves right to increase or decrease 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. The qualification & experience for the post at Sr. No. 3 is relaxable for deserving candidates.
5. Canvassing in any form will lead to outright rejection of the applications.
6. Incomplete applications in any respect will not be entertained by the Jamia Hamdard.
7. Those working in Central/State Universities or Government funded Higher Education Institutions (HEIs) may apply for deputation, subject to fulfilment the conditions as per rules.
8. No correspondence, whatsoever, will be entertained from candidates regarding conduct and result of group discussion and reasons for not being called for group discussion or selection.
9. The application in an envelope super scribed "Application for the Post _____, & Advt. No. _____ & Date _____" may reach the following address on or before **24th January, 2025** through speed post/registered post/courier/By hand:
 Office of the Assistant Registrar (Establishment),
 Establishment Section,
 Jamia Hamdard,
 Hamdard Nagar, New Delhi - 110 062
10. Applicants are required to submit the application fee as per below mentioned details;

Application Fee	Rs. 1000/- (Rupees One Thousand only)
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11. Application fee should be submitted through the below mentioned online payment link or QR Code. After online payment, applicants are also required to enclose the print out of the online fee payment receipt and also to mention online payment reference/UTR number & date in the application form.

<https://eazypay.icicibank.com/eazypayLink?P1=bdB7xPW80LI+asB6wPyV/w==>

This can also be accessed through below QR code



12. Applications received after the last date will not be considered and no correspondence in this regard will be entertained.
13. Candidates already in employment are required to apply through proper channel or submit an NOC at the time of interview/Selection Committee.
14. Candidates are advised to visit the website of Jamia Hamdard on regular basis (www.Jamiahamdard.edu or www.jamiahamdard.ac.in) for updates, amendments, corrigendum (if any), will be placed on the Jamia Hamdard website only.

**Sd/-
REGISTRAR**