



جامعہ ہمدرد

JAMIA HAMDARD

(A Government Aided Deemed to be University)



D.No. Estab/LD.2025/467

Dated: 18.04.2025

NOTIFICATION

It is to inform all concerned that, in pursuance of the offer of appointment letter D.No. Estab/ED/2024/213, dated 01.10.2024 & extension of joining office order D.No. Estab/LD/2025/53-01, dated 10.01.2025 and subsequent relieving Orders from the Office of Registrar, MANUU No. MANUU/ER-I (A)F.506/2025/78 dated 17.4.2025, Dr. M.A. Sikandar has assumed the charge of the Office of the Director, Centre for Distance and Online Education (CDOE), Jamia Hammad (Deemed to be University), New Delhi in the forenoon of 18th April, 2025.


(Dr. Sarfaraz Ahsan)
Registrar (Offg.)

Copy to:-

1. Prof. M.A. Sikandar, Director, Centre for Distance and Online Education (CDOE), Jamia Hammad, New Delhi-110062
2. Joint Secretary, Distance Education Bureau (DEB), University Grants Commission, Distance Education Bureau 35, Feroze Shah Road, New Delhi-110 001 New Delhi (mwaware.ugc@gov.in)
3. Deputy Secretary, Distance Education Bureau (DEB), Feroze Shah Road, New Delhi- 110 001 (neethuthulasi.ugc@gov.in)
4. The Registrar, Maulana Azad National Urdu University (MANUU), Gachibowli, Hyderabad-500 032.
5. The Finance Officer
6. The Controller of Examinations
7. OSD to Hon'ble Chancellor
8. All Deans of Schools and Heads of Departments, Directors of Centres, Chief Proctor, DSW
9. OSD, Centre for Distance and Online Education, Jamia Hammad
10. Assistant Registrar (Estab/Academic/Purchase), Executive Engineer (Offg), In-charge, HAH-CIT.
11. Secretary to Vice-Chancellor
12. Website Notification
13. Office copy



مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
A Central University under Ministry of Education
Government of India



Office of the Registrar / कुलसचिव कार्यालय

No.MANUU/ER-I(A)/F.506/2025-26/78

17 April, 2025

ORDERS / आदेश

Sub: MANUU - ER-I Section – Dr. M. A. Sikandar, Associate Professor, Dept. of Management and Commerce – Sanction of Extra Ordinary Leave (EOL) for a period of (02) two years following his appointment as Professor/Director, CDOE, Jamia Hamdard (Deemed University), New Delhi - Orders - Issued.

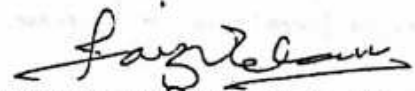
- Ref: 1. Revised Office Order No.f.506/67 dated 15.04.2025.
2. Letter dated 15.04.2025 of Dr.M.A.Sikandar fwd by Head and Dean.
3. Approval of the Vice-Chancellor dated 16.04.2025.

<<< : >>>

Consequent upon the selection to the post of Professor/Director, Centre for Distance and Online Education (CDOE) in Jamia Hamdard (Deemed University), New Delhi, the competent authority has considered the request made by Dr.M.A.Sikandar, Associate Professor, Department of Management and Commerce, MANUU, Hyderabad and sanctioned Extra Ordinary Leave (EOL) for a period of two years from 18.04.2025 to 17.04.2027 to enable him to join the above said post in Jamia Hamdard (Deemed University), New Delhi.

2. Accordingly, Dr.M.A.Sikandar is hereby stands relieved from the services of Maulana Azad National Urdu University, Hyderabad with effect from the afternoon of 17.04.2025 so as to report to the Vice-Chancellor, Jamia Hamdard (Deemed University), New Delhi.

By Order


सहायक कुलसचिव /Assistant Registrar
Establishment and Recruitment Section-I

To

Dr. M.A.Sikandar
Associate Professor
Dept. of Management and Commerce
MANUU.

Copy to:

1. The Vice-Chancellor, Jamia Hamdard (Deemed University), New Delhi
2. The Dean, School of Commerce and Business Management, MANUU
3. The Head, Department of Management and Commerce, MANUU
4. The Finance Officer, MANUU
5. Office of the VC / Registrar
6. Personal file

Gachibowli, Hyderabad - 500 032, T.S. India

Tel: +91(040) 2300-6601(VC-Office), 2300-6121(Registrar), 2300-6604(Fax)

EPABX 2300-6612, 13, 14, 15 Website: www.manuu.ac.in



جامعہ ہمدرد
JAMIA HAMDARD

(Deemed to be University)
Accredited by NAAC in 'A' Category

Hammad Nagar, New Delhi-110062
Phone : 011-26059688 (12 Lines)
Website: www.jamiahammad.edu

D.No: Estab/ED/2024/213
Dated: 01-10-2024

Dr. M.A. Sikandar
Flat No. 2203, Tower 16
Lotus Boulevard, Sector -100
NOIDA-201301
Email: sika1969@gmail.com

SUBJECT: OFFER OF APPOINTMENT AS PROFESSOR/DIRECTOR IN THE CENTRE FOR DISTANCE AND ONLINE DEUCATION (CDOE) UNDER SELF FINANCING SCHEME IN JAMIA HAMDARD.

Dear Sir,

I am pleased to inform you that, the Vice-Chancellor, on the recommendation of the Selection Committee held on 27.06.2024, has approved your appointment as Professor/Director in the Centre for Distance and Online Education (CDOE) under Self Financing Scheme in the Pay Matrix Academic Level -14 of 7th CPC with three advance increments, on probation for a period of one year, with effect from the date of your joining.

You are required to submit a medical fitness certificate after a medical check-up in any Govt. Hospital or Government recognized Hospitals. The Medical Certificate shall be signed by a Surgeon or a District Medical Officer.


In the meantime please confirm your acceptance of this offer by returning us a signed copy of this letter. The detailed terms and conditions of appointment is attached herewith this letter.

Please contact the office of the Dy. Registrar or Assistant Registrar (Establishment) with the following documents:

1. Medical Fitness Certificate
2. An affidavit in regard to personal verification. (Proforma Enclosed)
3. Relieving order from your present employer, if applicable.
4. Please bring educational & experience certificates in original for verification.

Your formal order will be issued after completion of other joining formalities as per rules.

Authority: Approval of the Vice-Chancellor dated 18.09.2024.


01/10/24
(Dr. Sarfaraz Ahsan)
Dy. Registrar

Copy to (for information and necessary action):

1. Director, CDOE (Offg.)
2. AR/Secretary to Vice-Chancellor
3. Sr. P.A. to Registrar
4. Personal/Guard File

JAMIA HAMDARD
(Deemed to be University)
Hamdard Nagar, New Delhi- 62

TERMS AND CONDITIONS FOR APPOINTMENT OF DR. M.A. SIKANDAR AS PROFESSOR/DIRECTOR IN THE CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE) UNDER SELF FINANCING SCHEME.

1. The basic pay will be fixed in the pay matrix of Rs. 1,44,200-2,18,200 i.e. Academic Level 14 of 7th CPC Pay Matrix with three advance increments, as per rules of Jamia Hamdard.
2. Dearness Allowance and other Allowances will be admissible from time to time as per rules.
3. On joining the services of Jamia Hamdard, the appointee shall be governed under the New Pension Scheme (Corporate Sector) under PFRDA as per the Notification of Jamia Hamdard F.No. JH/RO/EC-69/2024/ICOR/85 dated 30.08.2024.
4. Jamia Hamdard provides medical cover and Leave Travel Concession for the teacher, spouse and dependent children, subject to monthly subscription. In case spouse is employed and covered under medical/LTC, the facility will not be available to you.
5. Casual Leave, Earned Leave and Half Pay Leave as admissible to teacher in Jamia Hamdard will be applicable.
6. The appointment is on probation for one year, which may, if needed, be extended to another year. The services of the appointee may be terminated if found unsatisfactory during the probation period. The decision of the Jamia Hamdard in this regard shall be final.
7. Your duties will include teaching and/or research in one or more departments as per requirement or any other work assigned from time to time. You may be assigned any administrative or managerial job as deemed fit by Jamia Hamdard, in addition to your normal duties. Teachers will be responsible to coordinate in the smooth functioning of the Academic exercise including design of curricula.
8. Jamia Hamdard requires its teachers to be present in the department throughout the working hours and may be asked to perform duties beyond office hours and on holidays without any extra remuneration.
9. You shall, at all times, be required to carry out such duties and responsibilities as may be assigned to you by the Competent Authority of Jamia Hamdard and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of Jamia Hamdard.
10. You should not engage yourself either directly or indirectly in any other business, occupation or activity.
11. You are expected to strictly adhere with the Code of Conduct as applicable to the employees of Jamia Hamdard.
12. You are required to execute a service agreement with Jamia Hamdard, as per UGC Regulations, 2018.
13. You are expected to continuously update your knowledge, actively engage in teaching and research work regularly and publish papers in the subject of your specialization/domain/area in due courses.
14. The appointment will be co-terminus with the cessation/withdrawal/abolition of self-financing courses/CDOE programs under the Centre for Distance and Online Education in Jamia Hamdard unless terminated earlier.
15. Performance will be assessed by taking feedback from the appropriate authority/sources.
16. Your conduct and activities as a teacher of Jamia Hamdard should be in a manner that promotes the aims and objectives of Jamia Hamdard, as set out in the Memorandum of Association and Rules and Regulations of Jamia Hamdard.
17. The Annual Self Appraisal Report (ASAR) as per UGC Regulations is to be submitted yearly duly forwarded by the Vice-Chancellor, Jamia Hamdard.
18. Jamia Hamdard usually do not encourage long leave for the purpose of employment elsewhere or for some other reason.



19. All matters pertaining to service conditions and matters arising out of this appointment shall be settled at the Jamia Hamdard level or by a duly constituted grievance committee and in case of dispute, only civil courts in Delhi will have the necessary jurisdiction.
20. If it is found, at any point of time, that the particulars furnished by the appointee to this post are false and deficient, the management shall be well within its rights, to terminate the services summarily, apart from any other legal action deemed necessary as per law of the land.
21. The appointment shall be terminable from either side by giving one month notice or one month salary in lieu of short notice period during the probation. After the probation and subsequent regularization of service, a notice period of three months will be required as per rules. However, in case of unauthorized absence, the competent authority may terminate the appointment without any notice or paying an amount in lieu of notice period.
22. The appointment is subject to the verification of the testimonials and if, any time during the services, the verification reveals that the claim of the candidate is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further actions as may be taken as per rules.
23. The above terms and conditions are only illustrative and not exhaustive. Jamia Hamdard may vary them as per exigencies of work.
24. If the above terms and conditions are acceptable to you, kindly confirm within 10 days of the receipt of this letter and indicate the date by which you will join us. In case no confirmation is received by the Jamia Hamdard, it will be presumed that you are not interested to join Jamia Hamdard and this offer may be treated as withdrawn. No further intimation will be given in this regard.


(Dr. Sarfaraz Ahsan)
Dy. Registrar

I accept the terms & conditions as mentioned above for joining the post of Professor/Director, Centre for Distance and Online Education (CDOE).

Signature : _____
Name : _____
Date : _____
Place : _____

JAMIA HAMDARD
(Deemed to be University)
Accredited with NAAC A+ grade)
Hamdard Nagar, New Delhi 110062

List of Teaching and Academic Staff of the Centre for Distance and Online Education (CDOE),
Jamia Hamdard, New Delhi (as on 15.4.2024)

S. No.	Name	Designation	Discipline	Date of Joining
1.	Prof. Mahmooduzzafar	Director director_sodl@jamiahamdard.ac.in Mob. 9811860787		03.10.2023
2.	Prof. Mumtaz Alam mmalam@jamiahamdard.ac.in	Professor & Deputy Director	Pharmaceutica l Chemistry	28.10.2021
3.	Prof. Shahnawaz Abdin msabdin@jamiahamdard.ac.in	Professor	Management	15.04.2024
4.	Prof. Parul Aggarwal pagarwal@jamiahamdard.ac.in	Professor	Computer Applications	15.04.2024
5.	Dr Safdar Tanweer safdartanweer@jamiahamdard.ac.in	Associate Professor	Computer Applications	23.10.2020
6.	Dr. Nooria Ahmad Farooqui nfarooqui@jamiahamdard.ac.in	Associate Professor	Management	15.04.2024
7.	Dr. Md Sajid Anwar drmdsajidanwar@jamiahamdar.ac.in	Assistant Professor	Computer Applications	15.04.2024
8.	Dr. Mohd Jamshed mohammedjamshed@jamiahamdard. ac.in	Assistant Professor	Management	15.04.2024
9.	Dr. Faizan Khan Sherwani drsherwani@jamiahamdard.ac.in	Assistant Professor	Management	15.04.2024
10	Dr. Babita Singh babitasingh@jamiahamdard.ac.in	Assistant Professor Mob. 8447354640	Social Sciences	29.11.2010
11	Dr. Abdul Majid Farooqi majid@jamiahamdard.ac.in	Assistant Professor Mob. 9891958565	Computer Applications	14.11.2023


Director, CDOE





JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A+' Category

New Delhi - 110062

F.No. CDOE/JH/2024/AICTE/

Dated: 15th April, 2024

OFFICE ORDER

Sub: Appointment/re-appointment of Programme Coordinators and Head of Discipline for technical programme (BBA/MBA and BCA/MCA)

The competent authority is pleased approve appointment/reappointment of Programme Coordinators and Head of Discipline for technical programmes as detailed below for a period of two years or until further orders: -

S.No.	Discipline	Name of the faculty member & Designation	Position
01.	Computer Applications (BCA & MCA)	Prof. Parul Agarwal Email: pagarwal@jamiahamdard.ac.in	Head, Computer Applications discipline, CDOE, Jamia Hamdard
		Dr. Safdar Tanweer Associate Professor safdartanweer@jamiahamdard.ac.in	Programme Coordinator, Computer Applications discipline, CDOE, Jamia Hamdard
		Dr. Abdul Majid Farooqi Assistant Professor majid@jamiahamdard.ac.in Mob. 9891958565	Assistant Programme Coordinator, Computer Applications discipline, CDOE, Jamia Hamdard
02.	Management/ Business Administration	Prof. Md. Shahnawaz Abidin msabdin@jamiahamdard.ac.in	Head, Management & Business Administration discipline, CDOE, Jamia Hamdard
		Dr. Mohd. Jamshed, Assistant Professor mohammedjamshed@jamiahamdard.ac.in Mob. 9458884380	Programme Coordinator, Management & Business Administration discipline, CDOE, Jamia Hamdard

Authority: Approval of the Vice-Chancellor, dated 13.4.2024.

15/4/2024

Dr. M.A. Sikandar)
REGISTRAR



Copy to:-

1. Faculty concerned.
2. Director, CDOE, Jamia Hamdard, New Delhi
3. Dean, SEST and Dean, SMBS
4. Deputy Registrar
5. Secretary to VC
6. HAH CIT - for uploading of the copy of the order on the CDOE webpage.

JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A' Category

Phone : 011 26059688(12 Lines)
Fax : 011 26059663
Email : inquiry@jamiahamdard.edu
Website : www.jamiahamdard.edu

HAMDARD NAGAR
NEW DELHI - 110062


D.No.:Estab/LD/28
Dated: 10.01.2022

OFFICE ORDER

On the recommendations of the Selection Committee held on 31.12.2021 and its approval by the Competent Authority, Dr. Mohd. Mumtaz Alam, Associate Professor (Stage-4/Academic Level-13A) in the Department of Pharmaceutical Chemistry, School of Pharmaceutical Education and Research has been promoted as Professor (Stage-5/Academic Level-14) in the pay scale of Rs. 1,44,200-2,18,200 in the pay matrix of the 7th CPC w.e.f.01.01.2020 under UGC's Career Advancement Scheme.

His placement in Professor (Stage-5/Academic Level-14) shall be personal to him till he holds the post.

His pay in the above pay scale will be fixed under the rules. He would however, advised to exercise his option for fixation of pay under FR.22(1) either from the date of his promotion to the post or from the date of the next increment falls due in the present post within one month from the date of issue of this Office Order.


(Dr. Sarfaraz Ahsan)
Dy. Registrar

Dr. Mohd. Mumtaz Alam
Associate Professor (Stage-4)
Department of Pharmaceutical Chemistry
School of Pharmaceutical Education and Research

Copy to:

1. Dean, School of Pharmaceutical Education and Research
2. Head, Deptt. of Pharmaceutical Chemistry
3. Finance Officer
4. Convener, CAS Committee
5. AR to VCS
6. PA to Registrar
7. Personal/Guard File

Mr. Md. Mumtaz Alam
Lady Imam Colony
Mahendru Sultanganj
Patna
Bihar - 800 006

Subject: Offer of contractual appointment for the post of Lecturer in Pharmaceutical Chemistry

Dear Sir,

You are offered appointment as Lecturer in the Department of Pharmaceutical Chemistry, Faculty of Pharmacy in the pay scale of Rs. 8000-275-13500, on contract basis for a period of two years from the date of your joining duty. It will be extendable up to total period of five years after a review of your performance in Jamia Hamdard. Jamia Hamdard is a society registered under the Societies Registration Act (XXI 1860) and the power to determine the emoluments of teaching and academic posts vests in the Executive Council of Jamia Hamdard vide clause 7(b) (ii) of the Rules and Regulations of Jamia Hamdard. In exercise of these powers the terms and conditions of your appointment will be as under:

1. Your basic pay will be fixed at the minimum of Rs. 8000/- in the pay scale of Rs. 8000-275-13500.
2. On the basic pay, you will be entitled to Dearness Allowance and other allowances as admissible from time to time.
3. You will be governed under the scheme of Contributory Provident Fund.
4. You will be entitled to medical cover and Leave Travel Concession as applicable to teachers of Jamia Hamdard, from time to time.
5. You will be entitled to avail Casual Leave, Earned Leave and Half Pay Leave as admissible to teachers in Jamia Hamdard.
6. The contract shall be terminable on three months notice from either side or on payment of an amount equivalent to three months salary in lieu of notice period.
7. Your contractual appointment will be co-terminus with the cessation/withdrawal/abolition of self-financing courses run in the university, unless terminated earlier.
8. Your appointment could also be terminated in case the strength of faculty is to be reduced consequent to any future reduction in the number of seats in the self-financing course.
9. Your duties will include teaching and/or research or any other work assigned from time to time. The University may assign you any Administrative or Managerial job as deemed fit, in addition to your normal duties.

Cont.2..

10. You will be required to be present in the department/university throughout the working hours of the university from 9:00 a.m. to 5:00 p.m. and may be asked to perform duty beyond office hours and on holidays without any extra remuneration.
11. You are expected to continuously update your knowledge, actively engage in teaching and research work and publish papers in the subject of your specialization.
12. You will be assessed by taking feedback from the students taught by you and also from the colleagues in the department/faculty.
13. You will have to submit your self appraisal report on the prescribed format at the end of academic session by 1st of July every year. Your self-appraisal report will be discussed with Head of Department who will forward the same with his comments by 15th of July every year through Dean.
14. You will not be allowed to avail of the vacations during the next two years, as you may be sent to reputed institutions for trainings during vacations.
15. You will be required to pursue Ph.D. programme in accordance with the University rules and complete the same within five years failing which your contract may not be considered for renewal.
16. You will conduct your activities in a manner that promotes the aims and objectives of Jamia Hamdard, as set out in the Memorandum of Association and Rules and Regulations of Jamia Hamdard.
17. You may be transferred from one Department or Faculty to the other as per exigencies of work but your service conditions shall remain unchanged.
18. As far as possible, all matters pertaining to your service conditions and arising out of this contract shall be settled at the management level and in case of dispute, only civil courts in Delhi will have the necessary jurisdiction.
19. If at any stage it is discovered that the particulars furnished by you for appointment to this post are false and deficient, the management shall be well within its rights, to terminate your service straightaway, apart from any other legal action deemed necessary as per law of the land.
20. You will be allowed to join duty only if you are declared medically fit by the Medical Superintendent of Majeedia Hospital.

23

21. At the time of joining duty, you are required to submit:

- c) A Medical Certificate of fitness from the Medical Superintendent of Majeedia Hospital (Jamia Hamdard), New Delhi.
- d) The Original as well as attested copies of your degrees/certificates showing your date of birth, educational / professional qualifications and experience. The original copies of certificates/degree will be returned after verification.

The above terms and conditions are only illustrative and exhaustive. The Management may vary them as per exigencies of work without giving prior notice, if so warranted by urgency.

If this offer of appointment is acceptable to you, please report for duty and submit the joining report to the Office of the undersigned through Head, Department of Pharmaceutical Chemistry, Faculty of Pharmacy within one month from the date of issue of this letter. This offer if not availed within the given time, will be deemed to have lapsed without any further communication.

(DR. S.H. HASAN)
REGISTRAR

Copy to:

1. Finance Officer
2. Dean, Faculty of Pharmacy
3. Medical Superintendent, Majeedia Hospital
4. Head, Dept. of Pharmaceutical Chemistry
5. Asst. Registrar (Acad.)
6. Incharge, Webcell
7. Editor, News Letter
8. Sr. P.A. to Vice-Chancellor

16/08/03

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI- 62


D.No. Estab/LD/ 540
Dated: 08.04.2008

✓ Dr. Md. Mumtaz Alam
Lecturer,
Dept. of Pharmaceutical Chemistry
Faculty of Pharmacy

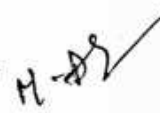
Subject: **Regularization of Service**


In pursuance of the decision taken by the Executive Council of Jamia Hamdard in its 55th meeting held on 04.11.2006, and subsequent assessment by the Committee, your existing contractual appointment under self-financing scheme as Lecturer has been considered for regular appointment. Your initial period of two years after joining Jamia Hamdard on 16.08.2003 has been considered as on probation and therefore, your appointment as Lecturer in the pay scale of Rs. 8000-275-13500 in the Department of Pharmaceutical Chemistry, Faculty of Pharmacy is regularized w.e.f. 16.08.2003, the actual date of joining or otherwise and will continue till the withdrawal of self-financing courses in the university unless terminated earlier.

The other terms & conditions of your appointment shall remain same as stipulated in the appointment letter No. Estab/ED/108 dated 14.08.2003.


(Prof P.S. Srivastava)
Officiating Registrar

Copy to:

1. Finance Officer
2. Dean, Faculty of Pharmacy
3. HoD, Pharmaceutical Chemistry 
4. Personal File
5. Guard File



JAMIA HAMDARD

(Deemed to be University)
Accredited by NAAC in 'A' Category

Phone : 011 26059688 (12 Lines)
Fax : 011 26059683
Website : www.jamiahamdard.edu
HAMDARD NAGAR
NEW DELHI - 110062

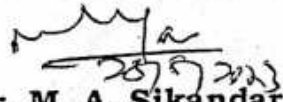
D. No. Estab./LD/1256
Dated: 28 - 08 - 2023

OFFICE ORDER

On the recommendations of the Selection Committee in its meeting held on **07.08.2023** and its subsequent approval by the Competent Authority, **Dr. Parul Agarwal**, Associate Professor (Stage-4/Academic Level 13A) in the Department of Computer Science and Engineering, School of Engineering Sciences and Technology (SEST) has promoted as Professor (Stage-5) in the pay scale of Rs. 1,44,200-2,18,200 in Academic Level-14 of the 7th CPC pay matrix w.e.f. **17.07.2021** under Career Advancement Scheme (CAS) of UGC Regulation, 2018.

2. Her promotion as Professor (Stage-5/Academic Level-14) shall be personal to her till she holds the post.

3. Her pay in the above pay scale will be fixed as per rules. She would however, exercise her option for fixation of pay under FR.22(1) either from the date of her promotion to the post or from the date of the next increment falls due in the present post within one month from the date of issue of this Office Order.


Dr. M. A. Sikandar
(Registrar)

Dr. Parul Agarwal
Associate Professor (Stage-4)
Department of Computer Science and Engineering
School of Engineering Sciences and Technology (SEST)
Jamia Hamdard, New Delhi.

Copy to:

1. Dean, SEST
2. Finance Officer, CoE, Director- IQAC
3. AR(Acad.) -to report it in upcoming BOM
4. AR/Secretary to Vice-Chancellor
5. PA to Registrar
6. Personal/Guard File

26

JAMIA HAMDARD
(Hamdard Nagar, New Delhi – 110 062)

D.No. Estab/ED/...54
Dated: 16.07.2004

Ms. Parul Agarwal
Block No. C4A, Flat No. 1A,
Janak Puri, New Delhi – 58.

Subject: Offer of contractual appointment for the post of Lecturer in the Department of Computer Science, Faculty of Management Studies and Information Technology.

We are pleased to offer you appointment as Lecturer in the Department of Computer Science, Faculty of Management Studies and Information Technology in the pay scale of Rs. 8000-275-13500, on contract basis for a period of two years from the date of your joining duty. It will be extendable up to a total period of five years after a review of your performance in Jamia Hamdard. Jamia Hamdard was set up by Hakeem Abdul Hameed from the income of Hamdard Waqf Laboratories. It is a minority institution under Article 30(1) of Constitution of India. It is registered as a society under the Societies Registration Act (XXI 1860) and the power to determine the emoluments of teaching and academic posts vests in its Executive Council vide clause 7(b) (ii) of the Rules and Regulations of Jamia Hamdard. In exercise of these powers the terms and conditions of your appointment will be as under:

1. Your basic pay will be fixed at the stage of Rs. 8000 in the pay scale of Rs. 8000-275-13500.
2. On the basic pay, you will be entitled to Dearness Allowance and other allowances as admissible from time to time.
3. You will be governed under the scheme of Contributory Provident Fund.
4. You will be entitled to medical cover and Leave Travel Concession as applicable to teachers of Jamia Hamdard, from time to time.
5. You will be entitled to avail Casual Leave, Earned Leave and Half Pay Leave as admissible to teachers in Jamia Hamdard.
6. You may be asked to provide all help for managing the various softwares being used in the university.
7. You are advised to familiarize yourself with Linux based systems.
8. The contract shall be terminable on three months notice from either side or on payment of an amount equivalent to three months salary in lieu of notice period. However in case of your unauthorized absence, the university may terminate the contract without any notice or paying an amount in lieu of notice period.

9. Your contractual appointment will be co-terminus with the cessation/withdrawal/abolition of self-financing courses run in the university, unless terminated earlier.
10. Your appointment could also be terminated in case the strength of faculty is to be reduced consequent to any future reduction in the number of seats in the self-financing course.
11. Your duties will include teaching and/or research or any other work assigned from time to time. You may be assigned any Administrative or Managerial job as deemed fit by the University, in addition to your normal duties.
12. You will be required to be present in the department/university throughout the working hours of the university and may be asked to perform duty beyond office hours and on holidays without any extra remuneration
13. You are expected to continuously update your knowledge, actively engage in research work and publish papers in the subject of your specialization.
14. You will be assessed by taking feedback from the students taught by you and also from the colleagues in the department/faculty.
15. You will have to submit your self-appraisal report on the prescribed format at the end of academic session by 1st of July every year. Your self-appraisal report will be discussed with Head of Department who will forward the same with his comments by 15th of July every year through Dean.
16. You will not be allowed to avail of the vacations during the next two years, as you may be sent to reputed institutions for trainings during vacations.
17. You will be required to pursue Ph.D. programme in accordance with the university rules and complete the same within five years failing which your contract may not be considered for renewal.
18. You will conduct your activities in a manner that promotes the aims and objectives of Jamia Hamdard, as set out in the Memorandum of Association and Rules and Regulations of Jamia Hamdard.
19. You may be transferred from one Department or Faculty to the other as per exigencies of work but your service conditions shall remain unchanged.
20. As far as possible, all matters pertaining to your service conditions and arising out of this contract shall be settled at the management level and in case of dispute, only civil courts in Delhi will have the necessary jurisdiction.
21. If at any stage it is discovered that the particulars furnished by you for appointment to this post are false and deficient, the management shall be well within its rights, to terminate your service straightaway, apart from any other legal action deemed necessary as per law of the land.

22. The above terms and conditions are only illustrative and exhaustive. The Management may vary them as per exigencies of work without giving prior notice, if so warranted by urgency.



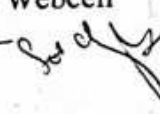
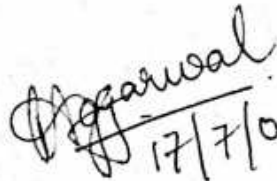
If this offer of appointment is acceptable to you, please report for duty and submit the joining report to the office of the undersigned through Head, Dept. of Computer Science, Faculty of Management Studies and Information Technology within one month from the date of issue of this letter. This offer if not availed within the given time, will be deemed to have lapsed without any further communication.


(Dr. S.H. Hasan)
Registrar

N.O.O.

Copy to:

01. Dean, Faculty of Management Studies & Information Technology
02. Finance Officer
03. Head, Dept. of Computer Science
04. Asst. Registrar (Academic)
05. Editor, News Letter/ Incharge, Webcell
06. System Analyst (Networking)
07. Sr. P.A to Vice-chancellor.


17/7



17/7/04.

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI- 62


D.No. Estab/LD/ 508
Dated: 08.04.2008

Ms. Parul Agarwal
Lecturer,
Dept. of Computer Science
Faculty of M & IT

Subject: **Regularization of Service**

In pursuance of the decision taken by the Executive Council of Jamia Hamdard in its 55th meeting held on 04.11.2006, and subsequent assessment by the Committee, your existing contractual appointment under self-financing scheme as Lecturer has been considered for regular appointment. Your initial period of two years after joining Jamia Hamdard on 17.07.2004 has been considered as on probation and therefore, your appointment as Lecturer in the pay scale of Rs. 8000-275-13500 in the Department of Computer Science, Faculty of Management & Information Technology is regularized w.e.f. 17.07.2004, the actual date of joining or otherwise and will continue till the withdrawal of self-financing courses in the university unless terminated earlier.

The other terms & conditions of your appointment shall remain same as stipulated in the appointment letter No. Estab/ED/154 dated 16.07.2004.


(Prof P.S. Srivastava)
Officiating Registrar

Copy to:

1. Finance Officer
2. Dean, Faculty of M & IT
3. HoD, Computer Science
4. Personal File
5. Guard File



JAMIA HAMDARD

(Deemed to be University)
Accredited by NAAC in 'A' Category

Phone : 011 26059655 (12 Lines)
Fax : 011 26059658
Website : www.jamiahamdard.edu
HAMDARD NAGAR
NEW DELHI - 110062

D.No.Estab./LD/1770.

Dated: 29/12/2023

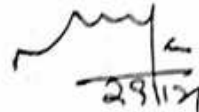
OFFICE ORDER

On the recommendations of the Selection Committee in its Meeting held on **15.12.2023** and its subsequent approval by the Competent Authority, **Dr. Safdar Tanweer**, Assistant Professor (Stage-3/Academic Level 12) in the Department of Computer Science & Engineering, School of Engineering Sciences and Technology (SEST) is hereby promoted as Associate Professor (Stage-4) in the pay scale of Rs. 1,31,400-2,17,100 in the Academic Level-13A of the 7th CPC pay matrix w.e.f. **24.06.2021** under Career Advancement Scheme (CAS) of UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education, 2018.

2. His promotion as Associate Professor (Stage-4/Academic Level-13A) shall be personal to him till he holds the post and subject to ratification by the Executive Council.

3. His pay in the above pay scale will be fixed as per rules. He would however, exercise his option for fixation of pay under FR.22(1) either from the date of his promotion to the post or from the date of the next increment falls due in the present post within one month from the date of issue of this Office Order.

Authority: Approval of the Vice-Chancellor dated 29.12.2023.


29/12/2023
(Dr. M.A. Sikandar)
Registrar

Copy to:

1. Dr. Safdar Tanweer, Assistant Professor
Department of Computer Science & Engineering
2. Dean, SEST
3. Head, Department of Computer Science & Engineering
4. Finance Officer/CoE/Director- IQAC
5. AR(Acad.) -to report it in upcoming meeting of EC
6. AR/Secretary to Vice-Chancellor
7. PA to Registrar
8. Personal/Guard File

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI-110062

D.No. Estab/ED/ 438
Dated: 18.06.2008

Mr. Safdar Tanweer
40- Masih Garh
2nd Floor, Jamia Nagar,
New Delhi- 110025

SUBJECT: OFFER OF APPOINTMENT AS LECTURER IN THE
DEPARTMENT OF COMPUTER SCIENCE.

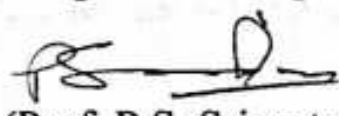
On the recommendation of the Selection Committee held on 24.04.2008, the University is offering you appointment as Lecturer in the pay scale of Rs. 8000-275-13500 in the Department of Computer Science, Faculty of Management & Information Technology on probation for a period of two years.

Within a month of your joining, you are required to submit a medical fitness certificate after a medical check-up in the Majeedia Hospital. For medical examination you may please contact the Medical Superintendent, Majeedia Hospital of this University.

The detailed terms and conditions governing your appointment are attached herewith.

For verification of documents, you may please contact the Section Officer (Establishment).

Incase the enclosed terms & conditions are accepted, you are advised to complete the above formalities within a week from the date of receipt of this letter and submit the joining report to **the office of the undersigned through Head, Dept. of Computer Science, Faculty of Management & Information Technology.**


(Prof. P.S. Srivastava)
Officiating Registrar

N.O.O.

Copy to:

1. Finance Officer
2. Dean, Faculty of Management & Information Technology - sf 25/6/08
3. HoD, Computer Science/Head, Computer Centre - Natthi Singh
4. Secretary to Vice-Chancellor
5. Personal File/Guard File

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI-62

TERMS AND CONDITIONS OF TEACHING STAFF APPOINTED UNDER SELF-FINANCING SCHEME.

1. The basic pay will be fixed at the minimum in the pay scale of Rs. 8000-275-13500.
2. Dearness Allowance and other Allowances as admissible from time to time will be fixed on the basic pay.
3. The appointees shall be governed under the scheme of Contributory Provident Fund.
4. The university provides medical cover and Leave Travel Concession for the teacher, spouse and dependent children.
5. Casual Leave, Earned Leave and Half Pay Leave as admissible in Jamia Hamdard will be applicable.
6. Three months notice from either side will be required to terminate the employment or payment of an amount equivalent to three months salary in lieu of notice period. However, in case of unauthorized absence, the university may terminate the appointment without any notice or paying an amount in lieu of notice period.
7. The appointment will be co-terminus with the cessation/withdrawal/abolition of self-financing courses run in the university unless terminated earlier.
8. The appointment could also be terminated in case the strength of faculty is to be reduced consequent to any future reduction in the number of seats in the self-financing course.
9. The duties will include teaching and/or research or any other work assigned from time to time. Teachers may be assigned any Administrative or Managerial job as deemed fit by the University, in addition to their normal duties.
10. The university requires its teachers to be present in the department throughout the working hours of the university and may be asked to perform duties beyond office hours and on holidays without any extra remuneration.
11. Our expectation are that the teachers would try continuously to update knowledge, actively engage in teaching and research work and publish papers in the subject of specialization.
12. Performance will be assessed by taking feedback from HoD, the students and the Dean of the Faculty.
13. The conduct and activities of the teacher should be in a manner that promotes the aims and objectives of Jamia Hamdard, as set out in the Memorandum of Association and Rules and Regulations of Jamia Hamdard.
14. The self-appraisal report is to be submitted on prescribed format at the end of academic session by 1st of July every year. The self-appraisal report is discussed with Head of the Department, who forwards the same with his comments by 15th of July every year through Dean.
15. We usually do not encourage long leave for the purpose of employment elsewhere or for some other reason.

16. All matters pertaining to service conditions and matters arising out of this appointment shall be settled at the University level or any grievance by a duly constituted grievance committee and in case of dispute, only civil courts in Delhi will have the necessary jurisdiction.
17. If the particulars furnished by the appointee to this post are false and deficient, the management shall be well within its rights, to terminate the services straightaway, apart from any other legal action deemed necessary as per law of the land.
18. The above terms and conditions are only illustrative and not exhaustive. The University may vary them as per exigencies of work.


REGISTRAR



JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A+' Category

Phone : 011 26059688 (12 Lines)

Email : estab.section@jamiahamdard.ac.in

Website : www.jamiahamdard.edu

Hamdard Nagar, New Delhi - 110062

D.No: Estab/ED/247

Dated: 03.11.2023

Dr. Md. Sajid Anwer
C/o Shahid Masood, Department of Computer Science
Aligarh Muslim University, Aligarh (U.P.)-202002

SUBJECT: OFFER OF ENGAGEMENT AS ASSISTANT PROFESSOR (COMPUTER SCIENCE & ENGINEERING) ON CONTRACTUAL BASIS IN THE DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING, SCHOOL OF ENGINEERING SCIENCES & TECHNOLOGY (SEST) UNDER SELF FINANCING SCHEME.

The Vice-Chancellor, on the recommendation of the Local Selection Committee held on 31.10.2023, is pleased to approve your engagement as Assistant Professor (Computer Science & Engineering) under Self Financing Scheme purely on contractual basis in the Department of Computer Sciences & Engineering, School of Engineering Sciences & Technology on consolidated salary of Rs. 65,000/- P.M. (all inclusive) for a period of one (01) year, with effect from the date of joining duty.

02. You are requested to contact the Deputy Registrar with following documents:

- An affidavit in regard to personal verification (Proforma Enclosed).
- Relieving order from your present employer, if applicable.
- Please bring educational & experience certificates in original for verification.

03. Other terms and conditions of your engagement will be as under:

- In addition to normal holidays, you will be entitled to 1½ days leave for each completed month of service.
- There will be no encashment of leave and leave at credit will be treated as lapsed if not availed during the period of contract.
- Your duties will include teaching and/or research in one or more departments as per requirement or any other work assigned from time to time. You may be assigned any administrative or managerial job as deemed fit by Jamia Hamdard, in addition to your normal duties.
- You will be required to be present in the department/Jamia Hamdard throughout the working hours and may be asked to perform duty beyond office hours and on holidays without any extra remuneration.
- Your performance will be assessed through established mechanism on half yearly basis.
- You are expected to continuously update your knowledge, actively engage in research work and publish papers in the subject of your specialization.
- This contract will not confer any right on you to claim regular appointment to the post and will not count for the purpose of seniority, promotion and retirement benefit etc.
- The contract can be terminated at any time from either side by a notice of one month or salary in lieu of short notice period during the contract. However, in case of unauthorized absence, the contract can be terminated without any notice or paying an amount in lieu of notice period.
- If the above terms and conditions are acceptable to you, kindly confirm within 07 days of the receipt of this letter and indicate the date by which you will join us. In case no confirmation is received by the Jamia Hamdard, it will be presumed that you are not interested to join Jamia Hamdard and this offer may be treated as withdrawn. No further intimation will be given in this regard.

Authority: Approval of the Vice-Chancellor dated 03.11.2023.

I accept the terms and conditions of the offer of engagement.

Copy to:

- Dean, SEST
- HoD, Computer Science & Engineering
- Finance Officer
- AR/Secretary to Vice-Chancellor/P.A. to Registrar
- Personal/Guard File

Dr. Md. Sajid Anwer
06/11/23

(Signature)
05/11/23
(Dr. Sarfaraz Ahsan)
Dy. Registrar



JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A+' Category

Phone : 011 26059688 (12 Lines)

Email : estab.section@jamiahamdard.ac.in

Website : www.jamiahamdard.edu

Hamdard Nagar, New Delhi - 110062

D.No: Estab/ED/244

Dated: 03.11.2023

Dr. Abdul Majid Farooqi
J-62, Hina Complex, Near Ayesha Masjid,
Adarsh Nagar, Jaipur, Rajasthan. - 302004

SUBJECT: OFFER OF ENGAGEMENT AS ASSISTANT PROFESSOR (COMPUTER SCIENCE & ENGINEERING) ON CONTRACTUAL BASIS IN CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE) UNDER SELF FINANCING SCHEME.

The Vice-Chancellor, on the recommendation of the Local Selection Committee held on 31.10.2023, is pleased to approve your engagement as Assistant Professor (Computer Science & Engineering) under Self Financing Scheme purely on contractual basis in the Centre for Distance and Online Education (CDOE) on consolidated salary of Rs. 50,000/- P.M. (all inclusive) for a period of one (01) year, with effect from the date of joining duty.


02. You are requested to contact the Deputy Registrar with following documents:

- An affidavit in regard to personal verification (Proforma Enclosed).
- Relieving order from your present employer, if applicable.
- Please bring educational & experience certificates in original for verification.

03. Other terms and conditions of your engagement will be as under:

- In addition to normal holidays, you will be entitled to 1½ days leave for each completed month of service.
- There will be no encashment of leave and leave at credit will be treated as lapsed if not availed during the period of contract.
- Your duties will include teaching and/or research in one or more departments as per requirement or any other work assigned from time to time. You may be assigned any administrative or managerial job as deemed fit by Jamia Hamdard, in addition to your normal duties.
- You will required to be present in the department/Jamia Hamdard throughout the working hours and may be asked to perform duty beyond office hours and on holidays without any extra remuneration.
- Your performance will be assessed through established mechanism on half yearly basis.
- You are expected to continuously update your knowledge, actively engage in research work and publish papers in the subject of your specialization.
- This contract will not confer any right on you to claim regular appointment to the post and will not count for the purpose of seniority, promotion and retirement benefit etc.
- The contract can be terminated at any time from either side by a notice of one month or salary in lieu of short notice period during the contract. However, in case of unauthorized absence, the contract can be terminated without any notice or paying an amount in lieu of notice period.
- If the above terms and conditions are acceptable to you, kindly confirm within 07 days of the receipt of this letter and indicate the date by which you will join us. In case no confirmation is received by the Jamia Hamdard, it will be presumed that you are not interested to join Jamia Hamdard and this offer may be treated as withdrawn. No further intimation will be given in this regard.

Authority: Approval of the Vice-Chancellor dated 03.11.2023.


03/11/23
(Dr. Sarfaraz Ahsan)
Dy. Registrar

Copy to:

- Officiating Director, CDOE
- Finance Officer
- AR/Secretary to Vice-Chancellor/P.A. to Registrar
- Personal/Guard File

Terms and condition accepted.



JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI -110 062.

D.No: Estab/LD/ 530

Dated: 26.08.2016

Ms. Babita Singh
Tutor
DODL

SUBJECT: APPOINTMENT AS ASSISTANT PROFESSOR IN THE DIRECTORATE OF OPEN AND DISTANCE LEARNING (DODL)

On the recommendation of the Assessment Committee held on 17.05.2016, the Vice-Chancellor, Jamia Hamdard is pleased to approve your upgradation to the level of Assistant Professor in the Pay Band of Rs. 15600-39100+AGP Rs. 6000/- in the Directorate of Open and Distance Learning (DODL) for a period of three years, with effect from 08.06.2016, the date of your joining duty.

The appointment is however subject to qualify any all India competitive examination in your basic subject or distance education, within three years from the date of joining duty.

Other terms and conditions of your appointment will be as under:

1. The basic pay will be fixed at the minimum in the Pay Band of Rs. 15600-39100+AGP Rs. 6000/- with usual allowances as admissible from time to time.
2. The appointee shall be governed under the CPF Scheme.
3. The university provides medical cover and Leave Travel Concession for the teacher, spouse and dependent children.
4. Casual Leave, Earned Leave and Half Pay Leave as admissible to teacher in Jamia Hamdard will be applicable.
5. One month's notice from either side will be required to terminate the employment or payment of an amount equivalent to one month's salary in lieu of notice period. However, in case of unauthorized absence, the university may terminate the appointment without paying any amount in lieu of notice period.
6. The duties will include teaching and/or research or any other work assigned from time to time. Teachers will be responsible to coordinate in the smooth functioning of the Academic exercise including design of curricula.
7. The university requires its teachers to be present in the department throughout the working hours of the university and may be asked to perform duties beyond office hours and on holidays without any extra remuneration.
8. The appointment will be co-terminus with the cessation/withdrawal/abolition of self- financing courses run in the university unless terminated earlier.
9. Our expectation are that the teachers would try continuously to update knowledge, actively engage in teaching and research work and publish papers in the subject of specialization.

10. Performance will be assessed by taking feedback from HoD, the students and the Dean of the Faculty.
11. The conduct and activities of the teacher should be in a manner that promotes the aims and objectives of Jamia Hamdard, as set out in the Memorandum of Association and Rules and Regulations of Jamia Hamdard.
12. The self-appraisal report is to be submitted yearly duly forwarded by the Head of the Department.
13. We usually do not encourage long leave for the purpose of employment elsewhere or for some other reason.
14. All matters pertaining to service conditions and matters arising out of this appointment shall be settled at the University level or any grievance by a duly constituted grievance committee and in case of dispute, only civil courts in Delhi will have the necessary jurisdiction.
15. If the particulars furnished by the appointee to this post are false and deficient, the management shall be well within its rights, to terminate the services straightaway, apart from any other legal action deemed necessary as per law of the land.
16. The above terms and conditions are only illustrative and not exhaustive. The University may vary them as per exigencies of work.

This issues in supersession of the University Order No:Estab/ED/07 dated 07.06.2016 and University Order No:Estab/LD/311 dated 15.06.2016.

(Dr. Firdous A. Wani)
Registrar

Copy to:

1. Finance Officer
2. Director (DODL)
3. AR to VCS
4. P.A. to Registrar
5. Personal/Guard File

Recd on behalf of Mr. Bahil
2/9/2016

9/11



JAMIA HAMDARD

(Deemed to be University)
Accredited by NAAC in 'A' Category

Phone : 011 20059088 (12 Lines)
Fax : 011 20059663
Website : www.jamiahamdard.edu
HAMDARD NAGAR
NEW DELHI - 110062

D.No.Estab./LD/1557
Dated: 10/11/2023

OFFICE ORDER

On the recommendations of the Selection Committee in its Meeting held on **01.11.2023** and its subsequent approval by the Competent Authority, **Dr. Syeedun Nisa**, Associate Professor (Stage-4/Academic Level 13A) in the Department of Management, School of Management and Business Studies (SMBS) is hereby promoted as Professor (Stage-5) in the pay scale of Rs. 1,44,200-2,18,200 in the Academic Level-14 of the 7th CPC pay matrix w.e.f. **18.05.2022** under Career Advancement Scheme (CAS) of UGC Regulations, on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education, 2018.

2. Her promotion as Professor (Stage-5/Academic Level-14) shall be personal to her till she holds the post and subject to ratification by the Executive Council.
3. Her pay in the above pay scale will be fixed as per rules. She would however, exercise her option for fixation of pay under FR.22(1) either from the date of her promotion to the post or from the date of the next increment falls due in the present post within one month from the date of issue of this Office Order.

Authority: Approval of the Vice-Chancellor dated 09.11.2023.

(Dr. Sarfaraz Ahsan)
Registrar (Officiating)

Copy to:

1. Dr. Syeedun Nisa
Department of Management, SMBS
2. Dean, SMBS
3. Finance Officer/CoE/Director- IQAC
4. AR(Acad.) -to report it in upcoming meeting of EC
5. AR/Secretary to Vice-Chancellor
6. PA to Registrar
7. Personal/Guard File

JAMIA HAMDARD
(Hamdard Nagar, New Delhi – 110 062)

D.No. Estab/ED/.42
Dated: 20.04.2005

Ms. Sayeeden Nisa
House No. 111, Street No. 15
Noor Nagar, Jamia Nagar, Okhla,
New Delhi – 110 025

Received
Syedeen

**SUBJECT: OFFER OF APPOINTMENT FOR THE POST OF LECTURER
(MANAGEMENT STUDIES) IN THE DIRECTORATE OF OPEN
AND DISTANCE LEARNING.**

We are pleased to offer you appointment as Lecturer (Management Studies) in the Directorate of Open and Distance Learning in the pay scale of Rs.8000-275-13500 on contract basis for a period of two years from the date of your joining duty. It will be extendable up to a total period of five years after a review of your performance in Jamia Hamdard. Jamia Hamdard was set up by Hakeem Abdul Hameed from the income of Hamdard Waqf Laboratories. It is a minority institution under Article 30(1) of Constitution of India. It is registered as a society under the Societies Registration Act (XXI 1860) and the power to determine the emoluments of teaching and academic posts vests in its Executive Council vide clause 7(b) (ii) of the Rules and Regulations of Jamia Hamdard. In exercise of these powers the terms and conditions of your appointment will be as under:


1. Your basic pay will be fixed at the stage of Rs.8000 in the pay scale of Rs.8000-275-13500.
2. On the basic pay, you will be entitled to Dearness Allowance and other allowances as admissible from time to time.
3. You will be governed under the scheme of Contributory Provident Fund.
4. You will be entitled to medical cover and Leave Travel Concession as per rule of Jamia Hamdard, from time to time.
5. The Directorate of Open and Distance Learning being a non-vacation department, you will be entitled to avail Casual Leave, Earned Leave and Half Pay Leave as admissible to non-teaching staff in Jamia Hamdard. You will not be entitled for long leave for the purpose of employment elsewhere or for some other reason, for five years.

Cont.2..

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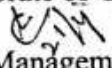
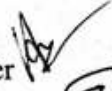


6. The contract shall be terminable on three months notice from either side or on payment of an amount equivalent to three months salary in lieu of notice period. However in case of your unauthorized absence, the university may terminate the contract without any notice or paying an amount in lieu of notice period.
7. Your contractual appointment will be co-terminus with the cessation/withdrawal/abolition of **courses run under Distance Education programme** in the university, unless terminated earlier.
8. Your duties will be to assist the Director, Directorate of Open and Distance Learning with respect to the following (i) to co-ordinate activities relating to development and preparation of course material for the programmes offered through distance mode (ii) to monitor the progress pertaining to student support services provided at the Study Centres; (iii) to provide support for ensuring quality assurance of the programmes (iv) to provide support in conduct of examinations and related activities and (v) any other work assigned by the competent authority from time to time.
9. You may be asked to teach at least one course in regular programme in the Department of Management Studies without any extra remuneration.
10. You will be required to be present in the department/university throughout the working hours of the university and may be asked to perform duty beyond office hours and on holidays without any extra remuneration
11. You are expected to continuously update your knowledge in the subject of your specialization.
12. You will have to submit your self-appraisal report at the end of academic session by 1st of July every year. Your self-appraisal report will be discussed with Head of Department who will forward the same with his comments by 15th of July every year.
13. You will conduct your activities in a manner that promotes the aims and objectives of Jamia Hamdard, as set out in the Memorandum of Association and Rules and Regulations of Jamia Hamdard.
14. You may be transferred from one Department or Faculty to the other as per exigencies of work but your service conditions shall remain unchanged.
15. As far as possible, all matters pertaining to your service conditions and arising out of this contract shall be settled at the management level and in case of dispute, only civil courts in Delhi will have the necessary jurisdiction.
16. If at any stage it is discovered that the particulars furnished by you for appointment to this post are false and deficient, the management shall be well within its rights, to terminate your service straightaway, apart from any other legal action deemed necessary as per law of the land.
17. The above terms and conditions are only illustrative and exhaustive. The Management may vary them as per exigencies of work without giving prior notice, if so warranted by urgency.

If this offer of appointment is acceptable to you, please report for duty and submit the joining report to the office of the undersigned through Director, Directorate of Open and Distance Learning within one month from the date of issue of this letter. This offer if not availed within the given time, will be deemed to have lapsed without any further communication.


(Dr. S.H. Hasan)
Registrar

N.O.O.

Copy to:

01. Director, Directorate of Open and Distance Learning 
02. Finance Officer 
03. Head, Dept. of Management Studies - (With reference to point 9, she may be assigned one paper of her interest and time table decided in consultation with Director, Directorate of Open and Distance Learning).
04. Editor, News Letter 
05. Incharge, Webcell 
06. System Analyst (Networking)
07. Sr. P.A to Vice-chancellor. 


20/4/05

9c

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI-62.

D. No. Estab/ED/ 64
Dated: 15.05.2018

Mr. Mohammed Jamshed
Safa Complex, Behind B S J Hall
Opp: Alhamd Masjid, Firdaus Nagar
A.M.U., Aligarh U.P.- 202002

**SUBJECT: APPOINTMENT AS ASSISTANT PROFESSOR IN THE DEPARTMENT
OF MANAGEMENT, SCHOOL OF MANAGEMENT AND BUSINESS
STUDIES.**

The Vice-Chancellor, on the recommendation of the Selection Committee held on 03.05.2018, is pleased to approve your appointment as Assistant Professor in the Department of Management, School of Management and Business Studies in the Pay Band of Rs. 15600-39100 + AGP Rs. 6000/- (pre revised), on probation for a period of one year, with effect from the date of your joining.

You are required to submit a medical fitness certificate after a medical check-up in the Hkm. Abdul Hameed Centenary Hospital. For medical examination you may please contact the Medical Superintendent HAHC Hospital of this University.

Your formal order will be issued after receipt of your consent. In the meantime please confirm your acceptance of this offer by returning us a signed copy of this letter. The detailed terms and conditions of appointment is attached herewith this letter.

Please contact the Head, Department of Management with following documents:

1. An affidavit in regard to personal verification. (Proforma Enclosed)
2. Relieving order from your present employer, if applicable.

Issued by the order of Competent Authority.


(S.S. Akhtar)
Registrar

Copy to for information and necessary action:

1. Finance Officer
2. Dean, SMBS
3. HoD, Management
4. Director, IQAC
5. M.S., HAHC Hospital
6. AR to VCS
7. SPA to PVC
8. PS to Registrar
9. Personal /Guard File



JAMIA HAMDARD

(Deemed to be University)
Accredited by NAAC in 'A' Category

Phone : 011 26059688 (12 Lines)
Fax : 011 26059663
Website : www.jamiahamdard.edu
HAMDARD NAGAR
NEW DELHI - 110062

D.No.Estab./LD/1558
Dated: 10/11/2023

OFFICE ORDER

On the recommendations of the Selection Committee in its Meeting held on **01.11.2023** and its subsequent approval by the Competent Authority, **Dr. Noria Farooqui**, Assistant Professor (Stage-3/Academic Level 12) in the Department of Management, School of Management and Business Studies (SMBS) is hereby promoted as Associate Professor (Stage-4) in the pay scale of Rs. 1,31,400-2,17,100 in the Academic Level-13A of the 7th CPC pay matrix w.e.f. **16.10.2020** under Career Advancement Scheme (CAS) of UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education, 2018.

2. Her promotion as Associate Professor (Stage-4/Academic Level-13A) shall be personal to her till she holds the post and subject to ratification by the Executive Council.

3. Her pay in the above pay scale will be fixed as per rules. She would however, exercise her option for fixation of pay under FR.22(1) either from the date of her promotion to the post or from the date of the next increment falls due in the present post within one month from the date of issue of this Office Order.

Authority: Approval of the Vice-Chancellor dated 09.11.2023.

(Dr. Sarfaraz Ahsan)
Registrar (Officiating)

Copy to:

1. Dr. Noria Farooqui
Department of Management, SMBS
2. Dean, SMBS
3. Head, Department of Management
4. Finance Officer/CoE/Director- IQAC
5. AR(Acad.) -to report it in upcoming meeting of EC
6. AR/Secretary to Vice-Chancellor
7. PA to Registrar
8. Personal/Guard File

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI-62.

(67)

D.No. Estab/ED/ 184
Dated: 16.10.2006

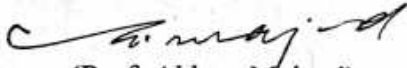
Ms. Noria Ahmed Farooqui
4/1286, Mussorie Cottage,
Sir Syed Nagar, Aligarh

SUBJECT: OFFER OF APPOINTMENT FOR THE POST OF LECTURER
(MANAGEMENT STUDIES).


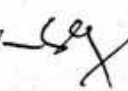
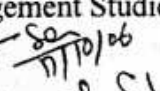

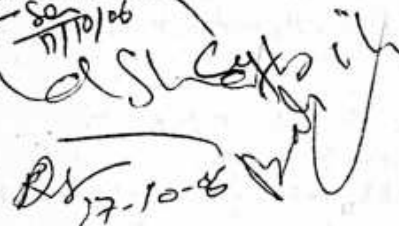
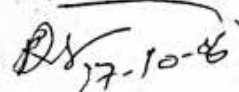
On the recommendations of the Selection Committee, the University offers you appointment as Lecturer in the Department of Management Studies, Faculty of Management Studies & Information Technology in the pay scale of Rs. 8000-275-13500, on contract basis for a period of two years from the date of your joining duties. It will be extendable up to a total period of five years after a review of your performance in Jamia Hamdard.


The detailed terms and conditions are enclosed.

In case the enclosed terms and conditions are acceptable to you, please report for duties and submit the joining report to **the office of the undersigned through Head, Department of Management Studies** within one month from the date of issue of this letter. This offer if not availed within the given time, will be deemed to have lapsed without any further communication.


(Prof. Akhtar Majeed)
Registrar

N.O.O.
Copy to:

01. Finance Officer. 
02. Dean, Faculty of Management Studies & Information Technology. 
03. Head, Department of Management Studies
04. Asstt. Registrar (Academic) 
05. Estate Officer
06. Editor, News Letter. 
07. Head, Computer Centre - 
08. Sr. P.A. to Vice Chancellor 
09. Personal File/Guard File


19/10/06

(46)

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI-62.

TERMS AND CONDITIONS FOR APPOINTMENT AS LECTURER.

- Your basic pay will be fixed at the minimum in the pay scale of Rs. 8000-275-13500.
- On the basic pay, you will be entitled to Dearness Allowance and other allowances as admissible from time to time.
- You will be governed under the scheme of Contributory Provident Fund.
- You will be entitled to medical cover and Leave Travel Concession for self, spouse and dependent children.
- You will be entitled to avail Casual Leave, Earned Leave and Half Pay Leave as admissible to teachers in Jamia Hamdard.
- You will also be attached to the Faculty of Interdisciplinary Studies of this university.
- The contract shall be terminable on three months notice from either side or on payment of an amount equivalent to three months salary in lieu of notice period. However in case of your unauthorized absence, the university may terminate the contract without any notice or paying an amount in lieu of notice period.
- Your contractual appointment will be co-terminus with the cessation/withdrawal/abolition of self- financing courses run in the university unless terminated earlier.
- Your appointment could also be terminated in case the strength of faculty is to be reduced consequent to any future reduction in the number of seats in the self- financing course.
- Your duties will include teaching and/or research or any other work assigned from time to time. You may be assigned any Administrative or Managerial job as deemed fit by the University, in addition to your normal duties.
- You will be required to be present in the department/university throughout the working hours of the university and may be asked to perform duties beyond office hours and on holidays without any extra remuneration.
- You are expected to continuously update your knowledge, actively engage in teaching and research work and publish papers in the subject of your specialization.
- You will be assessed by taking feedback from the students taught by you and also from the colleagues in the faculty.
- You will conduct your activities in a manner that promotes the aims and objectives of Jamia Hamdard, as set out in the Memorandum of Association and Rules and Regulations of Jamia Hamdard.
- You will have to submit your self-appraisal report on the prescribed format at the end of academic session by 1st of July every year. Your self-appraisal report will be discussed with Head, Department of Management Studies who will forward the same with his comments by 15th of July every year through Dean.



JAMIA HAMDARD

(Deemed to be University)
Accredited by NAAC in 'A' Category

Phone : 011 26059888 (12 Lines)
Fax : 011 26059883
Website : www.jamiahamdard.edu
HAMDARD NAGAR
NEW DELHI - 110062

D.No.Estab./LD/1556
Dated: 10/11/2023

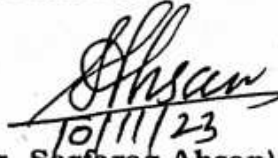
OFFICE ORDER

On the recommendations of the Selection Committee in its Meeting held on **01.11.2023** and its subsequent approval by the Competent Authority, **Dr. Md. Shahnawaz Abdin**, Associate Professor (Stage-4/Academic Level 13A) in the Department of Management, School of Management and Business Studies (SMBS) is hereby promoted as Professor (Stage-5) in the pay scale of Rs. 1,44,200-2,18,200 in the Academic Level-14 of the 7th CPC pay matrix w.e.f. **20.12.2022** under Career Advancement Scheme (CAS) of UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education, 2018.

2. His promotion as Professor (Stage-5/Academic Level-14) shall be personal to him till he holds the post and subject to ratification by the Executive Council.

3. His pay in the above pay scale will be fixed as per rules. He would however, exercise his option for fixation of pay under FR.22(1) either from the date of his promotion to the post or from the date of the next increment falls due in the present post within one month from the date of issue of this Office Order.

Authority: Approval of the Vice-Chancellor dated 09.11.2023.


(Dr. Sarfaraz Ahsan)
Registrar (Officiating)

Copy to:

1. Dr. Md. Shahnawaz Abdin, Associate Professor
Department of Management, SMBS
2. Dean, SMBS
3. Finance Officer/CoE/Director- IQAC
4. AR(Acad.) -to report it in upcoming meeting of EC
5. AR/Secretary to Vice-Chancellor
6. PA to Registrar
7. Personal/Guard File

38

JAMIA HAMDARD
(Hamdard Nagar, New Delhi - 110 062)

D.No. : Estab/ED/122
Dated: 21.10.2002

✓ Mr. MD Shahnawaz Abdin
Flat No. 9 (4th floor),
H.N.128, Sarai Jullena
Jamia Nagar
New Delhi - 110 025

**SUBJECT: OFFER OF APPOINTMENT FOR THE POST OF LECTURER
IN MANAGEMENT STUDIES.**

Dear Sir,

You are offered appointment as Lecturer in Management Studies in the pay scale of Rs. 8000-275-13500, on contract basis for a period of two years from the date of your joining duty. It will be extendable up to five years after a review of your performance in Jamia Hamdard. Jamia Hamdard is a society registered under the Societies Registration Act (XXI 1860) and the power to determine the emoluments of teaching and academic posts vests in the Executive Council of Jamia Hamdard vide clause 7(b) (ii) of the Rules and Regulations of Jamia Hamdard. In exercise of these powers the terms and conditions of your appointment will be as under:

- Your basic pay will be fixed at the stage of Rs. 8000/- in the pay scale of Rs. 8000-275-13500.
- On the basic pay, you will be entitled to Dearness Allowance and other allowances as admissible from time to time.
- You will be governed under the scheme of Contributory Provident Fund.
- You will be entitled to medical cover and Leave Travel Concession as applicable to teachers of Jamia Hamdard, from time to time.
- You will be entitled to avail Casual Leave, Earned Leave and Half Pay Leave as admissible to teachers in Jamia Hamdard.
- The contract shall be terminable on three months notice from either side or on payment of an amount equivalent to three months salary in lieu of notice period.
- Your contractual appointment will be co-terminus with the cessation/withdrawal/abolition of self-financing courses run in the university, unless terminated earlier.
- Your appointment could also be terminated in case the strength of faculty is to be reduced consequent to any future reduction in the number of seats in the self-financing course.
- Your duties will include teaching and/or research or any other work assigned from time to time. The University may assign you any Administrative or Managerial job as deemed fit, in addition to your normal duties.

92 Contd..2..

- You will be required to be present in the department/university throughout the working hours of the university from 9:00 a.m. to 5:00 p.m. and may be asked to perform duty beyond office hours and on holidays without any extra remuneration
- You are expected to continuously update your knowledge, actively engage in teaching and research work and publish papers in the subject of your specialization.
- You will conduct your activities in a manner that promotes the aims and objectives of Jamia Hamdard, as set out in the Memorandum of Association and Rules and Regulations of Jamia Hamdard.
- You will have to submit your self appraisal report on the prescribed format at the end of academic session every year.
- You may be transferred from one Department or Faculty to the other as per exigencies of work but your service conditions shall remain unchanged.
- As far as possible, all matters pertaining to your service conditions and arising out of this contract shall be settled at the management level and in case of dispute, only civil courts in Delhi will have the necessary jurisdiction.
- If at any stage it is discovered that the particulars furnished by you for appointment to this post are false and deficient, the management shall be well within its rights, to terminate your service straightaway, apart from any other legal action deemed necessary as per law of the land.
- You will be allowed to join duty only if you are declared medically fit by the Medical Superintendent of Majeedia Hospital.
- At the time of joining duty, you are required to submit:
 - a) A Medical Certificate of fitness from the Medical Superintendent of Majeedia Hospital (Jamia Hamdard), New Delhi.
 - b) The Original as well as attested copies of your degrees/certificates showing your date of birth, educational / professional qualifications and experience. The original copies of certificates/degree will be returned after verification.
- The above terms and conditions are only illustrative and exhaustive. The Management may vary them as per exigencies of work without giving prior notice, if so warranted by urgency.

JAMIA HAMDARD

(DEEMED TO BE UNIVERSITY)

Accredited by NAAC in 'A' Category

Phone : 011 26059688 (12 Lines)
Fax : 011 26059663
Email : inquiry@jamiahamdard.edu
Website : www.jamiahamdard.edu

HAMDARD NAGAR
NEW DELHI - 110062

D.No: Estab/ED/07

Dated: 07.01.2022

DR. FAIZAN KHAN SHERWANI
3423/36 STREET NO. 36
TUGHLAKABAD EXTENSION
SOUTH DELHI PIN CODE: 202002

SUBJECT: OFFER OF APPOINTMENT AS ASSISTANT PROFESSOR ON CONTRACTUAL BASIS IN THE DEPARTMENT OF MANAGEMENT, SCHOOL OF MANAGEMENT AND BUSINESS STUDIES, JAMIA HAMDARD.

The Vice-Chancellor, on the recommendation of the Selection Committee held on 23.12.2021, is pleased to approve your appointment as Assistant Professor (Management) purely on contractual basis in the School of Management and Business Studies, Jamia Hamdard on consolidated salary of Rs. 50,000/- P.M. (all inclusive) for a period of one (01) year, with effect from the date of joining duty.

You are requested to contact the Deputy Registrar with following documents:

1. An affidavit in regard to personal verification. (Proforma Enclosed).
2. Relieving order from your present employer, if applicable.

Other terms and conditions of your appointment will be as under:

1. In addition to normal holidays, you will be entitled to 1½ days Earned leave for each completed month of service.
2. There will be no encashment of leaves and leaves at credit will be treated as lapsed if not availed during the period of contract.
3. Your duties will include teaching and/or research in one or more departments as per requirement or any other work assigned from time to time. You may be assigned any administrative or managerial job as deemed fit by Jamia Hamdard, in addition to your normal duties.
4. You will be required to be present in the department/Jamia Hamdard throughout the working hours and may be asked to perform duty beyond office hours and on holidays without any extra remuneration.
5. Your performance will be assessed through established mechanism on half yearly basis.
6. You are expected to continuously update your knowledge, actively engage in research work and publish papers in the subject of your specialization.
7. This appointment will not confer any right on you to claim regular appointment to the post and will not count for the purpose of seniority, promotion and retirement benefit etc.
8. The appointment can be terminated at any time from either side by a notice of one month or salary in lieu of short notice period during the contract. However, in case of unauthorized absence, the appointment can be terminated without any notice or paying an amount in lieu of notice period.
9. If the above terms and conditions are acceptable to you, kindly confirm within 10 days of the receipt of this letter and indicate the date by which you will join us. In case no confirmation is received by the Jamia Hamdard, it will be presumed that you are not interested to join Jamia Hamdard and this offer may be treated as withdrawn. No further intimation will be given in this regard.


Issued by the order of Competent Authority.


07/01/22
(Dr. Sarfaraz Ahsan)
Dy. Registrar

Copy to:

1. Dean, SMBS
2. Finance Officer
3. AR to VCS
4. P.A. to Registrar
5. Personal/Guard File

Accepted after letter
10/1/2022





جامیہ ہمدرد JAMIA HAMDARD

(Deemed to be University)
Accredited by NAAC in 'A+' Category

Hamdard Nagar, New Delhi-110062
Phone : 011-26059688 (12 Lines)
Website: www.jamiahamdard.edu

D.No. : Estab/LD/2024/1639


Dated : 27/11/2024

OFFICE ORDER

In Continuation of the Office Order D.No.: Estab/LD/1634 dated 01.12.2023, the Competent Authority has been pleased to approve the renewal of contractual engagement of **Dr. Abdul Majid Farooqi**, Assistant Professor (Computer Science & Engineering) on contractual basis in the Centre for Distance and Online Education (CDOE) Jamia Hamdard w.e.f. 14.11.2024 to 30.06.2025 with a consolidated salary of Rs.65,000/- (Rupees Sixty Five Thousand only) per month, in accordance with the Office Order No. Estab/LD/2024/1353 dated 01.10.2024.

2. The Other terms & conditions shall remain same as per offer of engagement letter no. Estab/ED/244 dated 03.11.2023.
3. Any further extension of such contractual tenure shall be done in accordance with the decision of 69th EC meeting as held on 07.08.2024 as notified vide notification no. JH/RO/EC-69/2024/ICOR/83 dated 23.08.2024.

Authority: Approval of the Vice-Chancellor dated 25.11.2024.


27/11/24
(Dr. Sarfaraz Ahsan)
Deputy Registrar

Copy to:

1. **Dr. Abdul Majid Farooqi**, Assistant Professor (Computer Science & Engineering) on contractual basis, CDOE.
2. Finance Officer (Officiating)
3. Officiating Director, CDOE
4. A.R./Secretary to Vice-Chancellor
5. S.P.A. to Registrar
6. Personal File/Guard File


29/11



جامعہ ہمدرد JAMIA HAMDARD

(Deemed to be University)



F.No. JH/RO/EC-69/2024/ICOR/83

Dated: 23rd August 2024

NOTIFICATION

Subject: Guidelines regarding monthly remuneration/salary of contractual teaching staff

The Executive Council in its 69th Meeting held on 07.08.2024 vide resolution No.69(5)(11) resolved to approve the following pattern of emoluments and other conditions as recommended by the Committee and also resolved by the 67th Meeting of the Finance Committee held on 10.07.2024.

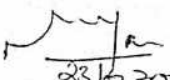
#	Particulars	Minimum fixed remuneration/monthly Salary
1.	<p>a) Assistant Professor with PG (minimum 55%) + NET/Ph.D. in relevant subject.</p> <p>b) Assistant Professor possessing qualification as per NMC/NCISM/CCRM with MD/MS/MDS qualification</p> <p>c) Assistant Librarian/Assistant Director of Physical Education/Sports PG (minimum 55%) + NET/Ph.D. in relevant subject.</p>	Rs. 65,000/- per month
2.	<p>a) Assistant Professor with PG (minimum 55%) without NET/Ph.D. in relevant subject.</p> <p>b) Assistant Professor for Nursing possessing qualification as per Indian Nursing Council.</p> <p>c) Assistant Professor for Occupational Therapy and Physiotherapy i.e. having qualification on y MPT or MOT.</p>	Rs. 50,000/- per month
3.	Tutor	Rs. 35,000/- per month
4.	Clinical Instructor	Rs. 30,000/- per month
5.	Assistant Professor for Kannur Campus	Rs. 40,000/- per month

- i. In case any teaching staff under Assistant Professor category acquires additional qualification such as Ph.D. or NET, he/she will be entitled for enhanced salary/remuneration prospectively after approval of the competent authority.

[Signature]
23/8/2024

- ii. An annual increment of 5% (Maximum) will be considered based on the report/recommendations of the performance appraisal Committee.
 - iii. Contractual appointment be made at the entry level and appointment should be offered with the designations as mentioned above. No other designation such as Lecturer, Teaching Assistant etc. should be granted.
 - iv. The existing teaching staff working on contractual employment be given benefit of enhanced salary/remuneration prospectively as per their qualifications after approval of the Vice-Chancellor.
 - v. There will be separate salary/remuneration structure for teaching staff at Kannur Campus as there is difference in cost of living between Delhi NCR and Kannur.
 - vi. The contractual teaching staff shall be provided opportunities for academic development (permission to attend FDP/conferences/presenting paper etc with the prior approval of the Vice-Chancellor).
 - vii. The appointment/renewal generally be done in two cycles preferably in the month of January & July of the respective year only. So that, their renewal can be executed on the basis of performance assessment in two cycles every year.
2. The existing incumbents who are getting less than the minimum monthly remuneration/salary will be entitled for the enhanced monthly salary prospectively from August, 2024 salary onwards.

Authority: Approval of the Vice-Chancellor dated 23.8.2024.


23/8/2024
(Dr. M.A. Sikandar)
Registrar

Copy to: -

1. The Finance Officer
2. All the Deans of Schools/HoDs/Director of Centres/ Controller of Examinations/In-charge of Sections/units/University Librarian/Medical Supdt, MHU/In-charge, HR, HIMSR/HAHCH
3. Deputy Registrar/DFO/AFO/AR-Establishment.
4. Secretary to VC
5. SPA to Registrar/FO
6. Website Notification through In-charge HAH-CIT
7. Guard file

Date: 24/07/2024

To
The Director,
CDOE, Jamia Hamdard,
New Delhi, India.

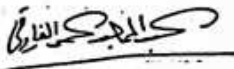
Subject: Joining Report

Respected Sir,

I am writing to inform you that I am now able to perform my duties and hereby formally join the university, effective from 23rd July 2024, before noon.

Thank you for your kind consideration.

Yours sincerely,



Dr. Abdul Majid Farooqi
Assistant Professor
CDOE, Jamia Hamdard



JAMIA HAMDARD
(DEEMED TO BE UNIVERSITY)
Accredited by NAAC in 'A+' Category

Phone : 011 26059683 (12 Lines)
Fax : 011 26059663
Email : inquiry@jamiahamdard.edu
Website : www.jamiahamdard.edu

HAMDARD NAGAR
NEW DELHI - 110062

D.No.: Estab/LD/ 876


Dated : 16.07.2024

OFFICE ORDER

On the recommendation of the Local Selection Committee held on 20.06.2024, Ms. Azza Ayyub Siddiqui was given offer of engagement as Assistant Professor (Management) on contractual basis under Self Financing Scheme (SFS) in the Centre for Distance and Online Education (CDOE), Jamia Hamdard vide letter No. Estab/ED/159 Dated 28.06.2024, which she subsequently joined on 10.07.2024 (Forenoon).

Consequent upon her acceptance of the terms & conditions attached with the above mentioned letter and after completing the required formalities, Ms. Azza Ayyub Siddiqui is hereby engaged as Assistant Professor (Management) on contractual basis under Self Financing Scheme (SFS) in the Centre for Distance and Online Education (CDOE) Jamia Hamdard on consolidated Salary of Rs. 45,000/- (Rupees Forty Five Thousand only) (all inclusive) per month for a period of 01 (one) year w.e.f. 10.07.2024 (F/N), the date of her joining duty.

Authority: Approval of Vice Chancellor dated 15.07.2024.


16/07/24
(Dr. Sarfaraz Ahsan)
Deputy Registrar

✓ Ms. Azza Ayyub Siddiqui
Assistant Professor (Management)
(On Contractual Basis)
Centre for Distance and Online Education (CDOE)

Copy to:

1. Finance officer -along with details of Bank Account of Employee
2. Director (Officiating), CDOE
3. AR/ Secretary to VC
4. P.A to Registrar
5. Personal/Guard File


Received



Date- 10/07/24

To,

The Director

Centre for Distance & Online Education (CDOE)

Jamia Hamdard

New Delhi - 110025

Subject - Application for Confirmation of Joining

Respected Sir,

I Azza Ayyub Siddiqui, after completion of document verification ready to join the Centre of Distance & Online Education (CDOE) as an Assistant Professor (Mgt) on 10/07/24.
(forenoon)

Yours sincerely
Azza Ayyub Siddiqui
