



JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A+' Category

Hamdard Nagar, New Delhi- 110062

Advertisement No.: NT - 07/2025

Dated : 10-10-2025

ADVERTISEMENT FOR NON-TEACHING POSITIONS IN JAMIA HAMDARD

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 through direct recruitment/on deputation on Tenure/Regular/Contractual basis as per details mentioned therein. The last date for the submission of applications is **31st October, 2025**.

Post Code	Name of Post	Group	No. of Post	Scale of Pay/ Salary	Mode of Appointment
001.	Finance Officer	A	01	Level-14 (Rs. 144200-218200/-)	Tenure/ Deputation / Re-employment / Contractual Basis
002.	Assistant Registrar/ Assistant Finance Officer/ AR (Audit)	A	03	Level-10 (Rs. 56100-177500/-)	Regular/ Deputation/ Contractual basis
003.	Public Relation Officer	A	01	Level-10 (Rs. 56100-177500/-)	

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 for, Post Code with advertisement number & date so as to reach by **31st October, 2025** to the below mentioned address:

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

Other Terms & Conditions:

1. Applications shall be submitted in the prescribed formats only.
2. Details of the qualification and other requirements has been mentioned in the **Annexure A**.
3. The minimum qualification, pay and other benefits shall be as per the UGC/Statutory bodies/Jamia Hamdard norms.
4. Mere fulfilment of the minimum qualification and experience shall not entail a candidate to be short-listed for the selection process.
5. 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.

6. Jamia Hamdard reserves its right to draw a panel of candidates for engagement on contract for present & future requirements. Jamia Hamdard reserves the right to offer a candidate a position that is different/lower from the one originally applied for, based on the candidate's qualifications and suitability for other available positions.
7. Canvassing in any form will lead to outright rejection of the applications.
8. Incomplete applications in any respect will not be entertained by the Jamia Hamdard.
9. 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.
10. 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.
11. The application in an envelope super scribed "Application for the Post _____, & Advt. No. ____ & Date _____" may reach the following address on or before **31st October, 2025** through speed post/registered post/courier/By hand:

Office of the Assistant Registrar,
Establishment Section,
Jamia Hamdard,
Hamdard Nagar, New Delhi – 110 062

12. Applicants are required to submit the application fee as per below mentioned details;

Application Fee	Remarks
Rs. 1500/- (Rupees One Thousand Five Hundred only)	For Group A Posts.

13. 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 Applications received after the last date will not be considered and no correspondence in this regard will be entertained.



14. Candidates already in employment are required to apply through proper channel or submit an NOC at the time of interview/Selection Committee.
15. Candidates are advised to visit the website of Jamia Hamdard on regular basis (www.jamiahamdard.ac.in) for updates, amendments, corrigendum (if any), will be placed on the Jamia Hamdard website only.

Sd/-
Registrar

Annexure A

Details of Qualifications and other Requirements:

Post Code	Name of Post	Qualification & Experience
001.	Finance Officer Tenure/ Deputation/ Contractual/ Re-employment Basis (Age of Retirement: 62 years)	Essential: 1. Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. 2. At least fifteen (15) years of experience as Assistant Professor in the Academic Level 11 and above or with eight (8) years' of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration. OR 3. Comparable experience in research establishment and/or other institutions of higher education. OR Fifteen (15) years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post. Desirable: Preference will be given to candidates having CA/ICWA qualification and/or with experience in university/educational institute.
002.	Assistant Registrar/ Assistant Finance Officer/ Assistant Registrar (Audit) (Regular/ Deputation/ Contractual Basis)	Essential: Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. Desirable: At least 05 (five) years of experience in a supervisory and responsible capacity in a Government, University, or Autonomous Body/PSU. <u>For Assistant Registrar (Audit):</u> Essential: Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. Desirable: 1. At least 05 (five) years' experience with in audit/accounts/finance with Government/University/Autonomous Bodies in a supervisory & responsible capacity with having working knowledge of audit procedures, government accounting standards, GFR 2017, income tax, GST, and related statutory compliance 2. Degree/Diploma in Finance/Accounts/Audit from a recognized institution. 3. Professional qualifications such as CA/ICWA/CS (Inter/Final) or equivalent. 4. Experience in internal audit, statutory audit, or CAG audit in a higher educational institution or public sector undertaking. 5. Familiarity with university system, UGC rules, CCS rules, and service conditions. Note: 1. Preference will be given to those candidates, having similar experience with an Institutions of higher learning/University. 2. The Selection shall be made through a written test followed by an Interview.
003.	Public Relation Officer (Regular/ Deputation/ Contractual Basis)	Essential: 1. Master's degree with at least 55% of marks or its equivalent grade B in the UGC 7 point scale in Journalism and Mass Communication from recognized university/institute. 2. At least five (05) years' of experience in the editorial department/centre of any Central/State Govt. department/ PSU/Central/State Educational Institutions, established English/ regional Newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies with excellent command of speaking in English, Hindi and Regional Language. Desirable: Good Working knowledge of Computer Applications.
