



JAMIA HAMDARD

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

Advertisement No.: NT- 05 /2025

Dated: 19-06-2025

WALK-IN-INTERVIEW

Requirement of Non-Teaching Staff in Jamia Hamdard on Contractual basis

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 1st in Pharmacy category in NIRF-2024.

Jamia Hamdard desires to engage the following Non-Teaching Staff on contractual basis as per below mentioned details:

SN	Post Name	Reporting Time	Date & Venue of Walk-in-Interview
1.	Admission Coordinator Cum Counsellor – one post on contractual basis	10.30 AM	On Monday the 23rd June, 2025 . Venue: Board Room, Smart Class Cluster, Ground Floor, Central Library Building (Gol Building) Jamia Hamdard Campus, New Delhi-110062
2.	Technical Assistant – one post on Contractual basis		
3.	Junior Assistant - one post on Contractual basis		
4.	Attendant - Engineering & Maintenance – one post on Contractual basis		
<i>Note: Remuneration/Salary as per Jamia Hamdard norms.</i>			

2. Interested Candidates fulfilling the qualifications/experience, as per below details, may come for a walk in interview on the said date & venue as mentioned above.

Detail of Contractual Positions	Minimum Qualification & Requirements
Admission Coordinator Cum Counsellor - For Admission Cell (One Post)	a) Bachelor's degree from recognised university b) Knowledge of Computer c) 02-05 years' experience of student's counselling for admission in educational institutions/colleges d) Experience of admissions process, evaluating applications etc. e) Promoting the institution to potential applicants
Technical Assistant – for Purchase Section (One Post)	a) Bachelor's degree from recognised university b) Knowledge of Computer c) 02-05 years' working experience in colleges / University. d) Knowledge of procurement process on the GeM portal, Tender management, Procurement, Accuracy, managing purchase orders, Supply Chain Experience, Expediting, working with vendors, understanding technical requirements etc.
Junior Assistant: (One Post)	a) Bachelor's degree from a recognized University. b) Minimum speed of 30 WPM in English type writing on Computer.
Attendant - Engineering & Maintenance: (One Post)	a) 10 th Pass b) Experience of maintenance of electric trade, wiring system, two way switch lighting fixture connections etc. c) Knowledge of cable termination, Electric Gen Set Operations and pump wire management etc.

3. Such candidates are required to submit their details only in the prescribed application format, along with a copy of their updated CV, original educational and experience certificates, testimonials, and one set of attested copies of these documents for verification
4. Candidates not fulfilling the eligibility & experience criteria with respect to qualification and experience will not be permitted to appear for the interview.
5. Candidate shall not be allowed in any circumstances, if reported after **11.00 AM**.
6. No TA/DA shall be payable for attending the same.

Sd/-
Registrar (Officiating)



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Hamdard Nagar, New Delhi- 110062

Please paste
your recent
colored photo

Application Form for Contractual Non-Teaching Positions (NT-05/2025)

1. Post applied for :
2. Name :
3. Father's/Husband's Name :
4. Date of Birth: :
5. Marital Status : Married/Unmarried
6. Gender : Male/Female
7. Communication Address :
.....
Pincode:
Work Phone:
Residence Phone:
Email:

8. Educational Qualifications (In chronological order from Secondary School onwards)

Degree	Subject(s) Specialization	Division	Percentage of Marks	Year of Passing	University/ Institution

9. Employment Records: (In. chronological order starting from the present job):

Name & Address of Organization	Designation	Period (From – To)	Nature of Duties	Pay Scale/ Details

10. DECLARATION:

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/distorted. If I am found to have concealed/distorted any material information my appointment shall be liable to be summarily terminated without notice/compensation.

Date:
Place:

Signature of the Candidate