

Office of the University Librarian
MHS Central Library Jamia Hamdard
E-mail: hmscl@jamiahamdard.ac.in

D.NO.
Date 28.07.2021.

Circular

We are pleased to inform you that the Central Library facilities are also available for the adhoc/temporary/contractual staff members & retired faculty members of Jamia Hamdard w.e.f.01.08.2021,subject to the following terms and conditions:-

1. Documents to be submitted by the Adhoc /temporary /contractual Employees

- (i) Photocopy of his/her appointment
- (ii) One recent passport size photograph
- (iii) Submit Library Membership form duly filled forwarded by concerned Dean.

2. Documents to be submitted by the retired Employee.

- (i) Photocopy of his/her retirement notification.
- (ii) One photocopy of Adhar card,
- (iii) One recent passport size photograph.

3. Adhoc /Temporary / Contractual Employee and Ex Employees of Jamia Hamdard have to deposit security amount of Rs.5000/- refundable in advance at cash counter of Jamia Hamdard.

4. Security deposit will be refund on the submission of ' No dues certificate'.

5. Rules & regulations of the Central Library are compulsory for all concerned.

Issue by the order of the Competent Authority

(Mohammed Shoaib)
University Librarian

Copy to:-

1. All Deans/Unit Head/Section In-charge
2. Finance Officer
3. Controller of Admission & Examination
4. D.S.W/Chief Proctor/Provost/ Security In-charge
5. M.S Majeedia(Unani Hospital)
6. Director IQAC/JHRCA/CDOE
7. Secretary to the Vice- Chancellor for kind information to the Ho'ble Vice-Chancellor
8. P.A to Registrar
9. System Analyst – to upload this circular on JH website for wider information
10. In-charge membership Section HMSCL