



JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A' Category

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HAMDARD NAGAR
NEW DELHI - 110062

D.No: Estab/LD/978-A
Dated: 07.10.2021

CIRCULAR

The Competent Authority has approved filling up of the undermentioned post, by the internal candidates with reference to Advt. No 5/2017 through Departmental Test/Promotion.

<u>Name of Post</u>	<u>No. of Vacancy</u>	<u>Eligibility Criteria</u>
Junior Assistant Rs. 5200-20200+GP 1900/- (pre revised) i.e. Level 2 in 7 th CPC	06	1. Permanent Office Attendant and Nursing Attendant who are 10 th standard or equivalent from approved boards and have rendered at least five years of service in regular scale of pay. Selection will be made on the basis of test of English typing and written test of English composition and grammar. 2. Minimum speed of 30 w.p.m. in English Typewriting on Computer. 3. Preference will be given to the candidates having knowledge of English shorthand or Urdu/Hindi typing.

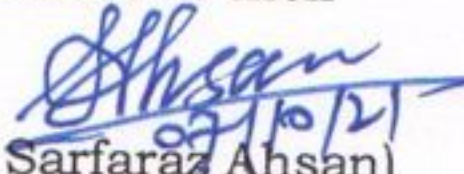
Interested candidates fulfilling the eligibility criteria from the cadre of Office Attendant and Nursing Attendant may apply on the prescribed application form available with AR Establishment Section.

The selection will be made on the basis of prescribed tests/rules as per Recruitment Rules of the Jamia Hamdard.

Last date of submitting the application on prescribed form is **22nd October, 2021**.

The application duly completed may be submitted in Establishment Section on any working day before the last date.

All Deans of Schools and Heads of the Departments/Units are requested to bring this into the notice of all regular/permanent employees of Jamia Hamdard in their sections.


(Dr. Sarfaraz Ahsan)
Dy. Registrar

Distribution:

1. All Deans
2. All Heads of the Departments/Offices/Units
3. Finance Officer
4. Director, IQAC
5. System Analyst - to get it uploaded on university website
6. AR/Secretary to Vice-Chancellor/PA to Registrar
7. Personal/Guard File