



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

Advt. No.: NT- 09/2023

Dated: 27-12-2023

**ADVERTISEMENT FOR ENGAGEMENT OF STAFF ON CONTRACTUAL BASIS FOR THE
NEWLY ESTABLISHED INSTITUTE OF SKILL DEVELOPMENT, 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 2 in Pharmacy category in NIRF-2023.

Applications are invited for the following positions for the newly established Institute of Skill Development of Jamia Hamdard under Self-Financing Scheme (SFS):-

Sr. No.	Position Name & Nos.	Minimum Educational Qualification	Total Experience (In Years) required	Preferred Experience
01	Centre Director (one post)	Graduate in any field from Recognized University	12 Years of Experience in Vocational Training	7 Years of Experience in Skill Vertical
02	Deputy Director (one post)	Graduate in any field from Recognized University	10 Years of Experience in Vocational Training	5 Years of Experience in Skill Vertical
03	Project Manager (one post)	Graduate in any field from Recognized University	7 Years of Experience in Vocational Training	3 Years of Experience in Skill Vertical
04	Assistant Manager (one post)	Graduate in any field from Recognized University	5 Years of Experience in Vocational Training	2 Years of Experience in Skill Vertical
05	Project Coordinator (SPOC) (one post)	Graduate in any field from Recognized University	2 Years of Experience in Vocational Training	1 Years of Experience in Skill Vertical
06	Placement Officer (one post)	Graduate in any field from Recognized University	10 Years of Experience in Staffing/ HR Consultant	5 Years of Experience in Skill Vertical
07	MIS Executive (one post)	Graduate in any field from Recognized University	5 Years of Experience in Management Information System	2 Years of Experience in Skill Vertical
08	Marketing Executive (one post)	Graduate in any field from Recognized University	6 Years of Experience Partnership, Grant Management and Government Liasoning	3 Years of Experience in Skill Vertical
09	Account Officer (one post)	Graduate in any field from Recognized University	6 Years of Experience Account Management and Audit	3 Years of Experience in Skill Vertical
10	Front Office Assistant (one post)	Graduate in any field from Recognized University	2 Years Experience in Front Office Management	1 Years Experience in Admin
11	MTS (one post)	10+2	Office attendant	As per JH norms

NOTE:

1. The applicants are also required to submit their details on compulsorily basis through below mentioned link of google form:
<https://forms.gle/hWS6kGsRhoBCPgbb7>
2. Hard copy of the Applications shall not be considered, if details through above given google form is not filled.

Terms & Conditions and details:-

1. Salary will be at par with industry norms and the positions will be filled on contractual basis.
2. Preference will be given to candidates who hold higher number of experiences and qualification in similar industry.
3. Only short-listed candidates will be called for test and/or interview/interaction.
4. Short-listed candidates are expected to join within a week of time from the date of offer of engagement.
5. 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 with advertisement number & date so as to reach by **12-01-2024**, to the below mentioned address:
Assistant Registrar, Establishment Section
Jamia Hamdard, Hamdard Nagar,
New Delhi-110062

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

Application Fee	Rs. 500/- (Rupees five hundred only)
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7. 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==>
8. This can also be accessed through below QR code



9. Applications received after the last date will not be considered and no correspondence in this regard will be entertained.
10. Mere fulfilment of the minimum qualification and experience shall not entail a candidate to be short-listed for the selection process.
11. The Jamia Hamdard reserves its right to fill or not to fill the above positions. No. of positions may increase or decrease depending upon the requirements.
12. Canvassing in any form will lead to outright rejection of the applications.
13. Incomplete applications in any respect will not be entertained by the Jamia Hamdard.
14. 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.
15. Candidates are advised to visit the website of Jamia Hamdard on regular basis (www.jamiahamdard.edu) for updates, amendments, corrigendum (if any), will be placed on the Jamia Hamdard website only.

NOTE: Applications for the positions may be submitted through proper channel, if applicable. In case there is a delay, the Applicant may submit an advance Copy of the Application. However, they have to submit NOC at the time of test/interaction.

Sd/-

REGISTRAR



JAMIA HAMDARD
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Hamdard Nagar, New Delhi- 62

Please paste a self attested photograph.

Application Form for Non- Academic Positions (Contractual Basis)

1. Advertisement No. :
2. Post applied for :
3. Online Payment Reference/UTR No.: Date:
(Enclose self-attested copy of the Online Payment Receipt)
4. Name :
5. Father's/Husband's Name :
6. Date of Birth :
7. Marital Status : Married/Unmarried
8. Gender : Male / Female
9. Whether you belong to (please select) SC ST ... OBC Gen PH
(Attach Certificate, if belong to SC, ST, OBC or PH)
10. Nationality :
11. Permanent Address :
.....
..... Pincode:
12. Mailing Address :
.....
..... Pincode:
- Work Phone :
- Residence Phone :
- Email :

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

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

** Please attach attested copies of Certificates.

14. Employment Records:

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

Name & Address of the employer	Designation of post held	Period		Nature of duties	Scale of Pay
		From	To		

15. Indicate the time required to join, if selected:

16. Any other information you may wish to add:

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17. References (Please specify the names of two referees who should be responsible person and well acquainted with you for the last five years. If employed, one of the referees should be present or most recent employer.)

(a) Name :
 Designation :
 Address :

.....
 E Mail:
 Contact No.

(b) Name :
 Designation :
 Address :

E Mail:
 Contact No.

18. Please attach extra sheet, if any (with hard copy of application only) indicating your suitability for this post.

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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 Applicant)