



# JAMIA HAMDARD

(Deemed to be University)  
Accredited by NAAC in 'A+' Category

**JAMIA HAMDARD KANNUR CAMPUS,**  
Kannur City (Po), Kannur-670003

Advt. No.: NT-02/2025

Dated: 28-01-2025

## WALK-IN-INTERVIEW

### **REQUIREMENT OF DIFFERENT NON-TEACHING POSTITIONS IN JAMIA HAMDARD KANNUR CAMPUS, KERALA ON CONTRACTUAL BASIS**

Jamia Hamdard desires to engage the services of following Non-Teaching staff on contractual basis for Jamia Hamdard Kannur Campus, Kerala, as per below mentioned details:

SN	Name of Contractual Posts	Reporting Time	Date & Venue of Walk-in- Interview
1.	Office Assistant (Accounts)	<b>01:30 PM</b>	<b>On Monday the 03<sup>rd</sup> February, 2025.</b> <b>VENUE:</b> Director's Chamber, First Floor, Jamia Hamdard Kannur Campus, DIS Building, Kannur City PO, <b>Kannur 670003.</b>
2.	Laboratory Assistant		
3.	Caretaker		

*Note: Remuneration/Salary as per Jamia Hamdard norms.*

Interested Candidates fulfilling the qualifications/experience, as per below details, may come for a walk in interview on the said venue as mentioned above along with the details as per enclosed application format, detailed CV, original educational & experience certificates, testimonials and one set of self-attested copies thereof for verification.

Detail of the Post	No. of Posts	Essential Qualification (Should be from UGC recognized University/Institution only)
Office Assistant (Accounts)	01 (one)	a) Bachelor's degree from a recognized University. b) Minimum speed of 30 WPM in English typewriting on Computer.
Laboratory Assistant	01 (one)	Intermediate (10+2) with Science
Caretaker	01 (one)	High School (10 <sup>th</sup> )

- Such candidates are required to submit details only in the prescribed application format along with a copy of their updated CV.
- Candidates, if found, not fulfilling the eligibility & experience criteria, shall not be allowed to appear before the interview.
- Candidate shall not be allowed in any circumstances, if reported after **02.30 PM.**
- No TA/DA shall be payable for attending the same.

Sd/-  
Registrar



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Hamdard Nagar, New Delhi- 110062

Please paste  
your recent  
colored photo

## JAMIA HAMDARD KANNUR CAMPUS, KANNUR CITY (PO), KANNUR-670003 Application Form for Contractual Positions

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. Typing Speed (Hindi/English) : .....

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

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

11. **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