



JAMIA HAMDARD
(Deemed to be University)
HAMDARD NAGAR, NEW DELHI- 110062
"Accredited by NAAC in 'A' Category"

Advt. No. NT- 06/2024

Date: 01-06-2024

WALK-IN-INTERVIEW

REQUIREMENT OF MANAGER – STORE & PURCHASE ON CONTRACTUAL BASIS
IN JAMIA HAMDARD

Jamia Hamdard desires to engage the services of one (01) **Manager- Store & Purchase** on contractual basis in Jamia Hamdard as per below mentioned details:

SN	Post Name	Reporting Time	Date & Venue of Walk-in- Interview
1.	Manager- Store & Purchase (Contractual)	10.45 AM	On Thursday the 06th June, 2024. VENUE: Board Room, First Floor, near VC Office, Administrative Building, Jamia Hamdard Campus, New Delhi- 110062.

Note: Salary: Rs. 50,000 to 55,000/- (Consolidated) per month.

Interested Candidates fulfilling the below mentioned qualifications/experience 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 attested copies of thereof for verification. No TA/DA shall be payable for attending the same.

No. of Post	Essential Qualification & Experience (Should be from UGC recognized University/Institution only)
01 (One)	Qualification: 1. Two years Post Graduate Degree/ PG Diploma in Business Administration. Experience: 1. Minimum of 05 years of experience in store and purchase management out of which at least 03 years in a managerial or supervisory role. 2. Demonstrated ability to develop and implement effective purchasing strategies. 3. Experience in negotiating contracts and managing vendor relationships. 4. Proficient in inventory management, supply chain operations, software and SAP/ERP systems.

Sd/-
REGISTRAR

Copy for wide publicity to:

1. Purchase Section
2. System Analyst – to get it uploaded on Jamia Hamdard website
3. AR/Secretary to Vice-Chancellor
4. PA to Registrar



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Please paste
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Application Form for Non-Teaching Posts on Contractual Positions
In Jamia Hamdard (NT-06/2024)

1. Post applied for the subject/discipline :
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. Any other qualification/Training/Certification etc:.....
(enclose extra sheet if required)

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