



JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A+' Category
Hamdard Nagar, New Delhi- 110062

Advertisement No.: NT - 03 /2025

Dated : 11-03-2025

ADVERTISEMENT FOR NON-TEACHING POSITIONS IN 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 1st in Pharmacy category in NIRF-2024. Applications are invited from the eligible candidates for the below mentioned posts in Jamia Hamdard to be filled on Tenure/Regular/Contractual /Deputation basis as per details mentioned therein. The last date for the submission of applications is **10th April, 2025**.

Post Code	Name of Post	Group	No. of Post	Scale of Pay/ Salary	Mode of Appointment
001.	Registrar	A	01	Level-14 (Rs. 144200-218200/-)	Tenure/ Deputation Basis
002.	Finance Officer	A	01	Level-14 (Rs. 144200-218200/-)	
003.	Executive Engineer	A	01	Level-11 (Rs. 67700 - 208700/-)	Regular/ Contractual/ Deputation Basis
004.	Assistant Registrar # (Internal Audit)	A	01	Level-10 (Rs. 56100-177500/-)	
005.	Deputy Medical Superintendent (Unani)	A	01	Level-10 (Rs. 56100-177500/-)	
006.	Security Officer	B	01	Level-7 (Rs. 44900-142400/-)	
007.	Programmer	B	03	Level-7 (Rs. 44900-142400/-)	
008.	Assistant Programmer	C	01	Level-5 (Rs. 29200-92300/-)	
009.	Technical Assistant (Statistics)	C	01	Level-5 (Rs. 29200-92300/-)	

To be filled on Deputation or Short-Term Contract basis/ Re-employment Basis.

Note:

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 **10th April, 2025**, to the below mentioned address:

Office of the Assistant Registrar - Establishment Section
Jamia Hamdard,
Hamdard Nagar,
New Delhi-110062

Other Terms & Conditions:

1. Applications shall be submitted in the prescribed formats only.
2. Details of the qualification and other requirements has been mentioned in the **Annexure A**.
3. The minimum qualification, pay and other benefits shall be as per the UGC/Statutory bodies/Jamia Hamdard norms.
4. Mere fulfilment of the minimum qualification and experience shall not entail a candidate to be short-listed for the selection process.
5. Jamia Hamdard reserves right to increase or decrease number of the vacancies and also may not fill up the few or all the vacancies as it may deem necessary in view of emerging circumstances. Jamia Hamdard may consider the candidature of the candidates who did not apply, if found suitable.
6. Jamia Hamdard reserves its right to draw a panel of candidates for engagement on contract for present & future requirements. Jamia Hamdard reserves the right to offer a candidate a position that is different/lower from the one originally applied for, based on the candidate's qualifications and suitability for other available positions.
7. Canvassing in any form will lead to outright rejection of the applications.
8. Incomplete applications in any respect will not be entertained by the Jamia Hamdard.
9. Those working in Central/State Universities or Government funded Higher Education Institutions (HEIs) may apply for deputation, subject to fulfilment the conditions as per rules.
10. 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.
11. The application in an envelope super scribed "Application for the Post _____, & Advt. No. ___ & Date _____" may reach the following address on or before **10th April, 2025** through speed post/registered post/courier/By hand:

Office of the Assistant Registrar (Establishment),
Establishment Section,
Jamia Hamdard,
Hamdard Nagar, New Delhi – 110 062

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

Application Fee	Remarks
Rs. 1000/- (Rupees One Thousand Hundred only)	For Group A Posts.
Rs. 500/- (Rupees Five Hundred only)	For Group B & C Posts.

13. 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==>

This can also be accessed through below QR code Applications received after the last date will not be considered and no correspondence in this regard will be entertained.



14. Candidates already in employment are required to apply through proper channel or submit an NOC at the time of interview/Selection Committee.
15. Candidates are advised to visit the website of Jamia Hamdard on regular basis (www.Jamiahamdard.ac.in or www.jamiahamdard.edu) for updates, amendments, corrigendum (if any), will be placed on the Jamia Hamdard website only.

Sd/-
Registrar

Annexure A

Details of Qualifications and other Requirements:

Post Code	Name of Post	Qualification & Experience
001.	Registrar (On Tenure/ Deputation basis) Age of Retirement: 62 years	<p>Essential:</p> <ol style="list-style-type: none"> 1. Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed 2. At least fifteen (15) years of experience as Assistant Professor in the Academic Level 11 and above or with eight years of service in Academic Level 12 and above including as Associate Professor along with experience in educational administration. <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>Fifteen (15) years of administrative experience, of which (8) years shall be as Deputy Registrar or an equivalent post.</p>
002.	Finance Officer (On Tenure/ Deputation basis) Age of Retirement: 62 years	<p>Essential:</p> <ol style="list-style-type: none"> 1. Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. 2. At least fifteen (15) years of experience as Assistant Professor in the Academic Level 11 and above or with eight (8) years' of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 3. Comparable experience in research establishment and/or other institutions of higher education. <p style="text-align: center;">OR</p> <p>Fifteen (15) years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>Desirable: Preference will be given to candidates having CA/ICWA qualification and/or with experience in university/educational institute.</p>
003.	Executive Engineer	<ol style="list-style-type: none"> 1. Bachelor's degree in Civil Engineering or its equivalent. 2. At least eight (08) years of experience in civil construction as an Assistant Engineer, equivalent to Pay Level -7 in recognized/reputed institution/organization. <p>Desirable: Preference will be given to candidates having experience in similar capacity in a University system/Government bodies.</p> <p>Age: Preferably below 45 years.</p>
004.	Assistant Registrar (Internal Audit) (Deputation/ Short-term Contract/ Re-employment basis)	<p>Persons holding analogous post in the Pay Level -10 on regular basis in any of the organized Audit and Accounts Services or serving in the Finance & Accounts Sections of Central Government department/autonomous bodies with experience in conducting audit of accounts.</p> <p style="text-align: center;">OR</p> <p>Persons having experience of three years regular service in next lower Level i.e. Pay Level-9 or its equivalent in the area of Audit and Accounts in any Central Government Department/Central Autonomous Bodies.</p> <p style="text-align: center;">OR</p> <p>Persons having experience of six years regular service in Level-7 or equivalent in the area of Audit and Accounts in any Central Govt. Department/ Central Autonomous Bodies.</p>

		Note: Persons recently retired from the organized accounts services can be considered on re-employment basis up to the age of 62 years as per rules.
005.	Deputy Medical Superintendent (Unani)	<p>Essential qualification (as per NCISM Regulations/norms)</p> <ol style="list-style-type: none"> 1. A Post-graduate in any of the following subjects viz. Moalajat (Medicine), Ilaj bit Tadabeer (Regimenal Therapy), Amraze Jild wa Tazeeniyat (Dermatology and Cosmetology), Ilmul Atfal (Pediatics), Qabalat wa Niswan (Obstetrics and Gynaecology), Jarahat (Surgery), Ain Uzn Anaf Halaq wa Asnan (Ophthalmology, Ear, Nose, Throat and Dentistry), Tahaffuzi wa Samaji Tib (Preventive and Social Medicine) recognised by the National Commission for Indian system of Medicine or the erstwhile Central Council for Indian system of Medicine; <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 2. A Bachelor of Unani Medicine and Surgery with Master degree or Master of Business Administration in Hospital Administration or Hospital Management or Hospital and Healthcare Management with ten years of clinical or professional experience. <p>Age: Preferably below 50 years.</p>
006.	Security Officer	<ol style="list-style-type: none"> 1. A Bachelor degree in any discipline from a recognized University 2. Having not less than five years' service as Junior Commissioned Officer at the level of Subedar or above posts in Army/Navy/Air Force or at the level of Inspector in Para-Military/ Police Force. 3. Persons only served in Non-Technical/Core Group in Army/Air Force/ Navy/ Para-Military Force/ Police Force are only need to apply. <p>Age: Preferably below 50 years.</p>
007	<p>Programmer</p> <p>[One Post: Windows/ VMware and Backup Admin</p> <p>One Post: Network & Security Admin</p> <p>One Post: Data Base Administrator]</p>	<p>Essential:</p> <ol style="list-style-type: none"> 1. B.E./B.Tech. in Computer Science & Engineering/ Electronics Engineering. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 2. M.E./M.Tech. in Computer Science & Engg./Electronics Engg./M.C.A./M.Sc. in Computer Sciences. 3. Five years' programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX/platforms, configuration and fine-tuning of Firewalls/Layer-2/Layer-3 Switches. Monitoring of Campus-wide networking from a recognized Public/PSU/Private organization. <p>For Domain Knowledge & Job Responsibilities: Refer Annexure B.</p>
008.	Assistant Programmer (Network & Security Admin)	<p>Essential:</p> <ol style="list-style-type: none"> 1. B.E./B.Tech. in Computer Science & Engineering/ Electronics Engineering. <p style="text-align: center;">OR</p> <p>M.E./M.Tech. in Computer Science & Engg./Electronics Engg./M.C.A./M.Sc. in Computer Sciences.</p> <ol style="list-style-type: none"> 2. Three years' programming experience in languages like C/C++/JAVA etc. data bases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX/platforms, configuration and fine-tuning of Firewalls/Layer-2/Layer-3 Switches. Monitoring of Campus-wide networking from a recognized Public/PSU/Private organization. <p>For Domain Knowledge & Job Responsibilities: Refer Annexure C.</p>

009.	Technical Assistant (Statistics)	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Bachelor or Master Degree in Statistics OR Bachelor or Master Degree in Mathematics/Economics/Commerce with Statistics as one of the subjects. 2. Three years' experience in collection, compilation and processing of statistical data in a digital environment in a University/Research Institution/Govt. Department/Establishment including Autonomous bodies/Public Sector Enterprises. <p>Desirable: A recognized qualification in Computer Application/Engineering Age: Preferably below 30 years.</p>
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Domain Knowledge & Job Responsibilities:

1.	<p><u>Programmer - Windows/VMware and Backup Admin:</u></p> <ul style="list-style-type: none"> • Should have good knowledge on DNS & DHCP configuration, Active Directory Domain Controller, GPO knowledge, MS cluster configuration, MS SQL DB Always on Cluster configuration, on P2V and V2V server migration. • Having working knowledge on windows server 2012, Windows Server 2012 R2, Windows Server 2016 and Windows Server 2019, Windows Server 2022. • ROOTCA internal & external certificate management. • VAPT assessment, VMware/ VMware ESX management & troubleshooting. • Knowledge and experience (with 3-4 years) in managing VMware Environment • Intermediate knowledge of Switching and vlan, NIC Teaming. • Experience in VMware Guests, Templates, P2V, Capacity Planner, VMotion, DRS, etc • Experience in SAN Storage Technology i.e. SAN Zoning, Host Creation, LUN Creation, LUN Assign etc. • Troubleshooting Hardware and Operating system related issues. • Experience in Patch administration and deployment. • MCP (in Server OS) is a must, MCSE Preferred. • VMware ESXi /VSphere) support Experience, VMware VCP certification. • Experience in high level diagnostics & troubleshooting of VMware ESXi • Excellent troubleshooting and System Administration skills on VMware products and tools • HA engineering for architecture on VMware, DRS cluster environment. • OS / Patch Release management and maintain configuration of Central ESX OS image. • Problem Management on VMware ESXi 7.0 and 8.0 and Virtual Center 7.0 and 8.0 • Experience in backup and recovery Technology for Backup Policy creation, full system recovery, file/folder recovery of Virtual machines/virtual servers using Veeam Backup and replication 12.0. • Experience in Server Hardware Installation/ Server Remote MGMT using Console/ OS installation / Firmware Upgradation etc. • Good Understanding of virtualization technology. • Should have capable of managing network related activity. • Should have capability to identify and isolate Server/network/Storage fault and take up with respective OEMs to resolve the issues.
2.	<p><u>Programmer - Network & Security Admin.:</u></p> <ul style="list-style-type: none"> - Excellent problem-solving and troubleshooting skills & Ability to work independently and as part of a team. *Firewall Experience:* <ul style="list-style-type: none"> - Particularly with Sophos (mandatory), Fortigate, Sonicwall. - Knowledge of LAN WAN communication on firewalls. - Experience in policy creation for network security. - Ability to create and troubleshoot VPNs (IPSEC, SSL). - Proficiency in logs analysis on firewalls. - Understanding of VoIP integration on firewalls. - Familiarity with ISP failover configurations. - Capability to block and unblock traffic based on requirements. *Log Server (Syslog Server):* <ul style="list-style-type: none"> - Experience with Syslog Server setup and configuration, preferably on CentOS/Linux. - Knowledge of logs storage and retrieval. - Proficiency in Linux to store and read logs. *Wireless:* <ul style="list-style-type: none"> - Experience in wireless network setup and configuration. - Ability to create SSIDs and configure VLAN tagging over SSIDs. - Proficiency in guest SSID creation and token-based authentication. - Understanding of securing SSIDs using LDAP, Radius-based authentication.

	<ul style="list-style-type: none"> - Knowledge of integrating Radius over Wireless LAN Controllers (WLC) from: <ul style="list-style-type: none"> - Cisco WLC, Aruba Cloud WLC, Fortigate Wi-fi, Sophos Wi-fi <p>*Switch (L3 and L2):*</p> <ul style="list-style-type: none"> - Strong knowledge of TCP/IP protocol suite. - Proficiency in routing and switching technologies. - Understanding of network security principles. - Experience in network management using Network Management Systems (NMS). - Familiarity with DNS, DHCP, HTTP/HTTPS, FTP, and SMTP protocols. - Ability to design and architect network solutions using Cisco switches, Dell switches, HP switches, <p>*Storage:*</p> <ul style="list-style-type: none"> - Experience in backup and disaster recovery solutions. - Knowledge of Network Attached Storage (NAS) and Storage Area Networks (SANs). - Practical experience with storage solutions from: <ul style="list-style-type: none"> - Western Digital - Dell EMC <p>*Certifications:*</p> <ul style="list-style-type: none"> - CCNA certification. - FortiGate Network Security Expert (NSE) certification. - Cybersecurity certification (e.g., CISSP, CompTIA Security+). <p>Candidates meeting these requirements should have a solid foundation in network engineering principles and technologies, along with practical experience in configuring, managing, and troubleshooting network infrastructure components. Additionally, certifications in relevant technologies demonstrate a commitment to professional development and validation of skills.</p>
<p>3.</p>	<p><u>Programmer – Data Base Administrator:</u></p> <ul style="list-style-type: none"> • Advanced knowledge of database structure and theory • Experience with MySQL and MSSQL • Basic understanding of disaster recovery and database backup procedures • Familiarity with reporting tools • PostgreSQL certification preferred or OCP Oracle Certified Professional • Install server software • Configure database servers • Monitor and maintain system health and security • Design backup processes for server and associated data • Create accounts for all users and assign security levels • Establish a disaster recovery protocol • Provide end-to-end technical support and problem resolution • Schedule and perform regular server maintenance • Create database management procedures • Evaluate data analysis models and procedures • Quality Control: Conduct Quality Control checks on source code generated by other developers, ensuring compliance with database policies, procedures, and standards. Review and provide feedback on database-related code changes to maintain code quality and consistency. • Database Management: Utilize AWS RDS and PostgreSQL for database management, including provisioning, configuration, monitoring, and maintenance. Determine, enforce, and document database policies, procedures, and standards to ensure consistency and security. • Design and Implementation: Design and create database objects such as tables, views, sequences, synonyms, and indexes using Redis and PostgreSQL tools like SQL Plus, SQL Developer. Ensure data integrity by implementing integrity constraints and database triggers.

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| <ul style="list-style-type: none">• Advanced PL/SQL Programming: Utilize advanced features of Redis or PostgreSQL for PL/SQL programming, including working with records, collections, ref cursors, nested tables, and dynamic SQL. This involves writing efficient and optimized code to meet business requirements.• Database Management: Utilize AWS RDS and PostgreSQL for database management, including provisioning, configuration, monitoring, and maintenance. Determine, enforce, and document database policies, procedures, and standards to ensure consistency and security.• Collaboration: Collaborate with the web development team to develop backend solutions that align with frontend web executions. Ensure seamless integration between the frontend and backend systems, optimizing data flow and processing.• Preferably may have worked on Some ERP or MIS package. |
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Annexure C

Domain Knowledge & Job Responsibilities of Assistant Programmer (Network & Security Admin.) in Jamia Hamdard:

1.	<ol style="list-style-type: none">1. Assist System Analyst/ Programmer in designing, coding, testing and debugging software applications.2. Learn an apply programming languages and Database Management Best practices under the guidance of System Analyst/Programmer3. Assist in database design, development and maintenance tasks. Write and optimize SQL queries, scripts and procedures for data retrieval and manipulation.4. Provide technical assistant to users by troubleshooting software issues, diagnosing problems and implementing solutions.5. Collaborate with senior staff to address user queries, resolve technical issues, and provide timely support.6. Actively collaborate with users in the University for understanding their requirement and resolving them.7. Real time monitoring & maintenance which includes power/power backup and cooling of Data Centre and Disaster Recovery Site within the University.
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