



## Jamia Hamdard, New Delhi

<b>Policy Title- HR Policy For Non -Teaching</b>		
<b>1</b>	<b>Policy Number</b>	JH/IQAC/PD-06
<b>2</b>	<b>Brief Description the Policy</b>	The Minimum Qualifications for appointment and other service conditions of university Non-Teaching staff, Librarians, and Laboratory Technicians as a measure for the maintenance of standards in higher education.
<b>3</b>	<b>Scope/Objectives</b>	Maintenance of Standards in Higher Education To provide necessary support services to staff and students
<b>4</b>	<b>Policy Applies To (please tick)</b>	Administrative and Non-Teaching Staff
<b>5</b>	<b>Effective Date From</b>	September 03,2022
<b>6</b>	<b>Approved By</b>	Academic Council Board of Management
<b>7</b>	<b>Responsible Authority for Implementation and Monitoring</b>	
<b>8</b>	<b>Superseding Authority</b>	Competent Authority/Body of the University
<b>9</b>	<b>References for the policy</b>	NAAC accreditation UGC/Govt. Directive

# **Bye-laws Governing Recruitment and Promotion and Schedule of Posts of Non-teaching Employees in Jamia Hamdard**

## **Section – A**

### **Bye-Laws Governing Recruitment And Promotion Of Non Teaching Employees Of Jamia Hamdard**

#### **Introduction:**

Hakeem Abdul Hameed, the founder of Jamia Hamdard, converted the Hamdard Dawakhana, a commercial enterprise, into a *wakf* in 1948, with the object of giving effect to Islamic teaching of public charity, including health and education. With a view to receive and disburse the profits earned by Hamdard (*Wakf*) Laboratories, Hamdard National Foundation was created in 1964 to take up the charitable causes in the areas of education, medical relief and the advancement of knowledge.

Out of the earning of the Hamdard (*Wakf*) Laboratories, a number of teaching and research institutions were created. All these educational institutions amalgamated into Jamia Hamdard when it was granted the status of a “Deemed to be University” under Section 3 of the U.G.C. Act 1956, on May 10, 1989.

At present, Jamia Hamdard has seven faculties namely Faculty of Allied Health Sciences, Faculty of Islamic Studies and Social Sciences, Faculty of Management Studies and Information Technology, Faculty of Medicine (Unani), Faculty of Pharmacy, Faculty of Nursing and Faculty of Science.

The University is partially funded by the University Grants Commission. In the year 2001-2002 the funding from the UGC was less than 20% of the total expenditure. Besides, the grant provided by the University Grants Commission and Hamdard National Foundation, the university has to generate substantial amount of money for its smooth functioning.

For the past few years the University has started a number of courses in different faculties on self- financing basis. The salaries of the teaching and non-teaching staff appointed against the posts created under self financing scheme are to be paid from the income of self financing courses.

The University has introduced the system of appointing teachers and non-teaching staff on contract basis with the approval accorded by the Executive Council at its 37<sup>th</sup> meeting

*Jamia Hamdard*

*Schedule of Posts*

held on May 29,2002. Accordingly all fresh appointment are now being made on contract basis for a limited period.

**1. Short Title, Commencement And Application:**

- 1.1 These Bye- laws shall be called “ Bye- Laws Governing Recruitment and Promotion of Non Teaching Employees of Jamia Hamdard.”
- 1.2 These Bye- laws shall come into force from 15-09-2003, the date of approval of the Executive Council of Jamia Hamdard.
- 1.3 These Bye- laws shall apply to all the non-teaching employees appointed on the non-plan posts and plan posts prior to May 29, 2002.

These byelaws shall not apply to the following:

- (i) Persons appointed on Self-financing posts.
- (ii) Persons appointed on ad hoc basis or on contract of any duration.
- (iii) Persons engaged on daily wage basis.

**2. Definition**

In these Bye-laws, unless the context otherwise requires:

- 2.1 “Jamia” means Jamia Hamdard.
- 2.2 “Employee” means a person appointed in the pay scale of a plan/non-plan post on regular basis prior to 29-05-2002. It does not include any one appointed on adhoc basis or on contract of any duration. It also does not include anyone engaged on daily wage basis.
- 2.3 “Schedule” means the schedule of posts annexed to these Bye-laws.
- 2.4 “Selection Committee” means the Selection Board as indicated against posts, if any, in the schedule or as constituted by the Vice-chancellor for appointment by direct recruitment.
- 2.5 “Departmental Promotion Committee” means the Selection Board as indicated against posts, if any, in the schedule or as constituted by the Vice-chancellor for appointment by promotion.
- 2.6 “SFS post” means the post created under Self-financing scheme.  
The university is running a number of courses in different faculties on Self-financing basis. To facilitate the requirement of teaching in the departments running these courses, several non-teaching posts have been created under Self- financing scheme. These posts are purely temporary posts and are liable to be terminated with the cessation, withdrawal or reorganization of the course (s) under Self-financing Scheme.
- 2.7 “Non-plan post” means the permanent post sanctioned by the university from time to time.

- 2.8 “Plan post” means the post sanctioned by the Government of India/UGC under Five years plan.
- 2.9 “Tenure post” means the post which an employee cannot hold for more than the limited period of tenure. Such post cannot be offered to same employee immediately on completion of tenure.
- 2.10 Group “A” post means the post carrying a pay or a scale of pay, with a maximum of not less than Rs.13,500.
- 2.11 Group “B” post means the post carrying a pay or a scale of pay, with a maximum of not less than Rs.9,000 but less than Rs.13,500.
- 2.12 Group “C” post means the post carrying a pay or a scale of pay, with a maximum of over Rs.4,000 but less than Rs.9,000.
- 2.13 Group “D” post means the post carrying a pay or a scale of pay, the maximum of which is Rs.4,000 or less.
- 2.14 “Lien” means title of an employee to hold substantively either immediately or on the termination of a period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively.
- 2.15 “Appropriate Authority” means the Executive Council of Jamia Hamdard in case of appointment to Group “A” post, the Vice-chancellor in case of appointment to Group “B” and “C” posts and the Registrar in case of appointment to Group “D” post.

### **3. Methods of Recruitment:**

Appointment to various posts shall be made by :

#### **3.1 Direct recruitment.**

- 3.2 Promotion.
- 3.3 Partly by direct recruitment and partly by promotion.
- 3.4 Deputation.

#### **3.1 Direct recruitment :**

- 3.1.1 An employee of the university may apply through proper channel for direct recruitment to a post if he/she possesses the educational and other qualifications prescribed for recruitment to such posts in the schedule annexed to these bye-laws.
- 3.1.2 If an employee gets selected to another post, the appointment on such post shall not be on contract basis.
- 3.1.3 In case of selection to a post sanctioned under SFS, the appointment will be purely temporary and liable to be terminated with the cessation, withdrawal or reorganization of the course (s) under Self-financing Scheme. The

concerned employee will continue to hold his lien on the substantive post. An employee will be reverted to the post, which he/she was holding prior to appointment on SFS post, if the performance of the employee is found unsatisfactory or the post in question is abolished. The assessment will be made on the basis of confidential report of such employees.

3.2 Promotion:

3.2.1 An employee of the university shall be considered for promotion on the next higher post if the post is required to be filled up by promotion.

3.2.2 If an employee gets promoted to a higher post, the appointment to this higher post shall not be on contract basis.

3.2.3 In case of selection by promotion to a SFS post, the promotion will be temporary and it will be co-terminous, with the cessation, withdrawal or reorganization of the course(s) under Self-financing Scheme. The concerned employee will continue to hold his lien on the substantive post. An employee will be reverted to the post which he/she was holding prior to promotion on SFS post, if the performance of the employee is found unsatisfactory or the post in question is abolished.

3.2.4 Appointment by promotion shall be made on the recommendation of the Departmental Promotion Committee. The recommendations shall be placed before the appropriate authority for approval.

3.2.5 Appointment by promotion up to Group "B" posts shall be made on the basis of the seniority-cum-fitness (Non-selection method). The Departmental Promotion Committee on the basis of Annual Confidential Reports for the last five years shall judge the fitness of a particular candidate for promotion. Once a set of candidates is identified as fit for promotion, then the only criterion for promotion shall be the criterion of seniority. Thus the required number of candidates from amongst the candidates found suitable for promotion shall be recommended by the DPC for promotion to the higher post in order of their inter-se seniority.

3.2.6 Promotion in the Laboratory Cadre shall be made Faculty wise meaning thereby that when a post in the Laboratory Cadre of a particular faculty falls vacant, the same shall be filled up by the eligible candidate in the same faculty only.

3.2.7 Appointment by promotion from Group "B" posts to Group "A" posts shall be made on selection-cum-seniority basis. The Departmental Promotion Committee shall evaluate the ACRs of all eligible candidates for the last five years. The Departmental Promotion Committee shall make its own assessment of the officer without merely guided by the grading, if any,

recorded in the ACRs. The DPC shall take into account whether the officer has been awarded any major or minor penalty or whether any displeasure of any superior officer or authority has been conveyed to the concerned employee. The DPC shall also take into account the remarks if any, in the ACRs against the column of "Integrity".

After evaluation of ACRs, the DPC will assign grading as (i) Outstanding (ii) Very Good (iii) Good (iv) Average and (v) Unfit. The benchmark will be "Good". All Officers whose overall grading is equal to or better than the benchmark shall be included in the select panel for promotion to Group "A" posts in order of their interse seniority in the feeder grade to the extent of the number of vacancies.

- 3.2.8 Appointment by promotion within Group "A" posts shall be made on selection-cum-seniority basis. The Departmental Promotion Committee shall evaluate the ACRs of all eligible candidates for the last five years. The Departmental Promotion Committee shall make its own assessment of the officer without merely guided by the grading, if any, recorded in the ACRs. The DPC shall take into account whether the officer has been awarded any major or minor penalty or whether any displeasure of any superior officer or authority has been conveyed to the concerned employee. The DPC shall also take into account the remarks if any, in the ACRs against the column of "Integrity".

After evaluation of ACRs, the DPC will assign grading as (i) Outstanding (ii) Very Good (iii) Good (iv) Average and (v) Unfit. The benchmark will be "Good". All Officers whose overall grading is equal to or better than the benchmark shall be included in the select panel for promotion in order of their interse seniority in the feeder grade to the extent of the number of vacancies.

- 3.2.9 Promotion shall be made from the prospective date and not from retrospective effect.
- 3.2.10 The following papers will be put up before the Departmental Promotion Committee:
- (i) Total number of vacancies.
  - (ii) ACRs/ Work & Conduct report of all eligible candidates.
  - (iii) An up to date Seniority list of all eligible candidates.
  - (iv) Copy of the Recruitment Rules.

3.3 Partly by direct recruitment and partly by promotion:

- 3.3.1 In case of recruitment to the posts, which are required to be filled up partly by direct recruitment and partly by promotion, the first post will be filled up by promotion.

- 3.3.2 If a candidate is not available for promotion on the date of creation of vacancy or within one year of arriving of such vacancies, the post may be filled up by deputation, if required, for a period not exceeding three years.

3.4 Deputation:

In case a post is required to be filled up by deputation, the University may advertise the post. The university may also obtain names of candidates from the Central Govt., State Govt., Universities, Public Sector Institutions and reputed educational or research institutions established by the Government or partially funded by the Government. The terms and conditions of deputations will be in accordance with the Government of India rules on the subject.

**4. Probation:**

- 4.1 There will be no probation in case of appointment/promotion of an employee on SFS post. An employee will be reverted to the post which he/she was holding prior to appointment on SFS post, if the performance of the employee is found unsatisfactory or the post in question is abolished.
- 4.2 An employee appointed/promoted on non-plan posts or plan posts shall be on probation for a period of two years from the date of joining duty, provided that the appointing authority may extend the period of probation for reasons to be recorded in writing. On completion of the probation period or any extension thereof, the employee shall, if considered fit, may be confirmed against the post.
- 4.3 If, during the period of probation or any extension thereof as the case may be, the appointing authority is of the opinion that the employee is not fit for the non-plan post/plan post on which he/she was promoted/appointed, the concerned employee may be reverted to the post held by him/her prior to promotion on such post.
- 4.4 If for any reason the order for confirmation is not issued after the stipulated period of probation, the period of probation will be deemed to have been automatically extended upto the date when an order is issued in this behalf.

**5. Training and Examination:**

Persons appointed to a post shall be required to undergo such training and/or pass such examination as the University may prescribe from time to time.

**6. Age of retirement:**

An employee of the University shall retire from service on the last day of the month in which he/she attains the age of 60 years. However, the Registrar, Finance Officer, Controller of Examinations & Admissions, Librarian shall retire from the service on the last day of the month in which they attain the age of 62 years.



**7. Requirement of service period for appointment by promotion to the next higher post:**

For appointment by promotion from a lower to higher post only such employee of the University will be considered who have completed the required period of qualifying service, as mentioned against each posts in the schedule annexed hereto.

The period of extraordinary leave except on medical grounds or for pursuing higher studies, if any, will not be taken into account for counting the service for the purpose of promotion.

**8. Relaxation of qualifications for appointment through open selection/promotion:**

There shall be no relaxation in the prescribed qualifications, either academic or technical or relating to requirements of experience for appointment through open selection (direct recruitment) or promotion.

**9. Interpretation**

**If any question relating to the interpretation of these bye-laws arises, it shall be decided by the Vice-Chancellor and reported to the Executive Council.**

## **Section – B**

### **Schedule of Posts**

#### **I N D E X**

<b>S.No.</b>	<b>CONTENTS</b>	
<b>B.</b>	<b>SCHEDULE OF POSTS</b>	
<b>1.</b>	<b>ADMINISTRATIVE, MINISTERIAL &amp; SECRETARIAL STAFF</b>	
	1.1	Registrar
	1.2	Finance Officer
	1.3	Controller of Examinations & Admissions
	1.4	Deputy Registrar
	1.5	Assistant Registrar
	1.6	Section Officer
	1.7	Senior Assistant
	1.8	Assistant
	1.9	Junior Assistant
	1.10	Secretary to Vice-chancellor
	1.11	Senior Personal Assistant

	1.12	Personal Assistant
	1.13	Stenographer
	1.14	Daftari
	1.15	Office Attendant
<b>2.</b>	<b>LIBRARY STAFF</b>	
	2.1	Librarian
	2.2	Deputy Librarian
	2.3	Assistant Librarian
	2.4	Professional Assistant
	2.5	Semi Professional Assistant
	2.6	Calligrapher
	2.7	Artist
	2.8	Reprographic Assistant
	2.9	Library Attendant
	2.10	Museum Curator
	2.11	Senior Binder
	2.12	Binder
<b>3.</b>	<b>EDITORIAL AND PUBLICATION STAFF</b>	
	3.1	Assistant Editor
	3.2	Circulation Officer
<b>4.</b>	<b>ENGINEERING &amp; MAINTENANCE STAFF</b>	
	4.1	Executive Engineer
	4.2	Assistant Engineer (Civil)
	4.3	Assistant Engineer (Electrical)
	4.4	Junior Engineer (Civil)
	4.5	Junior Engineer (Electrical)
	4.6	Senior Mechanic
	4.7	Supervisor (Civil/Electrical)
	4.8	A.C. Plant Operator-cum-Mechanic
	4.9	Junior Refrigerator Mechanic
	4.10	Electrician/Operator
	4.11	Plumber
	4.12	Carpenter
	4.13	Mason
	4.14	Helper
<b>5.</b>	<b>MEDICAL AND PERAMEDICAL STAFF(ALLOPATHY WING)</b>	
	5.1	Medical Superintendent
	5.2	Deputy Medical Superintendent
	5.3	Specialist Grade-I
	5.4	Specialist Grade-II
	5.5	Senior Resident
	5.6	Resident Medical Officer
	5.7	Medical Officer(Family Welfare Centre)
	<b>Paramedical Staff</b>	
	5.8	Nursing Superintendent
	5.9	Deputy Nursing Superintendent
	5.10	Ward Sister

	5.11	Staff Nurse
	5.12	Auxiliary Nurse & Midwife/Male Nurse
	5.13	Nursing Attendant
	5.14	Physiotherapist
	5.15	Dietician
	5.16	Sr. Lab Technician
	5.17	Lab. Technician
	5.18	O.T. Technician
	5.19	O.T. Assistant
	5.20	X-Ray Technician (Radiographer)
	5.21	Dark Room Assistant
	5.22	Dialysis Technician
	5.23	Compounder
	5.24	Medical Record Officer
	5.25	Assistant (Drug Stores)
	5.26	Lady Health Visitor (Family Welfare Centre)
	5.27	Field Worker (Family Welfare Centre)
	5.28	Clerk-cum-Store Keeper (Family Welfare Centre)
<b>6.</b>	<b>MEDICAL AND PERAMEDICAL STAFF (UNANI WING)</b>	
	<b>Medical Staff</b>	
	6.1	Specialist Gr. II
	6.2	Clinical Registrar
	6.3	Attar / Pharmacist (Unani)
	6.4	Dawasaz
	6.5	Helper to Attar
<b>7.</b>	<b>LABORATORY STAFF</b>	
	7.1	Senior Technical Assistant
	7.2	Technical Assistant
	7.3	Senior Laboratory Assistant
	7.4	Laboratory Assistant
	7.5	Laboratory Attendant
<b>8.</b>	<b>HOSPITALITY &amp; MESS STAFF</b>	
	8.1	Manager (Hospitality)
	8.2	Assistant Manager (Hospitality)
	8.3	Receptionist
	8.4	Steward
	8.5	Cook
	8.6	Mess Attendant/Mess Helper
	8.7	Aya
<b>9.</b>	<b>SECURITY STAFF</b>	
	9.1	Security Officer
	9.2	Security Inspector
<b>10.</b>	<b>MOSQUE STAFF</b>	
	10.1	Imam
	10.2	Moazzin
<b>11.</b>	<b>EPBAX STAFF</b>	
	11.1	Telephone Operator
	11.2	Lineman (Telephone)

<b>12.</b>	<b>TRANSPORTATION STAFF</b>	
	12.1	Driver
<b>13.</b>	<b>MISCELLANEOUS POSTS</b>	
	13.1	Head (Computer Centre)
	13.2	System Analyst
	13.3	System Analyst (Networking)
	13.4	Computer Programmer
	13.5	Computer Operator
	13.6	Networking Assistant
	13.7	Data Entry Operator
	13.8	Junior Data Entry Operator
	13.9	Computer Lab. Attendant
	13.10	Law Officer
	13.11	Public Relation Officer
	13.12	Training & Placement Officer
	13.13	Estate Officer
	13.14	Estate Supervisor
	13.15	Horticulturist
	13.16	Supervisor (Horticulture)
	13.17	Assistant Students' Welfare Officer
	13.18	Hostel Warden (Girls' Hostel)
	13.19	Museum Keeper (F/O Medicine-Unani)
	13.20	Lift Operator
	13.21	Lift Attendant
	13.22	Attendant (Tailoring)
	13.23	Attendant (Gymnasium)
	13.24	Sanitary Supervisor
	13.25	Animal House Attendant

13.26 Manager Archives

1. Name of the Post	<b>Registrar</b>
2. No. of Posts	One (2003)
3. Classification	Group A (Ministerial)
4. Scale of pay	Rs.16400-450-20900-500-22400
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 50 years
7. Educational and other qualifications required for direct recruits.	<p>1. Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.</p> <p>2. At least fifteen (15) years of experience as Lecturer (Sr.Scale)/Lecturer with eight years in Reader's grade along with experience in educational administration.</p> <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 Eight (08) years as Deputy Registrar or in an equivalent post.</p>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Not applicable.
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	<p>By direct recruitment for a tenure of five years, which may be renewed for similar term by the Executive Council or till sixty-two years of age, whichever is earlier.</p> <p style="text-align: center;"><b>OR</b></p> <p>By deputation.</p>
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	<p><b>Deputation</b></p> <p>Officers under the Central /States Govts/ Universities/ Recognized Research Institution</p> <p>(a) Holding analogous posts on regular basis</p> <p>(b) Possessing the educational qualification and experience prescribed for direct recruits in Column 7.</p>
12. Composition of the Selection Committee	<p><b>Selection Committee</b></p> <p>(a) Vice-chancellor(Chairman)</p> <p>(b) One nominee of the Chancellor of Jamia</p> <p>(c) One nominee of the Executive Council</p> <p>(d) One Expert appointed by the Executive Council who is not an employee of the Jamia.</p>

**Note: The incumbent will compulsorily be required to reside in the university accommodation**

<p>1. Name of the Post</p> <p>2. No. of Posts</p> <p>3. Classification</p> <p>4. Scale of pay</p> <p>5. Whether selection post or non-selection post</p> <p>6. Age limit for direct recruits</p> <p>7. Educational and other qualifications required for direct recruits.</p> <p>8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.</p> <p>9. Period of probation, if any.</p> <p>10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.</p> <p>11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.</p> <p>12. Composition of the Selection Committee</p>	<p><b>Finance Officer</b>  One (2003)  Group A(Ministerial)  Rs.16400-450-20900-500-22400  Not applicable</p> <p>Preferably below 50 years</p> <p>1. Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale <b>or</b> a Chartered Accountant <b>or</b> Member of ICWA.</p> <p>2. At least fifteen (15) years of experience as Lecturer (Sr.Scale)/Lecturer with eight years in Reader's grade along with experience in educational administration.</p> <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 experience in Finance/ Accounts/ Audit of which eight (8) years as Deputy Registrar or in an equivalent post.</p> <p style="text-align: center;">OR</p> <p>Fifteen (15) years of experience in Finance/ Accounts/Audit in a University/Government Department/Educational Institution/Public Sector or Private Sector Company.</p> <p>Not applicable.</p> <p>Not applicable.</p> <p>By direct recruitment for a tenure of five years, which may be renewed for similar term by the Executive Council or till sixty-two years of age, whichever is earlier.</p> <p style="text-align: center;">OR</p> <p>By Deputation.</p> <p><b>Deputation</b>  Officers under the Central /States Govts/Universities/ Recognized Research Institution</p> <p>(a) Holding analogous posts on regular basis  (b) Possessing the educational qualification and experience prescribed for direct recruits in Column 7.</p> <p><b>Selection Committee</b></p> <p>(a) Vice-chancellor(Chairman)  (b) One nominee of the Chancellor of Jamia.  (c) One nominee of the Executive Council.  (d) One Expert appointed by the Executive Council who is not an employee of the Jamia.</p>
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1. Name of the Post	<b>Controller of Examinations &amp; Admissions</b>
2. No. of Posts	One (2003)- SFS Post
3. Classification	Group A(Ministerial)
4. Scale of pay	Rs.16400-450-20900-500-22400
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 50 years
7. Educational and other qualifications required for direct recruits.	<p>(i) "Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.</p> <p>(ii) Eight years experience in Reader's grade along with experience in educational administration.</p> <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>15 years of administrative experience of which 8 years as Deputy Registrar or in an equivalent post.</p>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Not applicable.
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	<p>By direct recruitment for a tenure of five years, which may be renewed for similar term by the Executive Council or till sixty-two years of age, whichever is earlier.</p> <p style="text-align: center;">OR</p> <p>By Deputation.</p>
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	<p><b>Deputation</b></p> <p>Officers under the Central /States Govts/Universities/ Recognized Research Institution</p> <p>(a) Holding analogous posts on regular basis</p> <p>(b) Possessing the educational qualification and experience prescribed for direct recruits in Column 7.</p>
12. Composition of the Selection Committee	<p><b>Selection Committee</b></p> <p>(a) Vice-chancellor(Chairman)</p> <p>(b) One nominee of the Chancellor of Jamia.</p> <p>(c) One nominee of the Executive Council.</p> <p>(d) One Expert appointed by the Executive Council who is not an employee of the Jamia.</p>

<p>1. Name of the Post</p> <p>2. No. of Posts</p> <p>3. Classification</p> <p>4. Scale of pay</p> <p>5. Whether selection post or non-selection post</p> <p>6. Age limit for direct recruits</p> <p>7. Educational and other qualifications required for direct recruits.</p> <p>8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.</p> <p>9. Period of probation, if any.</p> <p>10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.</p> <p>11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.</p> <p>12. Composition of the DPC/Selection Committee</p>	<p><b>Deputy Registrar</b></p> <p>One (2003)</p> <p>Group A (Ministerial)</p> <p>Rs.12000-420-18300</p> <p>Not applicable</p> <p>Preferably below 45 years</p> <p>1. Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.</p> <p>2. At least five (05) years of experience as Lecturer in a college or a university with experience in educational administration.</p> <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>Five (05) years of administrative experience as Assistant Registrar or in an equivalent post</p> <p>Not applicable.</p> <p>Two years (Other than the appointment on temporary/ contract basis).</p> <p>25% of the sanctioned posts by promotion and 75% of the sanctioned posts by direct recruitment.</p> <p><b>Promotion</b> (Not applicable for employees working on contract basis) Assistant Registrar with 08 years of regular service in the senior scale.</p> <p><b>Selection Committee</b></p> <p>(a) Vice-Chancellor (Chairman)</p> <p>(b) One nominee of the Chancellor of Jamia Hamdard.</p> <p>(c) Three Experts from outside the university (To be nominated by the Chancellor from the list submitted by the Vice-chancellor)</p> <p><b>DPC</b></p> <p>(a) Vice-Chancellor (Chairman)</p> <p>(b) Two Experts out of which at least one will be from outside the University (To be nominated by the Vice-chancellor)</p>
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<p>1. Name of the Post</p> <p>2. No. of Posts</p> <p>3. Classification</p> <p>4. Scale of pay</p> <p>5. Whether selection post or non-selection post</p> <p>6. Age limit for direct recruits</p> <p>7. *Educational and other qualifications required for direct recruits.</p> <p>8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.</p> <p>9. Period of probation, if any.</p> <p>10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.</p> <p>11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.</p> <p>12. Composition of the DPC/Selection Committee</p>	<p><b>Assistant Registrar</b> 06 (5+1 SFS post) (2003) Group A (Ministerial) Rs.8000-275-13500 Not applicable</p> <p>Preferably below 40 years</p> <p>1. Good academic record plus Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.</p> <p>2. At least three (03) years of experience in administration in a Supervisory post. Not applicable.</p> <p>Two years(Other than the appointment on temporary/ contract basis ).</p> <p>50% of the sanctioned posts by promotion and 50% of the sanctioned posts by direct recruitment.</p> <p><b>Promotion</b> (Not applicable for employees working on contract basis). * Section Officer and Senior Personal Assistant (Rs.6500-10500) with 06 years of regular service in the grade and the incumbent must be a graduate.</p> <p><b>Selection Committee</b> (a) Vice-Chancellor (Chairman) (b) One nominee of the Chancellor of Jamia Hamdard. (c) Three Experts from outside the university (To be nominated by the Chancellor from the list submitted by the Vice-chancellor)</p> <p><b>DPC</b> (a) Vice-Chancellor (Chairman) (b) Two Experts out of which at least one will be from outside the University (To be nominated by the Vice-chancellor)</p>
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Note: The incumbents will be eligible for senior scale of Rs.10000-325-15200 after completion of eight (08) years of service as Assistant Registrar (EC's resolution No. 42(7) dated 24.03.2003).

\* Approved by the Executive Council at its 45<sup>th</sup> meeting held on 03.01.2004.

1. Name of the Post	<b>Section Officer</b>
2. No. of Posts	09(2003)
3. Classification	Group B (Ministerial)
4. Scale of pay	Rs.6500-200-10500
5. Whether selection post or non-selection post	Non-Selection
6. Age limit for direct recruits	Not applicable
7. Educational and other qualifications required for direct recruits.	Not applicable
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years.
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	100% by promotion. (Not applicable for employees working on contract basis).
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	Senior Assistant (Rs.5000-8000) with six (06) years of regular service in the grade and the incumbent must be a graduate.
12. Composition of the DPC/Selection Committee	(a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor out of which at least one will be a Professor.

1. Name of the Post	<b>Senior Assistant</b>
2. No. of Posts	10(2003)
3. Classification	Group C (Ministerial)
4. Scale of pay	Rs.5000-150-8000
5. Whether selection post or non-selection post	Non selection
6. Age limit for direct recruits	Not applicable
7. Educational and other qualifications required for direct recruits.	Not applicable
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years.
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	100% by promotion. (Not applicable for employees working on contract basis).
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Assistant (Rs.4000-6000) with six (06) years of regular service in the grade and the incumbent must be a graduate.
12. Composition of the DPC/Selection Committee	(a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor out of which at least one will be a Professor.

1. Name of the Post	<b>Assistant</b>
2. No. of Posts	25(2003)
3. Classification	Group C (Ministerial)
4. Scale of pay	Rs.4000-100-6000
5. Whether selection post or non-selection post	Non selection
6. Age limit for direct recruits	Not applicable
7. Educational and other qualifications required for direct recruits.	Not applicable
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years.
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	100% by promotion. (Not applicable for employees working on contract basis).
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Junior Assistant (Rs.3050—4590) with six (06) years of regular service in the grade and the incumbent must be a graduate.
12. Composition of the DPC/Selection Committee	(a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor out of which at least one will be a Professor.

<p>1. Name of the Post</p> <p>2. No. of Posts</p> <p>3. Classification</p> <p>4. Scale of pay</p> <p>5. Whether selection post or non-selection post</p> <p>6. Age limit for direct recruits</p> <p>7. Educational and other qualifications required for direct recruits.</p> <p>8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.</p> <p>9. Period of probation, if any.</p> <p>10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.</p> <p>11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.</p> <p>12. Composition of the Selection Committee.</p>	<p><b>Junior Assistant</b> 58{51+07 SFS posts}(2003) Group C (Ministerial) Rs.3050-75-3950-80-4590 Not applicable</p> <p>Preferably below 30 years</p> <p><b>Essential</b> (a) Bachelor's degree from a recognized University. (b) Minimum speed of 30 WPM in English typewriting on Computer.</p> <p><b>Desirable:</b> Knowledge of Urdu Typing /English Shorthand</p> <p><b>Note: The recruitment will be made on the basis of competitive test of English Typing and English composition and grammar followed by an interview of those candidates who qualify the test.</b></p> <p>Not applicable</p> <p>Two years (other than appointment on temporary/ contract basis) By direct recruitment.</p> <p><b>Note: 5% of the sanctioned posts of Junior Assistant shall be filled from the cadre of Office Attendant and Nursing Attendant. Only the permanent employees who are High School and have rendered at least five years of service in regular scale of pay will be eligible. Selection will made on the basis of test of English typing and written test of English composition and grammar. Preference will be given to the candidates having knowledge of English shorthand or Urdu/Hindi typing.</b></p> <p>Not applicable.</p> <p><b>Selection Committee</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor.</p>
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1. Name of the Post	<b>Secretary to Vice-chancellor</b>
2. No. of Posts	01(2003)
3. Classification	Group A (Ministerial)
4. Scale of pay	Rs.8000-275-13500
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 40 years
7. Educational and other qualifications required for direct recruits.	<ol style="list-style-type: none"> <li>1. Good academic record with Bachelor's degree with at least 55% of the marks.</li> <li>2. At least six (06) years of experience in Secretarial work out of which three years should be in the rank of Senior P.A or equivalent cadre in the scale of pay of Rs.6500-10500 in a University/Educational or Research Institution.</li> <li>3. Proficiency in the use of Computers for office work.</li> </ol>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (Other than appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	Not applicable.
12. Composition of the Selection Committee	<b>Selection Committee</b> <ol style="list-style-type: none"> <li>(a) Vice-chancellor(Chairman)</li> <li>(b) One nominee of the Chancellor of Jamia Hamdard</li> <li>(c) Three Experts from outside the University (To be nominated by the Chancellor from the list submitted by the Vice-chancellor).</li> </ol>

Note: (i) The incumbent will be eligible for senior scale of Rs.10000-325-15200 after completion of eight (08) years of service as Secretary to Vice-Chancellor. (EC's resolution No. 42(7) dated 24.03.2003)

(ii) He/She will be compulsorily required to reside in the university accommodation.

1. Name of the Post	<b>Senior Personal Assistant</b>
2. No. of Posts	3 (2003)
3. Classification	Group B (Ministerial)
4. Scale of pay	Rs.6500-200-10500
5. Whether selection post or non-selection post	Non Selection
6. Age limit for direct recruits	Not applicable
7. Educational and other qualifications required for direct recruits.	Not applicable
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancie to be filled by various methods.	100% by promotion. (Not applicable for employees working on contract basis)
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	Personal Assistant (Rs.5000-8000) with six (06) years of regular service in the grade. The incumbent must be a graduate.
12. Composition of the DPC/Selection Committee	<b>DPC</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor out of which at least one will be a Professor.

1. Name of the Post	<b>Personal Assistant</b>
2. No. of Posts	04(2003)
3. Classification	Group C (Ministerial)
4. Scale of pay	Rs.5000-150-8000
5. Whether selection post or non-selection post	Non selection
6. Age limit for direct recruits	Not applicable
7. Educational and other qualifications required for direct recruits.	Not applicable
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	100% by promotion. (Not applicable for employees working on contract basis)
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	Stenographer (Rs.4000-6000) with six (06) years of regular service in the grade and the incumbent must be a graduate.
12. Composition of the DPC/Selection Committee	<b>DPC</b> a) Registrar (Chairman) b) Two nominees of the Vice-chancellor out of which at least one will be a Professor.



1. Name of the Post	<b>Stenographer</b>
2. No. of Posts	09{07+2 SFS posts}(2003)
3. Classification	Group C (Ministerial)
4. Scale of pay	Rs.4000-100-6000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 30 years.
7. Educational and other qualifications required for direct recruits.	<p><b>Essential</b></p> <p>(a) Bachelor's degree from a recognized University.</p> <p>(b) Minimum speed of 80 WPM in English Stenography and 40 WPM in English Typewriting on Computer.</p> <p><b>Desirable:</b> Knowledge of Urdu typing and use of software packages (Database &amp; Spreadsheet) for office work.</p> <p><b>Note: The recruitment will be made on the basis of competitive test of English Stenography, English Typing and English composition &amp; grammar followed by an interview of those candidates who qualify the test</b></p>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee.	<p><b>Selection Committee</b></p> <p>(a) Registrar (Chairman)</p> <p>(b) Two nominees of the Vice-chancellor.</p>

1. Name of the Post	<b>Daftari</b>
2. No. of Posts	01(2003)
3. Classification	Group D (Ministerial)
4. Scale of pay	Rs. 2610-60-3150-65-3540
5. Whether selection post or non-selection post	Non Selection
6. Age limit for direct recruits	Not applicable
7. Educational and other qualifications required for direct recruits.	Not applicable
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years.
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	100% by Promotion. <b>(Not applicable for employees working on contract basis).</b>
11. In case of recruitment by promotion /deputation, grades from which promotion /deputation to be made.	Office Attendant (Rs.2550-3200) with six (06) years of regular service in the grade.
12. Composition of the DPC/Selection Committee	<b>To be constituted by the Vice-chancellor.</b>

1. Name of the Post	<b>Office Attendant</b>
2. No. of Posts	46{40+ 06SFS posts} (2003)
3. Classification	Group D (Ministerial)
4. Scale of pay	Rs.2550-55-2660-60-3200
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably between 18 years and 25 years
7. Educational and other qualifications required for direct recruits.	Class VIII passed
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	100% by direct recruitment.
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable.
12. Composition of the Selection Committee.	<b>To be constituted by the Vice-chancellor.</b>

1. Name of the Post	<b>Librarian</b>
2. No. of Posts	One (2003)
3. Classification	Group A (Non-Ministerial)
4. Scale of pay	Rs.16400-450-20900-500-22400
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 50 years
7. Educational and other qualifications required for direct recruits.	<ol style="list-style-type: none"> <li>1. Master's degree in library science/information science/documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record.</li> <li>2. At least thirteen (13) years of experience as Deputy Librarian in a University Library or eighteen years of experience as a College Librarian.</li> <li>3. Evidence of innovative library services and organization of published work.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. M.Phil/Ph.D degree in Library Science/Information Science/documentation/archives and manuscript – keeping.</li> <li>2. Knowledge of Urdu/Persian/Arabic.</li> <li>3. Proficiency in the use of library software.</li> </ol>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis).
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment OR By deputation
11. In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	<p><b>Deputation</b></p> <p>Officers under the Central /States Govts/Universities/Recognized Research Institution</p> <ol style="list-style-type: none"> <li>(c) Holding analogous posts on regular basis</li> <li>(d) Possessing the educational qualification and experience prescribed for direct recruits in Column 7.</li> </ol>
12. Composition of the Selection Committee	<p><b>Selection Committee</b></p> <ol style="list-style-type: none"> <li>(a) Vice-Chancellor (Chairman)</li> <li>(b) One nominee of the Chancellor of Jamia</li> <li>(c) Three Experts from outside the University (to be nominated by the Chancellor from the list submitted by the Vice-Chancellor)</li> </ol>

1. Name of the Post	<b>Deputy Librarian</b>
2. No. of Posts	One (2003)
3. Classification	Group A (Non-Ministerial)
4. Scale of pay	Rs.12000-420-18300
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 45 years
7. Educational and other qualifications required for direct recruits.	<ol style="list-style-type: none"> <li>1. Master's degree in library science/information science/documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record.</li> <li>2. At least five years of experience as Assistant Librarian in a University Library or as a College Librarian.</li> <li>3. Evidence of innovative library services, published work and professional commitment, computerization of library.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. M.Phil/Ph.D degree in Library Science/Information Science/documentation/archives and manuscript – keeping.</li> <li>2. Knowledge of Urdu/Persian/Arabic.</li> <li>3. Proficiency in the use of library software.</li> </ol>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis).
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	100% by direct recruitment.
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not Applicable
12. Composition of the Selection Committee	<p><b>Selection Committee</b></p> <ol style="list-style-type: none"> <li>(a) Vice-Chancellor (Chairman)</li> <li>(b) One nominee of the Chancellor of Jamia</li> <li>(c) Three Experts from outside the University (to be nominated by the Chancellor from the list Submitted by the Vice-Chancellor)</li> </ol>

<p>1. Name of the Post 2. No. of Posts 3. Classification 4. Scale of pay 5. Whether selection post or non-selection post 6. Age limit for direct recruits 7. Educational and other qualifications required for direct recruits.</p> <p>8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees. 9. Period of probation, if any.</p> <p>10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.</p> <p>11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.</p> <p>12. Composition of the DPC/Selection Committee</p>	<p><b>Assistant Librarian</b> 02 (2003) Group A (Non-Ministerial) Rs.8000-275-13500 Not applicable</p> <p>Preferably below 40 years</p> <p>1. Master's degree in Library Science/Information Science/documentation or an equivalent professional degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale plus a consistently good academic record.</p> <p>2. Passed national level test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p><b>Desirable</b> 1. Knowledge of Urdu/Persian/Arabic. 2. Proficiency in the use of library software.</p> <p>Not applicable.</p> <p>Two years (Other than the appointment on temporary/ contract basis).</p> <p>50% of the sanctioned posts by direct recruitment on contract basis and 50% of the sanctioned posts by promotion.</p> <p><b>Promotion</b> (Not applicable for employees working on contract basis) Professional Assistant (Rs.5500-9000) with 06 years of regular service in the grade.</p> <p><b>Selection Committee</b> (a) Vice-Chancellor (Chairman) (b) One nominee of the Chancellor of Jamia (c) Three Experts from outside the University(to be nominated by the Chancellor from the list Submitted by the Vice-Chancellor).</p> <p><b>DPC</b> (a) Vice-Chancellor (Chairman) (b) Two Experts out of which at least one will be from outside the University (To be nominated by the Vice-chancellor)</p>
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Note: The incumbents will be eligible for senior scale of Rs.10000-325-15200 after completion of eight (08) years of service as Assistant Librarian (EC's resolution No. 42(7) dated 24.03.2003).

1. Name of the Post	<b>Professional Assistant</b>
2. No. of Posts	10 (2003)
3. Classification	Group B (Non-Ministerial)
4. Scale of pay	Rs.5500-175-9000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 30 years
7. Educational and other qualifications required for direct recruits.	<p><b>Essential</b></p> <p>1. Masters' degree in Library Science/ Information Science/documentation or an equivalent professional degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.</p> <p style="text-align: center;">OR</p> <p>2. Graduate with B. Lib. Science and three (03) years of experience as Semi Professional Assistant or in an equivalent post.</p> <p><b>Desirable:</b> Knowledge of cataloguing (Urdu/Hindi/English/Persian/Arabic) and library software.</p>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years(Other than the appointment on temporary/ contract basis).
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	50% of the sanctioned posts by direct recruitment and 50% of the sanctioned posts by promotion.
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	<p><b>Promotion</b> (Not applicable for employees working on contract basis)</p> <p>Semi Professional Assistant (Rs.4500-7000) with six (06) years of regular service in the grade.</p>
12. Composition of the DPC/Selection Committee	<p><b>Selection Committee/DPC</b></p> <p>(a) Registrar (Chairman)</p> <p>(b) Two nominees of the Vice-chancellor out of which at least one will be a Professor.</p>

1. Name of the Post	<b>Semi Professional Assistant</b>
2. No. of Posts	12 {8+04 SFS posts} (2003)
3. Classification	Group C (Non-Ministerial)
4. Scale of pay	Rs.4500-125-7000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 30 years
7. Educational and other qualifications required for direct recruits.	<b>Essential:</b> Graduate with B.Lib. Science with at least 50% of the marks or equivalent. <b>Desirable:</b> Knowledge of cataloguing (Urdu/Hindi/English/Persian/Arabic) and library software. <b>Note:</b> Test of accessioning, classification and knowledge of library software will be conducted for short-listing the candidates.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years(Other than the appointment on temporary/ contract basis).
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor.



1. Name of the Post	<b>Calligrapher</b>
2. No. of Posts	01(2003)
3. Classification	Group C (Non-Ministerial)
4. Scale of pay	Rs.4000-100-6000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 30 years
7. Educational and other qualifications required for direct recruits.	<b>Bachelor's degree with one year Diploma in Calligraphy from a recognized university. Knowledge of Urdu/Persian and use of suitable software.</b> <b>Note:</b> The recruitment will be made on the basis of performance in the practical test followed by an interview of those candidates who qualify the test.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years(Other than the appointment on temporary/contract basis).
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable.
12. Composition of the Selection Committee.	<b>Selection Committee</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor.

1. Name of the Post	<b>Artist</b>
2. No. of Posts	01 (2003)
3. Classification	Group C (Non-Ministerial)
4. Scale of pay	Rs.5000-150-8000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 30 years
7. Educational and other qualifications required for direct recruits.	Bachelor's degree in Fine Arts/Commercial Arts from a recognized university with at least three (03) years of experience in the relevant field after obtaining degree. <b>Note:</b> The recruitment will be made on the basis of performance in the practical test of conceiving, drawing and designing followed by an interview of those candidates who qualify the test.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (Other than the appointment on temporary/ contract basis).
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor.

1. Name of the Post	<b>Reprographic Assistant</b>
2. No. of Posts	01 (2003)
3. Classification	Group C (Non-Ministerial)
4. Scale of pay	Rs.4500-125-7000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 30 years
7. Educational and other qualifications required for direct recruits.	Bachelors' degree with at least six months training in reprography from a recognized institution and two (02) years of experience in the relevant field after the training.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years(Other than the appointment on temporary/ contract basis).
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor.

1. Name of the Post	<b>Library Attendant</b>
2. No. of Posts	18{14+ 04 SFS posts} (2003)
3. Classification	Group D (Non-Ministerial)
4. Scale of pay	Rs.2650-65-3300-70-4000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Between 18 years and 25 years
7. Educational and other qualifications required for direct recruits.	High School
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	<b>Two years</b> (Other than the appointment on temporary/ contract basis).
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable.
12. Composition of the Selection Committee.	<b>To be constituted by the Vice-chancellor</b>

1. Name of the Post	<b>Museum Curator</b>
2. No. of Posts	01 (2003)
3. Classification	Group C (Non-Ministerial)
4. Scale of pay	Rs. 4500-125-7000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 30 years
7. Educational and other qualifications required for direct recruits.	Bachelors' degree with Diploma in Museology from a recognized institution and two years experience in the relevant field after obtaining the diploma. <b>Desirable:</b> Knowledge of Unani Medicine/Urdu/Persian/Arabic.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (Other than the appointment on temporary/ contract basis).
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee.	<b>Selection Committee</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor

1. Name of the Post	<b>Senior Binder</b>
2. No. of Posts	02 (2003)
3. Classification	Group C (Non-ministerial)
4. Scale of pay	Rs.4000-100-6000
5. Whether selection post or non-selection post	Non Selection
6. Age limit for direct recruits	Not applicable
7. Educational and other qualifications required for direct recruits.	Not applicable
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years.
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	100%By promotion. (Not applicable for employees working on contract basis)
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	Binder (Rs.3050 -4590) with six years of regular service in the grade
12. Composition of the DPC/Selection Committee.	<b>DPC</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor.

1. Name of the Post	<b>Binder</b>
2. No. of Posts	01 (2003)
3. Classification	Group C (Non-ministerial)
4. Scale of pay	Rs.3050-75-3950-80-4590
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 25 years
7. Educational and other qualifications required for direct recruits.	<ol style="list-style-type: none"> <li>1. Class VIII passed</li> <li>2. Five years of experience of binding books, journals, registers and stationery.</li> </ol>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (Other than the appointment on temporary/ contract basis).
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion /deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor.

**EDITORIAL AND PUBLICATION STAFF**

1. Name of the Post	<b>Assistant Editor (Publication Unit)</b>
2. No. of Posts	01 (2003)
3. Classification	Group B (Non-Ministerial)
4. Scale of pay	Rs.6500-200-10500
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 35 years
7. Educational and other qualifications required for direct recruits.	<ol style="list-style-type: none"> <li>1. Master's degree in English with at least 55% of the marks and sound knowledge of Persian/Urdu.</li> <li>2. At least one year experience of editing a newspaper or journal.</li> </ol>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (Other than the appointment on temporary/ contract basis).
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor out of which at least one will be a Professor.



1. Name of the Post	<b>Circulation Officer (Publication Unit)</b>
2. No. of Posts	01 (2003)
3. Classification	Group B (Non-Ministerial)
4. Scale of pay	Rs.6500-200-10500
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 35 years
7. Educational and other qualifications required for direct recruits.	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Master's degree with at least 55% of the marks and sound knowledge of Persian/Urdu.</li> <li>2. At least one year experience of editing a newspaper/ journal.</li> </ol> <p><b>Desirable:</b> Diploma/Degree in Library science and knowledge of Urdu.</p>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years(Other than the appointment on temporary/ contract basis).
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<p><b>Selection Committee</b></p> <ol style="list-style-type: none"> <li>(a) Registrar (Chairman)</li> <li>(b) Two nominees of the Vice-chancellor out of which at least one will be a Professor.</li> </ol>

1. Name of the Post	<b>Executive Engineer</b>
2. No. of Posts	One (2003)
3. Classification	Group A (Non-ministerial)
4. Scale of pay	Rs.10000-325-15200
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 45 years
7. Educational and other qualifications required for direct recruits /Contractual appointment	13. Bachelor's degree in civil engineering 14. At least eight (08) years of experience in civil construction as an Assistant Engineer or in an equivalent post in recognized/reputed institution/organization.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two Years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment <b>OR</b> By deputation
11. In case of recruitment by deputation, grades from which deputation to be made.	<b>Deputation</b> Officers under the Central /States Govts/ Universities/Recognised Research Institution (a) Holding analogous posts on regular basis (b) Possessing the educational qualification and experience prescribed for direct recruits in Column 7.
12. Composition of the Selection Committee	<b>Selection Committee:</b> (a) Vice-Chancellor (Chairman) (b) One nominee of the Chancellor of Jamia (c) Three experts from outside the University (to be nominated by the Chancellor from the list submitted by the Vice-chancellor)

**Note: The incumbent will compulsorily be required to reside in the university accommodation.**

1. Name of the Post	<b>Assistant Engineer (Civil)</b>
2. No. of Posts	One (2003)
3. Classification	Group B (Non-ministerial)
4. Scale of pay	Rs.6500-200-10500
5. Whether selection post or non-selection post	Non Selection
6. Age limit for direct recruits	Not applicable
7. Educational and other qualifications required for direct recruits/ contractual appointment.	Not applicable.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	100% by promotion.(Not applicable for employees working on contract basis)
11. In case of recruitment by promotion, grades from which promotion be made.	Jr. Engineer (Rs.5000-8000) with six (06) years of regular service in the grade.
12. Composition of the Selection Committee	<b>Selection Committee</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor out of which at least one will be a Professor.

1. Name of the Post	<b>Assistant Engineer (Electrical)</b>
2. No. of Posts	One (2003)
3. Classification	Group B (Non-ministerial)
4. Scale of pay	Rs.6500-200-10500
5. Whether selection post or non-selection post	Non Selection
6. Age limit for direct recruits	Not applicable
7. Educational and other qualifications required for direct recruits.	Not applicable.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years.
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	100% by promotion. (Not applicable for employees working on contract basis)
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Jr. Engineer (Rs.5000-8000) with six (06) years of regular service in the grade.
12. Composition of the Selection Committee.	<b>Selection Committee</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor out of which at least one will be a Professor.

**Note:** The incumbent will compulsorily be required to reside in the university accommodation.

<p>1. Name of the Post</p> <p>2. No. of Posts</p> <p>3. Classification</p> <p>4. Scale of pay</p> <p>5. Whether selection post or non-selection post</p> <p>6. Age limit for direct recruits</p> <p>7. Educational and other qualifications required for direct recruits.</p> <p>8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.</p> <p>9. Period of probation, if any.</p> <p>10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.</p> <p>11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.</p> <p>12. Composition of the Selection Committee</p>	<p><b>Junior Engineer (Civil)</b></p> <p>Four (2003)</p> <p>Group C (Non-ministerial)</p> <p>Rs. 5000-150-8000</p> <p>Not applicable</p> <p>Preferably below 25 years</p> <p>1. Three years Diploma in Civil Engineering. 2. At least three (03) years of experience in civil construction after obtaining Diploma OR Bachelor's degree in Civil Engineering</p> <p><b>Note: The recruitment will be made on the basis of written test followed by an interview of those candidates who qualify the test.</b></p> <p>Not applicable.</p> <p>Two Years (other than the appointment on temporary/contract basis)</p> <p>By direct recruitment</p> <p>Not applicable</p> <p><b>Selection Committee:</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor.</p>
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1. Name of the Post	<b>Junior Engineer (Electrical)</b>
2. No. of Posts	Two (2003)
3. Classification	Group C (Non-ministerial)
4. Scale of pay	Rs. 5000-150-8000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 25 years
7. Educational and other qualifications required for direct recruits.	<ol style="list-style-type: none"> <li>1. Three years Diploma in Electrical Engineering.</li> <li>2. At least three (03) years experience in the electrical works after obtaining Diploma</li> </ol> <p style="text-align: center;">OR</p> <p style="text-align: center;">Bachelor's degree in Electrical Engineering</p> <p><b>Note: The recruitment will be made on the basis of written test followed by an interview of those candidates who qualify the test.</b></p>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two Years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<p><b>Selection Committee:</b></p> <ol style="list-style-type: none"> <li>(a) Registrar (Chairman)</li> <li>(b) Two nominees of the Vice-chancellor</li> </ol>

1. Name of the Post	<b>Senior Mechanic</b>
2. No. of Posts	One (2003)
3. Classification	Group C (Non-ministerial)
4. Scale of pay	Rs. 4500-125-7000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 25 years
7. Educational and other qualifications required for direct recruits.	<ol style="list-style-type: none"> <li>1. Three years Diploma in Mechanical Engineering.</li> <li>2. At least two (02) years experience in the relevant field after obtaining Diploma</li> </ol> <p style="text-align: center;">OR</p> <p>Certificate from ITI in the Mechanic trade with 5 years of experience after obtaining certificate.</p> <p><b>Note: The recruitment will be made on the basis of written test followed by an interview of those candidates who qualify the test.</b></p>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two Years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<p><b>Selection Committee:</b></p> <ol style="list-style-type: none"> <li>(a) Registrar (Chairman)</li> <li>(b) Two nominees of the Vice-chancellor</li> </ol>

1. Name of the Post	<b>Supervisor (Civil/Electrical)</b>
2. No. of Posts	04(2003)
3. Classification	Group C (Non-ministerial)
4. Scale of pay	Rs. 4000-6000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 25 years
7. Educational and other qualifications required for direct recruits.	Three years Diploma in Engineering in the concerned discipline. OR ITI in Engineering Trade with at least two (02) years experience in the relevant field. <b>Note: The recruitment will be made on the basis of written test followed by an interview of those candidates who qualify the test.</b>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two Years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee:</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor



1. Name of the Post	<b>A.C. Plant Operator-cum-Mechanic</b>
2. No. of Posts	One (2003)
3. Classification	Group C (Non-ministerial)
4. Scale of pay	Rs. 4000-6000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 25 years
7. Educational and other qualifications required for direct recruits.	<ol style="list-style-type: none"> <li>1. 10+2 with certificate from ITI or a recognised technical institution of Air Condition</li> <li>2. At least two (02) years experience in running AC plant.</li> </ol>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two Years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee:</b> <ol style="list-style-type: none"> <li>(a) Registrar (Chairman)</li> <li>(b) Two nominees of the Vice-chancellor</li> </ol>

1. Name of the Post	<b>Jr. Refrigerator Mechanic</b>
2. No. of Posts	One (2003)
3. Classification	Group C (Non-ministerial)
4. Scale of pay	Rs. 3200-4900
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 25 years
7. Educational and other qualifications required for direct recruits.	Certificate from ITI or from a recognised technical institution in refrigeration/air conditioning trade with one year practical experience
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two Years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee:</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor

1. Name of the Post	<b>Electrician/Operator</b>
2. No. of Posts	16 (2003)
3. Classification	Group C (Non- ministerial)
4. Scale of pay	Rs. 3050-75-3950-80-4590
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 25 years
7. Educational and other qualifications required for direct recruits.	<ol style="list-style-type: none"> <li>1. Certificate from ITI or from a recognised technical institution in the concerned trade with one-year practical experience in relevant field.</li> <li>2. Wireman License of Electrical Inspector.</li> </ol>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two Years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee:</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor

1. Name of the Post	<b>Plumber</b>
2. No. of Posts	05(2003)
3. Classification	Group C (Non- ministerial)
4. Scale of pay	Rs. 3050-75-3950-80-4590
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 25 years
7. Educational and other qualifications required for direct recruits.	Certificate from ITI or from a recognised technical institution in the Plumbing trade with one year practical experience in the relevant field. OR Class VIII passed with eight (08) years experience in relevant trade.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two Years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee:</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor

1. Name of the Post	<b>Carpenter</b>
2. No. of Posts	Two (2003)
3. Classification	Group C (Non- ministerial)
4. Scale of pay	Rs. 3050-75-3950-80-4590
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 25 years
7. Educational and other qualifications required for direct recruits.	Certificate from ITI or from a recognised technical institution in Carpentry trade with one year practical experience OR Class VIII passed with eight (08) years experience in relevant trade.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two Years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee:</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor

1. Name of the Post	<b>Mason</b>
2. No. of Posts	Two (2003)
3. Classification	Group C (Non- ministerial)
4. Scale of pay	Rs. 3050-75-3950-80-4590
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 25 years
7. Educational and other qualifications required for direct recruits.	Certificate from ITI or from a recognised technical institution in Mason trade with one year practical experience  OR Class VIII passed with eight (08) years experience in relevant trade.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two Years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee:</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor

1. Name of the Post	<b>Helper</b>
2. No. of Posts	16 (15+1SFSpost) (2003) including one helper each in Press, Hostel & Computer Centre
3. Classification	Group D (Non-ministerial)
4. Scale of pay	Rs. 2550-3200
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Between 18 and 25 years
7. Educational and other qualifications required for direct recruits.	Class VIII passed
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two Years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>To be constituted by the Vice-chancellor</b>

**MEDICAL AND PARAMEDICAL STAFF**  
**(ALLOPATHY WING)**

1. Name of the Post	<b>Medical Superintendent</b>
2. No. of Posts	01(2003)
3. Classification	Group A (Non-ministerial)
4. Scale of pay	Rs.16400-450-20900-500-22400
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 50 years
7. Educational and other qualifications required for direct recruits.	<p>1. MBBS from a recognized University.</p> <p>2. Postgraduate degree in a clinical subject/Hospital Administration</p> <p>3. Ten years (10) of clinical experience as a Consultant after obtaining postgraduate degree, preferably in a large hospital in the rank of Consultant</p> <p style="text-align: center;">OR</p> <p>At least seven (07) years of administrative experience in managing a hospital of at least 150 beds.</p> <p><b>DESIRABLE:</b> Postgraduate Degree/Diploma in Hospital Administration</p>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Not applicable.
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By transfer on deputation or on contract basis.
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	<p><b>Deputation</b></p> <p>Officers under the Central /States Govts/Universities</p> <p>(a) Holding analogous posts on regular basis</p> <p>(b) Possessing the educational qualification and experience prescribed for contractual appointment in Column No. 7</p>
12. Composition of the Selection Committee	<p><b>Selection Committee</b></p> <p>(a) Vice-chancellor (Chairman)</p> <p>(b) One nominee of the Chancellor of Jamia Hamdard</p> <p>© Three Experts from outside the University (to be nominated by the Chancellor from the list submitted by the Vice-chancellor).</p>



1. Name of the Post	<b>Deputy Medical Superintendent</b>
2. No. of Posts	01(2003)
3. Classification	Group A (Non-ministerial)
4. Scale of pay	Rs.10000-325-15200
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 50 years
7. Educational and other qualifications required for direct recruits.	<ol style="list-style-type: none"> <li>1. M.B.B.S. from a recognized institution.</li> <li>2. Postgraduate degree in a clinical subject/ Hospital Administration</li> <li>3. Five (05) years of experience as a Consultant in a clinical discipline in a hospital <b>Or</b> three years of experience in hospital administration after obtaining Postgraduate degree.</li> </ol>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Not applicable.
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By transfer on deputation or on contract basis.
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	<b>Deputation</b> Officers under the Central/States Govts./ Universities (a) Holding analogous posts on regular basis (b) Possessing the educational qualification and experience prescribed for direct recruits in Column No. 7
12. Composition of the DPC/Selection Committee	<b>Selection Committee</b> (a) Vice-chancellor or his nominee (Chairman) (b) One nominee of the Chancellor of Jamia Hamdard (c) Three experts from out side the university (to be nominated by the Chancellor from the list submitted by the Vice-chancellor)

1. Name of the Post	<b>Specialist Grade. I</b>
2. No. of Posts	01(2003)
3. Classification	Group A (Non-ministerial)
4. Scale of pay	Rs.14300-400-18300
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 50 years.
7. Educational and other qualifications required for direct recruits.	<ol style="list-style-type: none"> <li>1. MBBS</li> <li>2. Postgraduate degree in specified clinical subject from recognized institution</li> <li>3. Ten (10) years of experience in the relevant field after obtaining Postgraduate degree.</li> </ol>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Not applicable.
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By transfer on deputation or on contract basis.
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	<b>Deputation</b> Officers under the Central/States Govts./ Universities (a) Holding analogous posts on regular basis (b) Possessing the educational qualification and experience prescribed for direct recruits in Column No. 7
12. Composition of the DPC/Selection Committee	<b>Selection Committee</b> (a) Vice-chancellor or his nominee (Chairman) (b) One nominee of the Chancellor of Jamia Hamdard (c) Three experts from outside the university (to be nominated by the Chancellor from the list submitted by the Vice-chancellor)

1. Name of the Post	<b>Specialist Grade. II</b>
2. No. of Posts	05(2003)
3. Classification	<b>Group A (Non-ministerial)</b>
4. Scale of pay	Rs. 10000-325-15200
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 45 years.
7. Educational and other qualifications required for direct recruits.	<ol style="list-style-type: none"> <li>1. MBBS</li> <li>2. Postgraduate degree in specified clinical subject from recognized institution</li> <li>3. Three (03) years of experience after obtaining Postgraduate degree.</li> </ol>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Not applicable
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By transfer on deputation or on contract basis.
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	<b>Deputation</b> Officers under the Central/States Govts/ Universities/Recognized Research Institution (a) Holding analogous posts on regular basis (b) Possessing the educational qualification and experience prescribed for direct recruits in Column No. 7
12. Composition of the DPC/Selection Committee	<b>Selection Committee</b> (a) Vice-chancellor or his nominee (Chairman) (b) One nominee of the Chancellor of Jamia Hamdard (c) Three experts from outside the university (to be nominated by the Chancellor from the list submitted by the Vice-chancellor)

1. Name of the Post	<b>Senior Resident</b>
2. No. of Posts	04 (2003)
3. Classification	Group A (Non ministerial)
4. Scale of pay	Rs.10000-325-15200
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 40 years
7. Educational and other qualifications required for direct recruits.	1. MBBS 2. Postgraduate degree in specified clinical subject from recognized institution with two (02) years post MD/M.S. experience. OR Postgraduate Diploma in specified clinical subject from recognized institution with four (04) years post Diploma experience.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Not applicable
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment on contractual basis for three (03) years.
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee</b> (a) Vice-chancellor or his nominee (Chairman) (b) Medical Superintendent, Majeedia Hospital (c) Two experts to be nominated by the Vice-chancellor)

1. Name of the Post	<b>Resident Medical Officer</b>
2. No. of Posts	16 (2003)
3. Classification	Group A (Non ministerial)
4. Scale of pay	Rs. 8000-275-13500
5. Whether selection post or non-selection post	<b>Not applicable</b>
6. Age limit for direct recruits	Preferably below 35 years
7. Educational and other qualifications required for direct recruits.	<b>Essential</b> MBBS degree from a recognized University and should have completed one year compulsory rotatory internship. <b>Desirable</b> Two (02) years of experience as House Surgeon.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Not applicable
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment on contract basis for three (03) years.
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee.	<b>Selection Committee</b> (a) Medical Superintendent (Chairman) (b) Two experts to be nominated by the Vice-Chancellor.

<p>1. Name of the Post</p> <p>2. No. of Posts</p> <p>3. Classification</p> <p>4. Scale of pay</p> <p>5. Whether selection post or non-selection post</p> <p>6. Age limit for direct recruits</p> <p>7. Educational and other qualifications required for direct recruits.</p> <p>8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.</p> <p>9. Period of probation, if any.</p> <p>10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.</p> <p>11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.</p> <p>12. Composition of the Selection Committee</p>	<p><b>Medical Officer (Family Welfare Centre)</b></p> <p>01(2003)</p> <p>Group A (Non-ministerial)</p> <p>Rs. 8000-275-13500</p> <p>Not applicable</p> <p>Preferably below 40 years</p> <p>1. MBBS degree from a recognized University and should have completed one year compulsory rotatory internship. 2. Experience in Laproscopic Surgery</p> <p><b>Desirable:</b> Postgraduate degree or Diploma in Gynaecology &amp; Obstetrics.</p> <p>Not applicable</p> <p>Not applicable.</p> <p>By direct recruitment on contract basis.</p> <p>Not applicable</p> <p><b>Selection Committee:</b> (a) Vice-chancellor or his nominee (Chairman) (b) One nominee of the Chancellor of Jamia Hamdard. (c) Three experts from outside the university(to be nominated by the Chancellor from the list submitted by the Vice-chancellor).</p>
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**PARA MEDICAL AND OTHER STAFF**

1. Name of the Post	<b>Nursing Superintendent</b>
2. No. of Posts	01(2003)
3. Classification	Group A (Non ministerial)
4. Scale of pay	Rs.8000-275-13500
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 45 years
7. Educational and other qualifications required for direct recruits.	<b>Essential</b> (a) Master's Degree in Nursing (b) Ten (10) years of experience in Nursing Administration out of which 3 years must be as Deputy Nursing Superintendent <b>Desirable:</b> Diploma/Short term training course in Nursing Administration.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee:</b> (a) Vice-Chancellor (Chairman) (b) One nominee of the Chancellor of Jamia Hamdard. (c) Three Experts (to be nominated by the Chancellor from the list submitted by the Vice-chancellor).

**Note: The incumbent will compulsorily required to stay in the university accommodation.**

1. Name of the Post	<b>Deputy Nursing Superintendent</b>
2. No. of Posts	01(2003)
3. Classification	Group B (Non-ministerial)
4. Scale of pay	Rs.7500-250-12000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 35 years.
7. Educational and other qualifications required for direct recruits.	<b>Essential</b> (a) Diploma in Nursing Education and Administration/B.Sc. degree in Nursing. (b) Registered Nurse and Registered Midwife (c) Five (05) years of experience as Assistant Nursing Suptd.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not applicable
12. Composition of the Selection Committee.	<b>Selection Committee:</b> (a) Vice-Chancellor (Chairman) (b) One nominee of the Chancellor of Jamia Hamdard. (c) Medical Superintendent, Majeedia Hospital. (d) Two Experts (to be nominated by the Chancellor from the list submitted by the Vice-chancellor)

**Note: The incumbent will compulsorily be required to stay in the university accommodation.**



1. Name of the Post	<b>Ward Sister</b>
2. No. of Posts	02 (2003)
3. Classification	Group B (Non ministerial)
4. Scale of pay	Rs.5500-175-9000
5. Whether selection post or non-selection post	Non Selection
6. Age limit for direct recruits	Not applicable
7. Educational and other qualifications required for direct recruits.	Not applicable
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years.
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	100% by promotion (Not applicable for employees working on contract basis)
11. In case of recruitment by promotion /deputation, grades from which promotion /deputation to be made.	Staff Nurse (Rs.5000-8000) with six (06) years of regular service in the grade.
12. Composition of the DPC/Selection Committee	(a) Registrar (Chairman) (b) One nominee of the Vice-chancellor (c) Medical Superintendent, Majeedia Hospital.

1. Name of the Post	<b>Staff Nurse</b>
2. No. of Posts	46 (2003)
3. Classification	Group C (Non-ministerial)
4. Scale of pay	Rs.5000-150-8000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 30 years
7. Educational and other qualifications required for direct recruits.	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Registration as Staff Nurse and Midwife with the central or state nursing council</li> <li>2. 10+2 with three years Diploma in General Nursing &amp; Midwifery.</li> </ol> <p><b>Desirable</b></p> <p>Two (02) years of experience of working in a reputed hospital.</p>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<p><b>Selection Committee</b></p> <ol style="list-style-type: none"> <li>(a) Registrar (Chairman)</li> <li>(b) One nominee of the Vice-chancellor.</li> <li>(c) Medical Superintendent, Majeedia Hospital.</li> </ol>

1. Name of the Post	<b>Auxiliary Nurse &amp; Midwife/Male Nurse</b>
2. No. of Posts	03(2003)
3. Classification	Group C (Non ministerial)
4. Scale of pay	Rs.4000-100-6000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 30 years.
7. Educational and other qualifications required for direct recruits.	<b>Essential</b> 1. Matriculation 2. Two years course of Auxiliary and Midwife. 3. Registration as Auxiliary Nurse and Midwife with the central or state nursing council
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee</b> (a) Registrar (Chairman) (b) One nominee of the Vice-chancellor (c) Medical Superintendent, Majeedia Hospital

1. Name of the Post	<b>Nursing Attendant</b>
2. No. of Posts	24 (2003)
3. Classification	Group D (Non ministerial)
4. Scale of pay	Rs. 2550-55-2660-60-3200
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably between 18 and 25 years.
7. Educational and other qualifications required for direct recruits.	Class VIII passed
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>To be constituted by the Vice-chancellor</b>

1. Name of the Post	<b>Physiotherapist</b>
2. No. of Posts	01(2003)
3. Classification	Group B (Non ministerial)
4. Scale of pay	Rs.5500-175-9000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 35 years.
7. Educational and other qualifications required for direct recruits.	<b>Essential</b> Bachelor's Degree in Physiotherapy <b>Desirable:</b> One year experience after obtaining degree excluding the period of internship in a reputed hospital/Physiotherapy Centre.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor.

1. Name of the Post	<b>Dietician</b>
2. No. of Posts	01(2003)
3. Classification	Group B (Non ministerial)
4. Scale of pay	Rs. 6500-200-10500
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 30 years.
7. Educational and other qualifications required for direct recruits.	(a) B.Sc. (Home Science) (b) One year PG Diploma in Dietetics and Nutrition and 3 months internship (c) Two (02) years of experience as a Dietician in a hospital after passing Diploma.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor

1. Name of the Post	<b>Sr. Lab. Technician</b>
2. No. of Posts	01(2003)
3. Classification	Group B (Non ministerial)
4. Scale of pay	Rs. 5500-175-9000
5. Whether selection post or non-selection post	Non Selection
6. Age limit for direct recruits	Not applicable
7. Educational and other qualifications required for direct recruits.	Not applicable
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years.
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	100% by promotion. (Not applicable for employees working on contract basis)
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	Laboratory Technician (Rs.4500-7000) with six (06) years of regular service in the grade.
12. Composition of the DPC/Selection Committee	(a) Registrar (Chairman) (b) One nominee of the Vice-chancellor (c) Medical Superintendent, Majeedia Hospital

1. Name of the Post	<b>Lab. Technician</b>
2. No. of Posts	08(2003)
3. Classification	Group C (Non ministerial)
4. Scale of pay	Rs. 4500-125-7000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 30 years.
7. Educational and other qualifications required for direct recruits.	<p><b>Essential</b></p> <p>(a) 10+2 (Science)</p> <p>(b) Two years Diploma/Certificate in Med. Lab. Technology from a recognized institution/ university.</p> <p><b>Desirable</b></p> <p>Two year of experience of working in a hospital Lab/ reputed Laboratory.</p>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<p>(a) Registrar (Chairman)</p> <p>(b) One nominee of the Vice-chancellor.</p> <p>(c) Medical Superintendent, Majeedia Hospital</p>



1. Name of the Post	<b>O.T. Technician</b>
2. No. of Posts	03(2003)
3. Classification	Group C (Non ministerial)
4. Scale of pay	Rs. 5000-150-8000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 30 years.
7. Educational and other qualifications required for direct recruits.	<p><b>Essential</b></p> <p>(a) Graduation with science subjects.  (b) Diploma/Certificate Course in Operation Theatre Technique</p> <p><b>Desirable</b></p> <p>One year experience of working in Operation Theatre</p>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<p><b>Selection Committee</b></p> <p>(a) Registrar (Chairman)  (b) One nominee of the Vice-chancellor.  (c) Medical Superintendent, Majeedia Hospital</p>

1. Name of the Post	<b>O.T. Assistant</b>
2. No. of Posts	01(2003)
3. Classification	Group C (Non ministerial)
4. Scale of pay	Rs. 3050-75-3950-80-4590
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 30 years.
7. Educational and other qualifications required for direct recruits.	<b>Essential</b> (a) High School (Science) (b) Two years of experience of working in the Operation Theatre after obtaining certificate.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee</b> (a) Registrar (Chairman) (b) One nominee of the Vice-chancellor. (c) Medical Superintendent, Majeedia Hospital

1. Name of the Post	<b>X-Ray Technician (Radiographer)</b>
2. No. of Posts	03 (2003)
3. Classification	Group C (Non ministerial)
4. Scale of pay	Rs. 5000-150-8000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 30 years.
7. Educational and other qualifications required for direct recruits.	<b>Essential</b> (a) 10+2 with Science (b) Two years Diploma in Radiology Technology <b>Desirable</b> One year experience of working as X-Ray Technician
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee</b> (a) Registrar (Chairman) (b) One nominee of the Vice-chancellor. (c) Medical Superintendent, Majeedia Hospital

1. Name of the Post	<b>Dark Room Assistant</b>
2. No. of Posts	01(2003)
3. Classification	Group C (Non ministerial)
4. Scale of pay	Rs. 3050-75-3950-80-4590
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 30 years.
7. Educational and other qualifications required for direct recruits.	<b>Essential</b> (a) High School (Science). (b) Two years of experience of working in the relevant field after obtaining certificate.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee</b> (a) Registrar (Chairman) (b) One nominee of the Vice-chancellor. © Medical Superintendent, Majeedia Hospital

1. Name of the Post	<b>Dialysis Technician</b>
2. No. of Posts	01 (2003)
3. Classification	Group C (Non ministerial)
4. Scale of pay	Rs. 4500-150-7000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 30 years.
7. Educational and other qualifications required for direct recruits.	<b>Essential</b> (a) 10+2 with Physics, Chemistry and Biology (b) Diploma in Dialysis Technician Course from a recognised Institution or University. (c) One year experience in the relevant field after obtaining Diploma.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee</b> (a) Registrar (Chairman) (b) One nominee of the Vice-chancellor. © Medical Superintendent, Majeedia Hospital

1. Name of the Post	<b>Compounder</b>
2. No. of Posts	02(2003)
3. Classification	Group C (Non ministerial)
4. Scale of pay	Rs. 3050-75-3950-80-4590
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 30 years.
7. Educational and other qualifications required for direct recruits.	<b>Essential</b> (a) 10 + 2 (with Science) (b) Two years of hospital experience in the relevant field.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion /deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee</b> (a) Registrar (Chairman) (b) One nominee of the Vice-chancellor. © Medical Superintendent, Majeedia Hospital

1. Name of the Post	<b>Medical Record Officer</b>
2. No. of Posts	01(2003)
3. Classification	Group B (Non ministerial)
4. Scale of pay	Rs.5500-175-9000
5. Whether selection post or non- selection post	Not applicable
6. Age limit for direct recruits	Preferably below 35 years.
7. Educational and other qualifications required for direct recruits.	<b>Essential</b> (a) Graduate with Diploma in Medical Record Sciences from a recognized university or should have undergone one year course of training in Medical Records from a recognized institution. (b) Two years of experience in the relevant field after obtaining Diploma/completing the training course.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee</b> (a) Registrar (Chairman) (b) One nominee of the Vice-chancellor (c) Medical Superintendent, Majeedia Hospital

1. Name of the Post	<b>Assistant (Drug Stores)</b>
2. No. of Posts	01(2003)
3. Classification	Group C (Non ministerial)
4. Scale of pay	Rs. 4000-100-6000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 25 years.
7. Educational and other qualifications required for direct recruits.	<b>Essential</b> (a) Graduate (b) Two years of experience in managing drugs stores. (c) Thorough knowledge of purchase procedure, book-keeping and storage of drugs and types of equipments relating to hospital.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion /deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee</b> (a) Registrar (Chairman) (b) One nominee of the Vice-chancellor. (c) Medical Superintendent, Majeedia Hospital



1. Name of the Post	<b>Lady Health Visitor (Family Welfare Centre)</b>
2. No. of Posts	01 (2003)
3. Classification	Group C (Non ministerial)
4. Scale of pay	Rs.4000-100-6000
5. Whether selection post or non-selection post	<b>Not applicable</b>
6. Age limit for direct recruits	Preferably below 30 years.
7. Educational and other qualifications required for direct recruits.	(a) High School (b) Certificate course of Lady Health Visitor from a recognized institution. (c) Registration as ANM with the central or state nursing council
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee</b> (a) Registrar (Chairman) (b) One nominee of the Vice-chancellor (c) Medical Superintendent, Majeedia Hospital

4. Name of the Post	<b>Field Worker (Family Welfare Centre)</b>
5. No. of Posts	01(2003)
6. Classification	Group C (Non ministerial)
7. Scale of pay	Rs.3050-75-3950-80-4590
8. Whether selection post or non-selection post	Not applicable
9. Age limit for direct recruits	Preferably below 30 years.
10. Educational and other qualifications required for direct recruits.	(a) Graduate (b) One year experience in the relevant field.
11. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
12. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
13. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
14. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee</b> (a) Registrar (Chairman) (b) One nominee of the Vice-chancellor © Medical Superintendent, Majeedia Hospital

1. Name of the Post	<b>Clerk-cum-Store Keeper (Family Welfare Centre)</b>
2. No. of Posts	01 (2003)
3. Classification	Group C (Ministerial)
4. Scale of pay	Rs. 3050-75-3950-80-4590
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 30 years
7. Educational and other qualifications required for direct recruits.	<b>Essential</b> (a) Graduate (b) One year experience in managing stores. (c) Knowledge of English typing with a speed of at least 30 w.p.m. (d) Knowledge of purchase procedure, bookkeeping and storage of drugs and types of equipments relating to hospital.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	Not applicable.
12. Composition of the Selection Committee.	<b>Selection Committee</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor.

**MEDICAL AND PARAMEDICAL STAFF  
(UNANI WING)**

1. Name of the Post	<b>Specialist Gr. II (Unani)</b>
2. No. of Posts	01(2003)
3. Classification	Group A (Non ministerial)
4. Scale of pay	Rs. 10000-325-15200
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 40 years.
7. Educational and other qualifications required for direct recruits.	<b>Essential</b> (a) Postgraduate degree in the subject of Moalijat (b) Three (03) years of clinical experience after obtaining postgraduate degree in arecognised institution
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion /deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee</b> (a) Vice-chancellor (Chairman) (b) One nominee of the Chancellor of Jamia Hamdard. (c) Three experts from outside the university (to be nominated by the Chancellor from the list submitted by the Vice-chancellor)

1. Name of the Post	<b>Clinical Registrar</b>
2. No. of Posts	07 (2003)
3. Classification	Group A (Non ministerial)
4. Scale of pay	Rs. 8000-275-13500
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 30 years.
7. Educational and other qualifications required for direct recruits.	<b>Essential</b> (a) BUMS degree from a recognized University (b) One year clinical experience after obtaining degree <b>Desirable</b> House surgeon job in recognized Hospital/ Dispensary
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Not applicable
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment on contract basis for three (03) years.
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee</b> (a) Vice-chancellor or his nominee (Chairman) (b) Two experts from outside the university (to be nominated by the Vice-Chancellor).

1. Name of the Post	<b>Pharmacist (Unani)/Attar</b>
2. No. of Posts	03 (2003)
3. Classification	Group C (Non ministerial)
4. Scale of pay	Rs. 4500-7000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 30 years.
7. Educational and other qualifications required for direct recruits.	<b>Essential</b> Diploma in Pharmacy with Unani Pharmacy as one of the subjects with one year experience.  Note: The above designation, qualifications and pay scale of Pharmacist (Unani) will be applicable for future appointment. For the existing incumbents the designation of Attar (Unani) and pay scale of Rs.3050- 4590 will continue.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor

1. Name of the Post	<b>Dawasaz (Unani)</b>
2. No. of Posts	01 (2003)
3. Classification	Group C (Non ministerial)
4. Scale of pay	Rs. 3050-75-3950-80-4950
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 30 years.
7. Educational and other qualifications required for direct recruits.	<b>Essential</b> (a) High School or equivalent (b) Three years of experience in the relevant field. (c) Knowledge of Urdu language.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee:</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor

1. Name of the Post	<b>Helper to Attar</b>
2. No. of Posts	02 (2003)
3. Classification	Group D (Non-ministerial)
4. Scale of pay	Rs. 2550-3200
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably between 18 and 25 years.
7. Educational and other qualifications required for direct recruits.	VIII class passed with knowledge of Urdu language.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>To be constituted by the Vice-chancellor</b>



1. Name of the Post	<b>Sr. Technical Assistant</b>
2. No. of Posts	07(2003)
3. Classification	Group B (Non ministerial)
4. Scale of pay	Rs. 5500-175-9000
5. Whether selection post or non-selection post	Non Selection
6. Age limit for direct recruits	Not applicable
7. Educational and other qualifications required for direct recruits.	Not applicable
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years.
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	100% by promotion. (Not applicable for employees working on contract basis)
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Technical Assistant (Rs.4500-7000) with six (06) years of regular service in the grade.
12. Composition of the DPC/ Selection Committee.	(a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor out of which at least one will be a Professor.

<p>1. Name of the Post</p> <p>2. No. of Posts</p> <p>3. Classification</p> <p>4. Scale of pay</p> <p>5. Whether selection post or non-selection post</p> <p>6. Age limit for direct recruits</p> <p>7. Educational and other qualifications required for direct recruits.</p> <p>8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.</p> <p>9. Period of probation, if any.</p> <p>10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.</p> <p>11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.</p> <p>12. Composition of the Selection Committee.</p>	<p><b>Technical Assistant</b></p> <p>10{09+01 SFS post})(2003)</p> <p>Group C (Non ministerial)</p> <p>Rs. 4500-125-7000</p> <p>Not applicable</p> <p>Preferably below 30 years.</p> <p><b>Essential</b> B.Sc. with one year experience of working in a similar laboratory OR 10+2 with fifteen (15) years of experience in a similar laboratory.</p> <p>Not applicable</p> <p>Two years(other than the appointment on temporary/ contract basis)</p> <p>By direct recruitment.</p> <p>Not applicable</p> <p><b>Selection Committee:</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor</p>
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12.	Name of the Post	<b>Senior Laboratory Assistant</b>
13.	No. of Posts	12(2003)
14.	Classification	Group C (Non-ministerial)
15.	Scale of pay	Rs.4000-100-6000
16.	Whether selection post or non-selection post	Non selection
17.	Age limit for direct recruits	Not applicable
18.	Educational and other qualifications required for direct recruits.	Not applicable
19.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
20.	Period of probation, if any.	Two years.
21.	Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	100% by promotion. (Not applicable for employees working on contract basis)
22.	In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Laboratory Assistant (Rs.3050-4590) with six (06) years of regular service in the grade. The incumbent must be High School (Science).  (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor
23.	Composition of the DPC/Selection Committee.	

1. Name of the Post	<b>Laboratory Assistant</b>
2. No. of Posts	08 (2003)
3. Classification	Group C (Non-ministerial)
4. Scale of pay	Rs.3200-85-4900 *
5. Whether selection post or non-selection post	Non Selection
6. Age limit for direct recruits	Preferably below 25 years
7. Educational and other qualifications required for direct recruits.	Not applicable.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years.
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	100% by promotion. (Not applicable for employees working on contract basis)
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Laboratory Attendants (Rs.2650-4000) with six (06) years of regular service in the grade. The incumbent must be High School (Science).
12. Composition of the DPC/Selection Committee.	(a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor

\* Approved by the Executive Council at its 49th meeting held on 20.9.2004.

1. Name of the Post	<b>Laboratory Attendant</b>
2. No. of Posts	54 (39+14 SFS posts) (2003)
3. Classification	Group D (Non-ministerial)
4. Scale of pay	Rs.2650-65-3300-70-4000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Between 18 and 25 years
7. Educational and other qualifications required for direct recruits.	High School with Science
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (Other than appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee.	<b>To be constituted by the Vice-chancellor.</b>

1. Name of the Post	<b>Manager (Hospitality)</b>
2. No. of Posts	O2 (2003)
3. Classification	Group B (Non-Ministerial)
4. Scale of pay	Rs.6500-200-10500
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 35 years
7. Educational and other qualifications required for direct recruits.	<ol style="list-style-type: none"> <li>1. Master's degree in Hotel Management or Tourism Management or M.B.A</li> <li>2. One (01) year experience of working a reputed Guest House /Hotel/Restaurant.</li> </ol>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable.
12. Composition of the Selection Committee.	<b>Selection Committee:</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor out of which at least one will be a Professor.

**Note: The incumbent will compulsorily be required to reside in the university accommodation**

1. Name of the Post	<b>Assistant Manager (Hospitality)</b>
2. No. of Posts	O1 (2003)
3. Classification	Group C (Non-Ministerial)
4. Scale of pay	Rs.4500-125-7000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 30 years
7. Educational and other qualifications required for direct recruits.	<ol style="list-style-type: none"> <li>1. Bachelor's degree in any discipline with consistently good academic record with Diploma in Hotel Management.</li> <li>2. One (01) year experience of working in the front office of a reputed Hotel/ Guest House.</li> </ol>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable.
12. Composition of the Selection Committee	<b>Selection Committee:</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor

1. Name of the Post	<b>Receptionist</b>
2. No. of Posts	O1 (2003)
3. Classification	Group C (Non-Ministerial)
4. Scale of pay	Rs.4000-100-6000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 25 years
7. Educational and other qualifications required for direct recruits.	<ol style="list-style-type: none"> <li>1. Bachelor's degree in any discipline with consistently good academic record.</li> <li>2. Two years experience in the similar capacity.</li> <li>3. Knowledge of office software.</li> </ol>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct appointment.
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	Not applicable.
12. Composition of the Selection Committee	<b>Selection Committee:</b> (a) Registrar (Chairman)  (b) Two nominees of the Vice-chancellor



1. Name of the Post	<b>Steward</b>
2. No. of Posts	01 (2003)
3. Classification	Group C (Non-Ministerial)
4. Scale of pay	Rs.3050-75-3950-80-4590
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 25 years
7. Educational and other qualifications required for direct recruits.	<ol style="list-style-type: none"> <li>1. 10+2 with one year Diploma/ Certificate in Catering or Restaurant service.</li> <li>2. Two (02) years of experience in the similar capacity.</li> </ol>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct appointment.
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable.
12. Composition of the Selection Committee	<b>Selection Committee:</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor

<ol style="list-style-type: none"> <li>1. Name of the Post</li> <li>2. No. of Posts</li> <li>3. Classification</li> <li>4. Scale of pay</li> <li>5. Whether selection post or non-selection post</li> <li>6. Age limit for direct recruits</li> <li>7. Educational and other qualifications required for direct recruits.</li> <li>8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.</li> <li>9. Period of probation, if any.</li> <li>10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.</li> <li>11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.</li> <li>12. Composition of the Selection Committee.</li> </ol>	<p><b>Cook</b></p> <p>O5 (2003)</p> <p>Group C (Non-Ministerial)</p> <p>Rs.3050-75-3950-80-4590</p> <p>Not applicable</p> <p>Preferably between 18 and 25 years</p> <ol style="list-style-type: none"> <li>1. High School</li> <li>2. Two (02) years of experience in the similar capacity.</li> </ol> <p style="text-align: center;">OR</p> <p>Class VIII passed with five years' experience in the similar capacity.</p> <p>Not applicable.</p> <p>Two years (Other than the appointment on temporary/contract basis)</p> <p>By direct appointment.</p> <p>Not applicable.</p> <p><b>Selection Committee:</b></p> <ol style="list-style-type: none"> <li>(a) Registrar (Chairman)</li> <li>(b) Two nominees of the Vice-chancellor</li> </ol>
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1. Name of the Post	<b>Mess Attendant/ Mess Helper</b>
2. No. of Posts	15 (2003)
3. Classification	Group D (Non-Ministerial)
4. Scale of pay	Rs.2550-55-2660-60-3200
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Between 18 and 25 years
7. Educational and other qualifications required for direct recruits.	Class VIII passed
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct appointment.
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	Not applicable.
12. Composition of the Selection Committee	<b>To be constituted by the Vice-chancellor</b>

1. Name of the Post	<b>Aya</b>
2. No. of Posts	02 (2003)
3. Classification	Group D (Non-Ministerial)
4. Scale of pay	Rs.2550-55-2660-60-3200
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably between 18 and 25 years
7. Educational and other qualifications required for direct recruits.	Class VIII passed.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct appointment.
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	Not applicable.
12. Composition of the Selection Committee	<b>To be constituted by the Vice-chancellor</b>

**SECURITY STAFF**

1. Name of the Post	<b>Security Officer</b>
2. No. of Posts	01 (2003)
3. Classification	Group B (Non-Ministerial)
4. Scale of pay	Rs.6500-200-10500
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 50 years
7. Educational and other qualifications required for direct recruits.	1. Bachelors' degree in any discipline. 2. Five (05) years experience in the relevant field.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not applicable.
12. Composition of the Selection Committee	<b>Selection Committee</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor

**Note: The incumbent will compulsorily be required to stay in the University accommodation.**

1. Name of the Post	<b>Security Inspector</b>
2. No. of Posts	01(2003)
3. Classification	Group C (Non-Ministerial)
4. Scale of pay	Rs.4500-150-7000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 40 years
7. Educational and other qualifications required for direct recruits.	1. Bachelors' degree in any discipline. 2. Three (03) years experience in the relevant field.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	Not applicable.
12. Composition of the Selection Committee	<b>Selection Committee</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor

**Note: The incumbent will compulsorily be required to stay in the University accommodation.**

**MOSOUE STAFF**

1. Name of the Post	<b>Imam</b>
2. No. of Posts	01(2003)
3. Classification	Group B (Non-Ministerial)
4. Scale of pay	Rs.5500-175-9000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 40 years
7. Educational and other qualifications required for direct recruits.	1. Fazilat from Madaras recognized by Jamia Hamdard. 2. Hafiz & Qari
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	Not applicable.
12. Composition of the Selection Committee	<b>To be constituted by the Vice-chancellor</b>

**Note: The incumbent will compulsorily be required to stay in the University accommodation.**

1. Name of the Post	<b>Moazzin</b>
2. No. of Posts	O1(2003)
3. Classification	Group C (Non-Ministerial)
4. Scale of pay	Rs.4000-100-6000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 40 years
7. Educational and other qualifications required for direct recruits.	1. Alim from Madaras recognized by Jamia Hamdard. 2. Hafiz & Qari.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis) .
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion /deputation, grades from which promotion /deputation to be made.	Not applicable.
12. Composition of the Selection Committee	<b>To be constituted by the Vice-chancellor</b>

**Note: The incumbent will compulsorily be required to stay in the University accommodation.**



**EPBAX STAFF**

1. Name of the Post	<b>Telephone Operator</b>
2. No. of Posts	O3 (2003)
3. Classification	Group C (Non-Ministerial)
4. Scale of pay	Rs.3050-75-3950-80-4590
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 30 years
7. Educational and other qualifications required for direct recruits.	<ol style="list-style-type: none"> <li>1. Graduate.</li> <li>2. One year experience in a similar capacity.</li> <li>3. Knowledge of Office software</li> </ol>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (Other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable.
12. Composition of the Selection Committee	<b>Selection Committee</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor.

<p>1. Name of the Post</p> <p>2. No. of Posts</p> <p>3. Classification</p> <p>4. Scale of pay</p> <p>5. Whether selection post or non-selection post</p> <p>6. Age limit for direct recruits</p> <p>7. Educational and other qualifications required for direct recruits.</p> <p>8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.</p> <p>9. Period of probation, if any.</p> <p>10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.</p> <p>11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.</p> <p>12. Composition of the Selection Committee</p>	<p><b>Lineman (Telephone)</b></p> <p>O1(2003)</p> <p>Group C (Non-Ministerial)</p> <p>Rs. 2750-70-3800-75-4400</p> <p>Not applicable</p> <p>Preferably between 18 and 25 years</p> <p>1. High School. 2. At least three years experience in therelevant field including maintenance and repair of the phone lines and telephone instruments.</p> <p>Not applicable.</p> <p>Two years (Other than the appointment on temporary/ contract basis )</p> <p>By direct recruitment.</p> <p>Not applicable.</p> <p><b>Selection Committee</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor.</p>
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1. Name of the Post	<b>Driver</b>
2. No. of Posts	13 (2003)
3. Classification	Group C (Non-Ministerial)
4. Scale of pay	Rs.3050-75-3950-80-4590
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 25 years
7. Educational and other qualifications required for direct recruits.	<ol style="list-style-type: none"> <li>1. Intermediate</li> <li>2. Must have valid Motor Driving License of Light and Heavy Vehicles.</li> <li>3. Three years experience of driving light and heavy vehicles.</li> </ol>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (other than the appointment on temporary/ contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.	Not applicable.
12. Composition of the Selection Committee	<b>Selection Committee</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor



<p>1. Name of the Post</p> <p>2. No. of Posts</p> <p>3. Classification</p> <p>4. Scale of pay</p> <p>5. Whether selection post or non-selection post</p> <p>6. Age limit for direct recruits</p> <p>7. Educational and other qualifications required for direct recruits.</p> <p>8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.</p> <p>9. Period of probation, if any.</p> <p>10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.</p> <p>11. In case of recruitment by promotion /deputation, grades from which promotion/deputation to be made.</p> <p>12. Composition of the Selection Committee</p>	<p><b>System Analyst</b></p> <p>Two (01+01 SFS post) (2003)</p> <p>Group A (Non-ministerial)</p> <p>Rs.8000-275-13500</p> <p>Not applicable</p> <p>Preferably below 40 years</p> <p>First class Masters' degree in Computer Application or First class B.E./B.Tech in Computer Engineering/Computer Science/Information Technology/Electronics/Electrical Engineering. <b>Desirable:</b> Experience of Data base Administration or Programming.</p> <p>Not applicable.</p> <p>Two years (other than the appointment on temporary/contract basis)</p> <p>By direct recruitment.</p> <p>Not applicable.</p> <p><b>Selection Committee:</b></p> <p>(a) Vice-chancellor (Chairman)</p> <p>(b) One nominee of the Chancellor of Jamia Hamdard</p> <p>(c) Three Experts from outside the University (To be nominated by the Chancellor from the list submitted by the Vice-chancellor).</p>
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Note: The incumbents will be eligible for senior scale of Rs.10000-325-15200 after completion of eight (08) years of service as System Analyst. (EC's Resolution No. 42(7) dated 24.03.2003)

1. Name of the Post	<b>System Analyst (Net working)</b>
2. No. of Posts	One – SFS post (2003)
3. Classification	Group A (Non-ministerial)
4. Scale of pay	Rs. 8000-275-13500
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 40 years
7. Educational and other qualifications required for direct recruits.	M.C.A/B.E/B.Tech in Computer Science & Engineering /Electronics/Communication. <b>Desirable:</b> ➤ Passed CCNA, CCNE, CCNP examination. MCSE, MCSD, MCSP qualification will also be considered. ➤ Experience in Network Management and Administration.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not applicable.
12. Composition of the Selection Committee	<b>Selection Committee:</b> (a) Vice-chancellor (Chairman) (b) One nominee of the Chancellor of Jamia (c) Three Experts from outside the University (To be nominated by the Chancellor from the list submitted by the Vice-chancellor).

Note: The incumbent will be eligible for senior scale of Rs.10000-325-15200 after completion of eight (08) years of service as System Analyst (EC's Resolution No. 42(7) dated 24.03.2003).

1. Name of the Post	<b>Computer Programmer</b>
2. No. of Posts	One (2003)
3. Classification	Group B (Non-ministerial)
4. Scale of pay	Rs.6500-200-10500
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 30 years
7. Educational and other qualifications required for direct recruits.	Master in Computer Application (M.C.A.) OR M.Sc. degree in Physics/Maths/Statistics or related subject with two years relevant experience. OR PGDCA with three years of relevant experience.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not applicable.
12. Composition of the Selection Committee	<b>Selection Committee:</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor out of which at least one will be a Professor.

1. Name of the Post	<b>Computer Operator</b>
2. No. of Posts	Two (2003)
3. Classification	Group C (Non-ministerial)
4. Scale of pay	Rs.4500-125-7000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 25 years
7. Educational and other qualifications required for direct recruits.	<ol style="list-style-type: none"> <li>1. Bachelors' degree in any discipline.</li> <li>2. Diploma in Computer Programming from a reputed institute/University or "A" level Diploma of DOEACC.</li> <li>3. At least one year experience of operation of time sharing computer system, using office automation software.</li> </ol>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	Not applicable.
12. Composition of the Selection Committee	<b>Selection Committee:</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor



1. Name of the Post	<b>Networking Assistant</b>
2. No. of Posts	One – SFS post (2003)
3. Classification	Group C (Non-ministerial)
4. Scale of pay	Rs.4000-100-6000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 25 years
7. Educational and other qualifications required for direct recruits.	<ol style="list-style-type: none"> <li>1. Graduate from a recognized institution/university.</li> <li>2. Three years experience in the relevant field after graduation.</li> </ol>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not applicable.
12. Composition of the Selection Committee	<b>Selection Committee:</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor

1. Name of the Post	<b>Data Entry Operator</b>
2. No. of Posts	One- SFS post (2003)
3. Classification	Group C (Non-ministerial)
4. Scale of pay	Rs.4000-100-6000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 30 years
7. Educational and other qualifications required for direct recruits.	<ol style="list-style-type: none"> <li>1. Bachelors' degree in any discipline.</li> <li>2. Knowledge of office automation software.</li> <li>3. Typing speed of 40 w.p.m</li> <li>4. One year relevant experience.</li> </ol> <b>Desirable:</b> Knowledge of word processing in Urdu
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not applicable.
12. Composition of the Selection Committee	<b>Selection Committee:</b> <ol style="list-style-type: none"> <li>(a) Registrar (Chairman)</li> <li>(b) Two nominees of the Vice-chancellor</li> </ol>

1. Name of the Post	<b>Junior Data Entry Operator</b>
2. No. of Posts	Two- SFS post (2003)
3. Classification	Group C (Non-ministerial)
4. Scale of pay	Rs.3050-75-3950-80-4590
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 30 years
7. Educational and other qualifications required for direct recruits.	1. Bachelors' degree in any discipline. 2. Typing speed of 40 w.p.m <b>Desirable:</b> Knowledge of word processing in Urdu.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not applicable.
12. Composition of the Selection Committee	<b>Selection Committee:</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor

1. Name of the Post	<b>Computer Lab. Attendant</b>
2. No. of Posts	Four – SFS posts (2003)
3. Classification	Group D (Non-ministerial)
4. Scale of pay	Rs.2650-65-3300-70-4000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 25 years
7. Educational and other qualifications required for direct recruits.	High School.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not applicable.
12. Composition of the Selection Committee	<b>To be constituted by the Vice-chancellor</b>

1. Name of the Post	<b>Law Officer</b>
2. No. of Posts	One (2003)
3. Classification	Group A (Non-ministerial)
4. Scale of pay	Rs.8000-275-13500
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 40 years
7. Educational and other qualifications required for direct recruits.	(a) Good academic record plus Masters' degree in Law with at least 55% marks or its equivalent grade of B in the UGC seven point scale. (b) At least three (03) years of relevant experience practice in Supreme Court/High Court/District Court.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not applicable.
12. Composition of the Selection Committee	<b>Selection Committee:</b> (a) Vice-Chancellor (Chairman) (b) One nominee of the Chancellor of Jamia Hamdard. (c) Three Experts from outside the university (To be nominated by the Chancellor from the list submitted by the Vice-chancellor)

Note: The incumbent will be eligible for senior scale of Rs.10000-325-15200 after completion of eight (08) years of service as Law Officer (EC's resolution No. 42(7) dated 24.03.2003)

1. Name of the Post	<b>Public Relation Officer</b>
2. No. of Posts	One (2003)
3. Classification	Group A (Non-ministerial)
4. Scale of pay	Rs.8000-275-13500
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 40 years
7. Educational and other qualifications required for direct recruits.	1. Master's degree in Mass Communication or Journalism. 2. At least one year experience in Journalism/Public Relation/Advertising.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not applicable.
12. Composition of the Selection Committee	<b>Selection Committee</b> (a) Vice-Chancellor (Chairman) (b) One nominee of the Chancellor of Jamia Hamdard. (c) Three Experts from outside the university (To be nominated by the Chancellor from the list submitted by the Vice-chancellor)

Note: The incumbent will be eligible for senior scale of Rs.10000-325-15200 after completion of eight (08) years of service as Public Relations Officer. (EC's Resolution No. 42(7) dated 24.03.2003)

<p>1. Name of the Post</p> <p>2. No. of Posts</p> <p>3. Classification</p> <p>4. Scale of pay</p> <p>5. Whether selection post or non-selection post.</p> <p>6. Age limit for direct recruits</p> <p>7. Educational and other qualifications required for direct recruits.</p> <p>8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.</p> <p>9. Period of probation, if any.</p> <p>10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.</p> <p>11. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.</p> <p>12. Composition of the Selection Committee</p>	<p><b>Training &amp; Placement Officer</b></p> <p>One- SFS post (2003)</p> <p>Group A (Non-ministerial)</p> <p>Rs.12000-420-18300</p> <p>Not applicable</p> <p>Preferably below 40 years</p> <p>1. B.Tech/MBA/MCA/M.Pharm or equivalent. 2. Ten years of relevant experience of which at least five (05) years should be in industry.</p> <p>Not applicable.</p> <p>Two years (other than the appointment on temporary/contract basis)</p> <p>By direct recruitment.</p> <p>Not applicable.</p> <p><b>Selection Committee</b> (a) Vice-Chancellor (Chairman) (b) One nominee of the Chancellor of Jamia Hamdard. © Three Experts from outside the university (To be nominated by the Chancellor from the list submitted by the Vice-chancellor)</p>
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1. Name of the Post	<b>Estate Officer</b>
2. No. of Posts	One (2003)
3. Classification	Group A (Non-ministerial)
4. Scale of pay	Rs.8000-275-13500
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 40 years
7. Educational and other qualifications required for direct recruits.	<ol style="list-style-type: none"> <li>1. Bachelor's degree in any branch of Engineering.</li> <li>2. At least three (03) years of experience in the maintenance of Estate</li> </ol> <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> <li>1. Diploma in any branch of Engineering.</li> <li>2. At least six (06) years of experience in the maintenance of Estate.</li> </ol>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	Not applicable.
12. Composition of the Selection Committee.	<b>Selection Committee</b> <ol style="list-style-type: none"> <li>(a) Vice-Chancellor (Chairman)</li> <li>(b) One nominee of the Chancellor of Jamia Hamdard.</li> <li>(c) Three Experts from outside the university (To be nominated by the Chancellor from the list submitted by the Vice-chancellor)</li> </ol>

Note: \* The incumbent will be eligible for senior scale of Rs.10000-325-15200 after completion of eight (08) years of service as Estate Officer (EC's Resolution No. 42(7) dated 24.03.2003)

\* He/She will compulsorily be required to reside in the university accommodation.



1. Name of the Post	<b>Estate Supervisor</b>
2. No. of Posts	01 (2003)
3. Classification	Group C (Non-ministerial)
4. Scale of pay	Rs. 4000-6000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 25 years
7. Educational and other qualifications required for direct recruits.	<ol style="list-style-type: none"> <li>1. Three years Diploma in Civil Engineering</li> <li>2. At least two (02) years of experience in the relevant field.</li> </ol> <p><b><u>Note:</u>The recruitment will be made on the basis of written test followed by an interview of those candidates who qualify the test.</b></p>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	Not applicable
12. Composition of the Selection Committee	<p><b>Selection Committee:</b></p> <ol style="list-style-type: none"> <li>(a) Registrar (Chairman)</li> <li>(b) Two nominees of the Vice-chancellor</li> </ol>

1. Name of the Post	<b>Horticulturist</b>
2. No. of Posts	One (2003)
3. Classification	Group B (Non-ministerial)
4. Scale of pay	Rs.6500-200-10500
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 40 years
7. Educational and other qualifications required for direct recruits.	<ol style="list-style-type: none"> <li>1. Bachelor's degree in science with Botany as one of the subject OR Graduate in Agriculture with horticulture as one of the subject.</li> <li>2. Six (06) years of experience in the maintenance of gardens and farms.</li> </ol>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not applicable.
12. Composition of the Selection Committee	<b>Selection Committee</b> <ol style="list-style-type: none"> <li>(a) Vice-Chancellor (Chairman)</li> <li>(b) Two nominees of the Vice-Chancellor out of which at least one would be a Professor.</li> </ol>

1. Name of the Post	<b>Supervisor (Horticulture)</b>
2. No. of Posts	01 (2003)
3. Classification	Group C (Non-ministerial)
4. Scale of pay	Rs. 4000-6000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 25 years
7. Educational and other qualifications required for direct recruits.	<ol style="list-style-type: none"> <li>1. Three years Diploma in Agriculture Engineering with Horticulture as one of the subject.</li> <li>2. At least two (02) years of experience in the relevant field.</li> </ol> <p><b>Note: The recruitment will be made on the basis of written test followed by an interview of those candidates who qualify the test.</b></p>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	Not applicable
12. Composition of the Selection Committee	<p><b>Selection Committee:</b></p> <ol style="list-style-type: none"> <li>(a) Registrar (Chairman)</li> <li>(b) Two nominees of the Vice-chancellor</li> </ol>

1. Name of the Post	<b>Assistant Students' Welfare Officer</b>
2. No. of Posts	One – SFS post (2003)
3. Classification	Group A (Non-ministerial)
4. Scale of pay	Rs.8000-275-13500
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 40 years
7. Educational and other qualifications required for direct recruits.	(a) Good academic record plus Master's degree in Physical Education with at least 55% marks or its equivalent grade of B in the UGC seven point scale. (b) At least three (03) years of relevant experience.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not applicable.
12. Composition of the Selection Committee	<b>Selection Committee:</b> (a) Vice-Chancellor (Chairman) (b) One nominee of the Chancellor of Jamia Hamdard. (c) Three Experts from outside the university (To be nominated by the Chancellor from the list submitted by the Vice-chancellor)

1. Name of the Post	<b>Hostel Warden (Girls' Hostel)</b>
2. No. of Posts	One (2003)
3. Classification	Group C (Non-ministerial)
4. Scale of pay	Rs.4500-125-7000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably between 35 years and 45years
7. Educational and other qualifications required for direct recruits.	<ol style="list-style-type: none"> <li>1. Bachelors' degree in any discipline.</li> <li>2. At least two years of experience in the management of hostels.</li> </ol> <p><b>Note:</b> Only female candidate will be considered for appointment.</p>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Not applicable.
12. Composition of the Selection Committee	<p><b>Selection Committee:</b></p> <ol style="list-style-type: none"> <li>(a) Registrar (Chairman)</li> <li>(b) Two nominees of the Vice-chancellor</li> </ol>

1. Name of the Post	<b>Museum Keeper (F/O Medicine-Unani)</b>
2. No. of Posts	One (2003)
3. Classification	Group C (Non-Ministerial)
4. Scale of pay	Rs.4000-100-6000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 30 years
7. Educational and other qualifications required for direct recruits.	(a) B.Sc with Biology as one of the subject. (b) Two (02) years of experience in the relevant field
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	Not applicable.
12. Composition of the Selection Committee.	<b>Selection Committee</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor

1. Name of the Post	<b>Lift Operator</b>
2. No. of Posts	One (2003)
3. Classification	Group C (Non-Ministerial)
4. Scale of pay	Rs.3050-75-3950-80-4590
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 25 years
7. Educational and other qualifications required for direct recruits.	ITI in Mechanical/Electrical/Electronics trade.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not applicable.
12. Composition of the Selection Committee.	<b>Selection Committee</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor.

1. Name of the Post	<b>Lift Attendant</b>
2. No. of Posts	Two (2003)
3. Classification	Group D (Non-Ministerial)
4. Scale of pay	Rs.2550-55-2660-60-3200
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably between 18 and 25 years
7. Educational and other qualifications required for direct recruits.	Class VIII passed.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not applicable.
12. Composition of the Selection Committee.	<b>To be constituted by the Vice- Chancellor</b>



1. Name of the Post	<b>Attendant (Tailoring)</b>
2. No. of Posts	One (2003)
3. Classification	Group D (Non-Ministerial)
4. Scale of pay	Rs.2550-55-2660-60-3200
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 25 years
7. Educational and other qualifications required for direct recruits.	1. VIII class passed. 2. One year experience in the relevant field
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not applicable.
12. Composition of the Selection Committee.	<b>To be constituted by the Vice- Chancellor</b>

1. Name of the Post	<b>Attendant (Gymnasium)</b>
2. No. of Posts	One (2003)
3. Classification	Group D (Non-Ministerial)
4. Scale of pay	Rs.2550-55-2660-60-3200
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 25 years
7. Educational and other qualifications required for direct recruits.	Class VIII passed.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not applicable.
12. Composition of the Selection Committee.	<b>To be constituted by the Vice- Chancellor</b>

1. Name of the Post	<b>Sanitary Supervisor</b>
2. No. of Posts	01 (2003)
3. Classification	Group C (Non-ministerial)
4. Scale of pay	Rs. 4000-6000
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably below 25 years
7. Educational and other qualifications required for direct recruits.	<ol style="list-style-type: none"> <li>1. Intermediate (10+2)</li> <li>2. At least three (03) years of experience in the relevant field.</li> </ol>
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9. Period of probation, if any.	Two years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion /deputation to be made.	Not applicable
12. Composition of the Selection Committee	<b>Selection Committee:</b> (a) Registrar (Chairman) (b) Two nominees of the Vice-chancellor

1. Name of the Post	<b>Animal House Attendant</b>
2. No. of Posts	Five (2003)
3. Classification	Group D (Non-Ministerial)
4. Scale of pay	Rs.2550-55-2660-60-3200
5. Whether selection post or non-selection post	Not applicable
6. Age limit for direct recruits	Preferably between 18 and 25 years
7. Educational and other qualifications required for direct recruits.	Class VIII passed.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any.	Two years (other than the appointment on temporary/contract basis)
10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11. In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not applicable.
12. Composition of the Selection Committee.	<b>To be constituted by the Vice- Chancellor</b>

## Schedule of Post

<p>1. Name of the Post</p> <p>2. No. of Posts</p> <p>3. Classification</p> <p>4. Scale of pay</p> <p>5. Whether selection post or non-selection post</p> <p>6. Age limit for direct recruits</p> <p>7. Educational and other qualifications required for direct recruits.</p> <p>8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.</p> <p>9. Period of probation, if any.</p> <p>10. Method of recruitment (whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.</p> <p>11. In case of recruitment by promotion/ deputation, grades from which promotion /deputation to be made.</p> <p>12. Composition of the Selection Committee.</p>	<p><b>Manager Archives</b></p> <p>01</p> <p>Group A (Non ministerial)</p> <p>Rs. 12000-420-18300</p> <p>Not applicable</p> <p>Preferably below 40 years</p> <p>(i) <i>B.E./B.Tech. in Electronics and Communication with at least 55% of the marks from a recognized institution.</i></p> <p>(ii) <i>Three years of experience in handling electronics/electrical equipments of a large organization or institute.</i></p> <p>(iii) <i>Good knowledge of Office Automation Software and administration.</i></p> <p><b><u>Desirable :</u></b></p> <p><i>Professional knowledge of handling Museum</i></p> <p><i>Good oral and written communication in English</i></p> <ul style="list-style-type: none"> <li>• Good interpersonal relationship</li> <li>• Knowledge of Urdu language.</li> </ul> <p>Not applicable</p> <p>Two years.(Other than appointment on temporary/contract basis)</p> <p>By Direct recruitment.</p> <p>Not applicable</p> <p>(a) Vice-Chancellor (Chairman)</p> <p>(b) One nominee of the Chancellor of Jamia Hamdard.</p> <p>(c) Three experts from outside the university (To be nominated by the Chancellor from the list submitted by the Vice-chancellor).</p>
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