



JAMIA HAMDARD

(Deemed to be University)

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

Advt. No. NT- 08/2024

Date: 07-11-2024

WALK-IN-INTERVIEW

REQUIREMENT OF 03 NON-TEACHING STAFF ON CONTRACTUAL BASIS FOR INSTITUTE OF SKILLS DEVELOPMENT (ISD), JAMIA HAMDARD

Jamia Hamdard desires to engage the services of three (03) Non-teaching Staff on project mode on Contractual basis for the Institute of Skills Development (ISD), Jamia Hamdard as per below mentioned details:

Name of Contractual Posts Required	Reporting Time	Date & Venue of Walk-in- Interview
1. Project Manager 2. Assistant Manager 3. Project Coordinator (SPOC)	10.30 AM	On MONDAY the 11th November, 2024. Venue: Board Room, First Floor, near VC Office, Administrative Building, Jamia Hamdard Campus, New Delhi-110062.
<i>Note: Remuneration/Honorarium/Salary as per JH norms.</i>		

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

S N	Position Name & Nos.	Minimum Educational Qualification & Experience Required	Total Experience (In Years) required	Preferred Experience (in years)
1	Project Manager (one post)	Graduate Degree in any field from a Recognized University/ Institution only.	Seven (07) Years of Experience in Vocational Training	Three (03) Years of Experience in Skill Vertical
2	Assistant Manager (one post)		Five (05) Years of Experience in Vocational Training	Two (02) Years of Experience in Skill Vertical
3	Project Coordinator (SPOC) (one post)		Two (02) Years of Experience in Vocational Training	One (01) Years of Experience in Skill Vertical

3. Such candidates are required to submit details only in the prescribed application format along with a copy of their updated cv.

4. Candidates, if found, not fulfilling the eligibility & experience criteria, shall not be allowed to appear before the interview.

5. Candidate shall not be allowed in any circumstances, if reported after **11.30 AM**.

6. No TA/DA shall be payable for attending the same.

Sd/-
Registrar



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Please paste
your recent
colored photo

**Application Form for Contractual Engagement on Project Mode basis
In Jamia Hamdard (NT-08/2024)**

1. Post applied for with subject/discipline :
2. Name :
3. Father's/Husband's Name :
4. Date of Birth: :
5. Marital Status : Married/Unmarried
6. Gender : Male/Female
7. Communication Address :
.....
..... Pin code:
Work Phone:
Residence Phone:
Email:.....

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

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

9. Any other qualification/Training/Certification etc:.....
(enclose extra sheet if required)

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

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

11. **DECLARATION:**

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/distorted. If I am found to have concealed/distorted any material information my appointment shall be liable to be summarily terminated without notice/compensation.

Date:

Place:

Signature of the Candidate