

**JAMIA HAMDARD**  
**(Deemed to be University)**  
**HAMDARD NAGAR, NEW DELHI- 110062**

**“Accredited by NAAC in ‘A’ Category”**  
**Recommended as an Institution of Eminence by Empowered Committee of Ministry of HRD,**  
**Govt. of India**

Advertisement No.: NT- 01/2023  
Dated: 05/01/2023

**ADVERTISEMENT FOR NON-TEACHING POSITIONS ON CONTRACTUAL BASIS IN JAMIA HAMDARD**

Applications are invited from the eligible candidates for the below mentioned Non-teaching posts on Contractual basis in Jamia Hamdard as per details mentioned therein. The last date for the submission of applications is 23<sup>rd</sup> January, 2023.

S.No.	Name of Post	No. of Posts
01.	Junior Assistant	02
02.	Junior Consultant	02

**Pay Detail: As per Jamia Hamdard norms.**

**Details of Qualifications and other Requirements:**

S.N.	Name of Post	Job Description
01.	<b><u>Junior Assistant: (02 Posts)</u></b> <b><u>(on Contractual Basis)</u></b>  <b>Essential Qualification:</b> 1. Bachelor's degree from a recognized University. 2. Minimum speed of 30 WPM in English typewriting on Computer  <b><u>Desirable Qualification &amp; Experience:</u></b> 1. B.Com with 04 years of relevant experience in the field of finance and accounts. OR 2. M.Com with 02 years of relevant experience in the field of finance and accounts OR 3. CA intermediate with 02 years of relevant experience in the field of finance and accounts.  <b>Age: Preferably below 30 years.</b>	<ol style="list-style-type: none"><li>1. Complete Knowledge of accounting and proficient on accounting software.</li><li>2. Knowledge to process vendor claims/employees claim.</li><li>3. Bank Reconciliation/ Investment Schedules.</li><li>4. Internal Checks application.</li><li>5. Provident fund and other trusts.</li><li>6. Well Conversant with ERP especially Microsoft Dynamics (UMS).</li><li>7. Good knowledge of English noting and drafting.</li><li>8. Calculation skills and ability to grasp financial figures.</li><li>9. Familiar with Income Tax and GST/TDS under both/Taxation rates knowledge.</li><li>10. Good Knowledge of English for noting and drafting.</li><li>11. Bank Reconciliation /Investment Schedules</li></ol>

S.N.	Name of Post	Job Description
02.	<p><b>Junior Consultant: (02 Posts)</b> <b>(on Contractual Basis)</b></p> <p><b>Essential Qualification &amp; Experience:</b></p> <ol style="list-style-type: none"> <li>B.Com with 08 years of relevant experience in the field of finance and accounts. OR</li> <li>M.Com with 04 years of relevant experience in the field of finance and accounts OR</li> <li>CA intermediate with 04 years of relevant experience in the field of finance and accounts. OR</li> <li>CA with 02 years of experience in the field of finance &amp; accounts.</li> </ol> <p><b>Age: Preferably below 40 years.</b></p>	<ol style="list-style-type: none"> <li>Complete Knowledge of financial statements/ finalization of accounts.</li> <li>Proficient on accounting software.</li> <li>Proficient to process vendor claims/ employees claim/ infrastructure bills.</li> <li>Bank Reconciliation/ Investment Schedules/ funds flow statements.</li> <li>Internal Checks application/Internal Audit.</li> <li>Provident fund and Gratuity Trusts functions.</li> <li>Conversant with ERP especially Microsoft Dynamics (UMS).</li> <li>Ability to speak and understand English and good knowledge of noting and drafting.</li> <li>Calculation skills and ability to grasp financial figures.</li> <li>Complete knowledge of Income Tax and GST/TDS under both/Taxation rates.</li> <li>Complete knowledge of Tally/ Data Export to ERP.</li> <li>Fixed Asset Register and their verification/ Insurance/ Depreciation.</li> </ol>

**Other Terms & Conditions:**

- Mere fulfilment of the minimum qualification and experience shall not entail a candidate to be short-listed for the interview.
- Jamia Hamdard reserves right to increase or decrease number of the vacancies and also may not fill up the few or all the vacancies as it may deem necessary in view of emerging circumstances. Jamia Hamdard may consider the candidature of the candidates who did not apply, if found suitable.
- Canvassing in any form will lead to outright rejection of the applications.
- Incomplete applications in any respect will not be entertained by the Jamia Hamdard.
- No correspondence, whatsoever, will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview or selection.
- The applications for the position(s) may reach the office of the Assistant Registrar (Establishment), Establishment Section, Jamia Hamdard, Hamdard Nagar, New Delhi - 110 062 on or before **23<sup>rd</sup> January, 2023** through speed post/registered post/courier only, superscribing on the top of the envelope, the post applied with the subject, advertisement number & date. The application must accompany a fee of **Rs. 500/- (Rupees Five Hundred only)** in the form of Demand Draft drawn in favor of "JAMIA HAMDARD" payable at New Delhi. The application without the valid fee will not be entertained.
- Applications received after the last date will not be considered and no correspondence in this regard will be entertained.
- Candidates are advised to visit the website of Jamia Hamdard on regular basis ([www.Jamiahamdard.edu](http://www.Jamiahamdard.edu)) for updates, amendments, corrigendum (if any), will be placed on the Jamia Hamdard website only.

NOTE: Applications for the positions may be submitted through proper channel, if applicable. In case there is a delay, the Applicant may submit an advance Copy of the Application. However, they have to submit NOC at the time of interview/Selection Committee.

**REGISTRAR**



**JAMIA HAMDARD**  
(Deemed to be University)  
**HAMDARD NAGAR, NEW DELHI- 62**

Please paste a self attested photograph.

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**Application Form for Non- Academic Positions (Contractual Basis)**

1. Advertisement No. : .....
2. Post applied for : .....
3. Bank Draft No. : ..... Date: .....
4. Name : .....
5. Father’s/Husband’s Name : .....
6. Date of Birth: : .....
7. Marital Status : Married/Unmarried
8. Whether you belong to (please select) SC ..... ST ... OBC ..... Gen ..... PH .....  
(Attach Certificate, if belong to SC, ST, OBC or PH)
9. Nationality : .....
10. Permanent Address : .....  
.....  
..... Pin code: .....
11. Mailing Address : .....  
.....  
..... Pincode: .....
- Work Phone : .....
- Residence Phone : .....
- Email : .....

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

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

\*\* Please attach attested copies of Certificates.

13. Detail of Application Fee of Rs. 500/-, DD No. & Date .....  
 (to be drawn in favor of "JAMIA HAMDARD" and payable at New Delhi)

14. Employment Records:

(In chronological order starting from the present job):

Name & Address of the employer	Designation of post held	Period		Nature of duties	Scale of Pay
		From	To		

15. Indicate the time required to join, if selected: .....

16. Any other information you may wish to add:

.....  
 .....

17. References (Please specify the names of two referees who should be responsible person and well acquainted with you for the last five years. If employed, one of the referees should be present or most recent employer.)

(a) Name : .....  
 Designation : .....  
 Address : .....  
 .....

E Mail: .....  
 Contact No. ....

(b) Name : .....  
 Designation : .....  
 Address : .....

E Mail: .....  
 Contact No. ....

18. Please attach extra sheet, if any (with hard copy of application only) indicating your suitability for this post.

.....  
 .....

**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:

.....  
 Signature of the Applicant