



Jamia Millia Islamia

(A Central University)
NAAC Accredited A++ Grade
Jamia Nagar, New Delhi-110025

LOCAL ADVT. NO. 07/2022-23 DATED 19.09.2022

Applications on the prescribed form (*to be downloaded from the university's website i.e. <https://www.jmi.ac.in>*) are invited for the following contractual positions in the University Placement Cell, Jamia Millia Islamia, initially for a period of 180 days, extendable further as per requirement:-

❖ Senior Placement Executive – 01

Qualifications:-

1. A Masters Degree in HRM or an MBA in HR with minimum 5 years of experience in industry or as TPO in a reputed University/Institute.
2. Must possess excellent communications skills and good Network in corporate sector.
3. Good command on M.S. Office.

Remuneration:- Rs. 40,000/- per month (*consolidated*)

❖ Placement Executive – 01

Qualifications:-

1. A Master Degree in HRM or MBA in HR with minimum 02 years of experience in HR domain.
2. Good communications skill and knowledge of M.S. Office.

Remuneration:- Rs. 25,000/- per month (*consolidated*)

Note:-

1. There will be no fee for filling up the application form for the above contractual positions.
2. The concerned office will screen the application of the candidates and call for interview accordingly.
3. Selection against vacancy shall not confer on the appointee any right of permanent appointment/regularization.
4. Separate application should be submitted for each post.
5. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. The University reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit. The University may constitute a Screening Committee to scrutinize the applications and short-listing the candidates.
6. The eligibility of candidates will be determined as on the last date of submission of Application forms.
7. (a) The Jamia reserves the right to evolve a uniform and reasonable criterion for short-listing of eligible candidates, if needed.
8. (b) Jamia also reserves the right to give preference to those who possess higher qualifications.



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9. Candidate must enclose the self-attested copies of degrees, diplomas and mark-sheets etc. giving reference of experience/published work with application form.
10. Incomplete application or application on plain paper will not be entertained and is liable to be rejected.
11. Knowledge of Urdu and Hindi is a desirable qualification for all posts.
12. The University reserves the right to hold/not to hold Selection Committee for any or all of the post(s).
13. Canvassing, in any form or on behalf of the candidate, will be a disqualification.

The application form along with all the relevant certificates should reach to the Office of Hony. Director, University Placement Cell, Faculty of Engineering & Technology, 3rd Floor, Gate No. 01, Jamia Millia Islamia, Maulana Mohammad Ali Jauhar Marg, Jamia Nagar, New Delhi – 110025 latest by **30.09.2022** during any working day from Monday to Friday between 10:00 A.M. to 05:00 P.M. (*Lunch break 01:00 P.M. to 02:00 P.M.*) and up to 12:00 Noon on Friday.

Dated: 19.09.2022

(Prof. Nazim Husain Jafri)
Registrar