

JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)



CENTRE FOR CULTURE, MEDIA & GOVERNANCE (CCMG)

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The Centre for Culture, Media & Governance, Jamia Millia Islamia invites application for the post of Attendant on a consolidated salary of Rs. 12,000/- p.m. under the programme of Centre with Potential for Excellence in Particular Area (CPEPA) being funded by University Grants Commission.

Attendant (1 Position)

Qualifications:

- 10th class passed from a recognized school or institution.
- Adequate knowledge of Hindi and Urdu language.
- Knowledge of photo-copying and operating Photostat machine.
- Knowledge of handling electrical equipments, maintenance and repair.

Responsibilities:

- Photocopying and operating photocopy machine
- Maintenance and repairing of electrical equipments
- Assisting office staff

Interested candidates should send their CV/ bio-data (with mobile no. and email id) and copies of certificates and all relevant documents to **Mr. Sonvir Singh** at ccmg@jmi.ac.in (office in-charge, Centre for Culture Media & Governance, Jamia Millia Islamia) latest by **05:00PM on 14th August 2019 (Wednesday)** along with duly filled proforma in the format mentioned below.

Note: No TA/DA will be paid to candidates appearing for the interview.

Contd...

PROFORMA

Advertisement Date:

Particulars: Mr/ Ms./ Mrs:

Application for

S. No.	Name of the candidate	Qualifications	Experience	Language Known	Others

Candidate Signature.....

