

Faculty of Education
Jamia Millia Islamia
New Delhi-110025

Date:

Subject: Admin cum Finance Assistant

A walk in interview will be conducted to select one Administration cum Finance Assistant (Full Time) for a UNFPA sponsored project on Adolescence Education programme in Madarsas of Bihar.

Applicants are invited to appear in the interview along with their CVs and all other relevant documents on 11th October, 2021 at 11 AM in the office of Dean, Faculty of Education, Jamia Millia Islamia, New Delhi

The terms and conditions are as under:

Essential Qualifications: MBA/ Master in Educational Finance/ Management/ Administration

- Desirable:**
- a) Pursuing or completed Ph.D.
 - b) Having Experience of working in a Research Project
 - c) Knowledge of Urdu

Job Requirements: To assist in Administrative and Finance related work in the UNFPA Sponsored Project 'Adolescence Education programme in Madarsas of Bihar'.

Honorarium: 35000/- PM (Consolidated)

Tenure: Till 31st December 2021