

REQUIREMENT OF ASSTT. TPO AND CORPORATE RELATIONS EXECUTIVE (CONTRACTUAL)

Applications on the prescribed application forms are invited for the engagement of the following posts in the **University Placement Cell, Jamia Millia Islamia. The Application forms may be submitted in the University Placement Cell, Faculty of Engineering & Technology, 3rd Floor, Gate No. 01, Jamia Millia Islamia, New Delhi-110025 latest by 27.01.2022.**

Posts:-

- 1. One Asstt Training and Placement Officer (TPO) (contractual) on consolidated salary of Rs. 60,000/- per month.**

Qualifications:-

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

- 2. One Corporate Relations Executive (Contractual) on consolidated salary of Rs. 30,000/- per month.**

Qualifications:-

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

Note:-

1. There will no fee for filling up the application form for the above positions.
2. The concerned office will screen the application of the candidates and will 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.
(b) Jamia also reserves right to give preference to those who possess higher qualifications.
8. Candidate must enclose the attested copies of degrees, diplomas and mark-sheets etc. giving reference of experience/published work with application form.
9. Incomplete application or application on plain paper will not be entertained and is liable to be rejected.
10. Knowledge of Urdu and Hindi is a desirable qualification for all posts.
11. The University reserves the right to hold/not to hold Selection Committee for any or all of the post(s).
12. Canvassing, in any form or on behalf of the candidate will be a disqualification.

The candidates may download detailed advertisement along with the qualifications and application form (Non-teaching) from the University's website <http://jmi.ac.in> and send it with complete in all respect to the **University Placement Cell, Faculty of Engineering, 3rd Floor, Gate No. 01, Jamia Millia Islamia, New Delhi-110025** on or before 27.01.2022.

Dated: 19.01.2022

(Dr. Nazim Husain Jafri)
Registrar