

## **GENERAL INFORMATION:**

1. The Institute reserves the right not to fill-up the vacancies if the circumstances so warrant and to call only short-listed candidates for test/ interview.
2. The Institute reserves the right to relax the qualification, experience and age for deserving candidates, as approved by the Selection Committee.
3. Candidates called for interview will have to come to the place of interview at their own expenses and bring with them their original degrees and experience certificate etc. for verification.
4. **Applications complete in all respects should reach to the Office of Head Finance and Administration, HAH Centenary Hospital, HIMSR, Jamia Hamdard, New Delhi – 110062 on or before 5<sup>th</sup> January, 2019.**
  - Bio-data (highlighting personal details, academic records, experience).
  - Attested copies of certificates & testimonials in support of qualification and experience.
  - Demand Draft of Rs. 500/- in favour of 'Hamdard Institute of Medical Sciences and Research', payable at New Delhi.
5. Appointment is on contractual basis.
6. Incomplete applications and those received after the closing date will not be entertained.
7. While furnishing application, the post with department applied for may be superscribed on the envelop.

**Head Finance and Administration**