

**HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH  
AND ASSOCIATED HAH CENTENARY HOSPITAL  
GURU RAVIDAS MARG, HAMDARD NAGAR, NEW DELHI – 110062**

**RECRUITMENT**

(Advertisement No. HIMSIR /HR/Advt/22/21)

Applications are invited for contractual appointment of staff in Hamdard Institute of Medical Sciences & Research and its associated HAH Centenary Hospital. Eligible candidates may **apply on or before 19.09.2022.**

S. No.	Post	Nos.
1.	Library Assistant	02
2.	Lab Technician (Physiology)	02
3.	Lab Attendant	01

**1. Library Assistant:**


Job Title	Library Assistant
Minimum Qualification	Bachelor Degree in Library Science
Desirable Qualification	M.Lib.Sc
Relevant experience	02 years of experience
Additional Skill	Candidate must be knowledgeable expert in their field and possess excellent communication skills in order to coordinate with the students and Staff.
Salary	Negotiable
Job Responsibilities	<ul style="list-style-type: none"> <li>To carry out day to day operations of Library.</li> <li>To oversee the library to ensure cleanliness, order, and protection of the library resources.</li> <li>To develop and organize library inventory (e.g. with books, collections, periodicals, multimedia, etc.</li> <li>To conduct regular checks and updates on database information.</li> </ul>

**2. Lab Technician:**

Job Title	Lab Technician
Minimum Qualification	Bachelor Degree in Medical Laboratory Techniques (BMLT) Or Diploma in Medical Laboratory Techniques with 2-3 years of experience
Relevant experience	02 years of experience
Additional Skill	Candidate must be knowledgeable expert in their field and possess excellent skills of instruments handling.
Salary	Negotiable
Job Responsibilities	<ul style="list-style-type: none"> <li>To Prepare and provision of requisite materials (media, reagents, cultures, specimens), relevant demonstrations and laboratory equipment for the initial and follow-up laboratory sessions.</li> <li>To subsequent clean-up of the laboratory space with the appropriate safe handling and disposal of used materials and cultures</li> <li>To demonstrates proper and safe operation of equipment</li> <li>To maintain chemical inventory</li> <li>To maintain proper Documentation</li> <li>To help in students practical's and Exams</li> </ul>

### 3. Lab Attendant:

<b>Job Title</b>	<b>Lab Attendant</b>
Minimum Qualification	10+2
Relevant experience	1-2 years of experience
Additional Skill	Candidate must be knowledgeable expert in their field and possess excellent understanding of work.
Salary	Negotiable
Job Responsibilities	<ul style="list-style-type: none"><li>• To coordinate and execute the assignment entrusted by the seniors.</li><li>• To maintain the laboratory Equipment's and documents.</li><li>• To dispatch of letters / documents to the concern departments.</li><li>• To Photocopying and filing of documents in respective files</li><li>• To indent of Lab consumables and Lab materials</li></ul>



(Col (Dr.) M.S Kidwai)  
I/C HR