

Department of Obstetrics and Gynaecology
J N Medical College, AMU, Aligarh

D.No. 543 /OG/24

Date: 05.07.2024

Advertisement No-01/2024.

Applications on prescribed format are invited for the post of Administrative Assistant in the project CEMONC Training sanctioned under **National Health Mission** in the Department of Obstetrics & Gynaecology, JNMC, AMU, Aligarh.

(1) Administrative Assistant (Post: 01)

Essential:

- Intermediate/10+2 or above

Desirable:

- Good knowledge of Computer

Salary

- Rs. 500/-Per Day for 108 Days
(Not exceeding Rs.54000/-)

Last Date for Submission of Application Form in the Office of Department of Obstetrics & Gynaecology, J.N. Medical College & Hospital, A.M.U. Aligarh 22-07-2024 (Monday) till 04:00 P.M.

The post is purely temporary and funded by Government of India / Uttar Pradesh and may be terminated without any prior notice or assigning reason and the A.M.U, Aligarh will not be responsible for absorbing the staff working in this project under its payroll.

The candidate may be required to appear in skill / practical test. Only short listed candidate will be called for communicative / interactive session. Candidates will not be given any contribution towards their travelling / other expenses to appear in practical test / interactive session. It is not obligatory on the part of the University to call every candidate who possesses the essential qualification and no representation in this regards will be entertained from any candidate.

The application forms can be downloaded from website www.amu.ac.in. Complete application forms with supporting documents should be submitted in the same office on or before the last date either by speed post or in person. The name of post should be mentioned on the envelope.

Zehra
5.7.24

Prof. Zehra Mohsin

Chairman

Deptt. of Obst. & Gynaecology

J.N. Medical College

A.M.U., Aligarh

Copy to:-

1. Mission Director, NHM, Lucknow.
2. District Magistrate, Aligarh.
3. Dean, Faculty of Medicine.
4. Principal & CMS, J.N. Medical College & Hospital.
5. General Manager, National Health Mission, U.P.
6. Chief Medical Officer, Aligarh District.
7. All Chairpersons, Faculty of Medicine.
8. Principal, School of Nursing, JNMCH.
9. Public Relation Officer A.M.U., Aligarh.
10. Assistant Registrar, Vice Chancellor, AMU.
11. Assistant Registrar, Pro-Vice Chancellor, AMU.
12. Section Officer, Registrar, AMU.
13. P.S to Finance Officer, AMU.
14. Notice Board

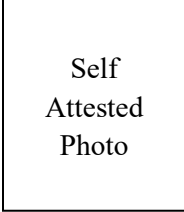
Zehra
5.7.24.

Prof. Zehra Mohsin

Chairman

Deptt. of Obst. & Gynaecology
J.N. Medical College
A.M.U., Aligarh

**ADMINISTRATIVE ASSISTANT IN THE DEPARTMENT OF OBSTETRICS &
GYNAECOLOGY**
J.N. MEDICAL COLLEGE & HOSPITAL, AMU, ALIGARH
(UNDER NATIONAL HEALTH MISSION)



1. Post applied for:-
2. Name :-
3. Father's Name:
4. Date of Birth:-
5. Sex: M/F:-
6. Address for correspondence:-
.....
7. E-mail:-
8. Mobile No:-

Educational Qualification:- (High School onwards)

(Attach self-attested photocopy of all documents and the photo)

Name	Qualification	Board/University	Year of Passing

9. Experience:- (Attach self-attested photo-copy of all documents)

- (A)
- (B)
- (C)
- (D)

10. Any other relevant information :-

Date:

(Signature)