

MOTILAL NEHRU COLLEGE
(University of Delhi)
BENITO JUAREZ MARG, NEW DELHI-110021

Applications are invited on prescribed form containing all relevant details along with photocopies of certificates & testimonials (self attested) in respect of qualifications and experience & caste (in case of reserved posts) for the following post within 21 days from the date of publication of this advertisement:

S. NO.	NAME OF POST	NO. OF VACANT POSTS	UR	SC	ST	OBC	PWD
1.	SENIOR P.A. TO PRINCIPAL	01	01	---	---	---	
2	SENIOR ASSISTANT	01	01	---	---	---	
3	ASSISTANT (UDC)	01	01	---	---	---	
4	JUNIOR ASSISTANT	02	01	---	---	01	
5	PROFESSIONAL ASSISTANT	01	----	---	---	---	01 VH (I. V.)
6	SEMI PROF. ASSISTANT	01	01	---	---	---	
7	LIBRARY ASSISTANT (JLIA)	01	01	---	---	---	
8	LABORATORY ASSISTANT	04	03	---	----	01	
9	SENIOR TECHNICAL ASSISTANT (Computer)	01	01	----	----	----	
10	LABORATORY ATTENDANT (Chemistry Department)	02	01	01	---	---	
11	LABORATORY ATTENDANT (physics Department)	01	01	---	---	---	
12.	Library Attendant	01	01	---	---	---	
13.	Laboratory Attendant (Computer Laboratory)	01	---	---	---	01	

1. Senior P.A to Principal

Pay Band 9300-34800 Grade Pay-4600/-

Age limit 35 years

Essential Qualification

- A. A Bachelor Degree from recognized University
- B. At least three years post qualification experience working as Private Secretary/ Personal Assistant/ Stenographer/Executive Assistant/ Executive Secretary in a Government Department/University/Autonomous Bodies/PSUs/Educational Institution recognized by the Government.
- C. Skill test norms
 Dictation: 10 mts @ w. p. m.
 Transcription : 40mts. (English) or 55 mts (Hindi) on Computer
 Computer proficiency viz. typing Skill, Word Processing spread sheet, internet, E-mail communication etc.

Desirable

- a. Degree /Diploma in Computer Applicaton/Science
- b. Diploma in Office Management and Secretarial Practice
- c. Knowledge of service rules application for Central Government establishment.

2. Senior Assistant

Pay Band 9300-34800 Grade Pay- 4200/- (PB-2)

Age Limit 30 years

Essential Eligibility Condition

- A. Graduate with minimum 50% marks or Post Graduate with minimum 50% marks from a recognized University in any discipline with working knowledge of computer, and

Diploma / Certificate of minimum six months duration in Computer Application/ Office Management /Secretarial Practice/ Financial Management/ Accounts or equivalent discipline.

OR

Graduate Degree with minimum 50% marks in computer application/office Management/Secretarial Practice/Financial Management/ Accounts or equivalent discipline from a recognized University.

- B. Minimum four years of Administrative Experience.

3. Assistant

Pay Band 5200-20200 Grade Pay- 2400/- (PB-1)

Age Limit 30 years

Essential Eligibility Condition

- A. A Graduate from a recognized University in any discipline with working knowledge of computers

AND

Diploma/ Certificate of minimum six months duration in Computer Application/Office Management / Secretarial Practice/ Financial Management/ Accounts or equivalent discipline

OR

Graduate Degree in Computer Application/ Office Management/ Secretarial Practice/ Financial Management/ Accounts or equivalent discipline from a recognized University

- B. Minimum two years of Administrative Experience.

4. Junior Assistant

Pay Band 5200-20200 Grade Pay-1900/- (PB-1)

Age Limit 27 years

Essential Eligibility Condition

- A. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board / University/ Institution with at least 50% marks or a Graduate from a recognized University,

AND

Diploma/ Certificate of minimum six months duration in Computer Application/ Office Management. Secretarial Practice/ Financial Management/ Accounts or equivalent discipline.

OR

Graduate Degree in computer Application/ Office Management/ Secretarial practice / Financial Management/ Accounts or equivalent discipline from a recognized University

- B. Having a typing speed of 40 w.p.m. in English Typewriting through computer.

5 Professional Assistant

Pay Band 9300-34800 Grade Pay- 4200/- (PB-2)
Age Limit 35 years

Essential Eligibility Condition

- A. M. Lib. Sc. / M. L. I. Sc. or equivalent with 50% marks or Master's Degree in Arts / Science/ Commerce or any other discipline with 50% and B. Lib. Sc. / B.L. I. Sc. with 50% marks.
B. Computer Science Paper at Graduate / PG Level or six months computer science course from a recognized institution.

6. Semi Professional Assistant

Pay Band 5200-20200 Grade Pay- 2800/- (PB-1)
Age Limit 35 years

Essential Eligibility Condition

- A. Graduate in Arts /Science/ Commerce or any other discipline or any other higher qualification with 50% marks
B. B. Lib. Sc/ B. L. I. Sc with 50% marks
C. Course in Computer Application at Graduate or PG level or six months Computer Course from a recognized Institution.

7. Junior Library & Information Assistant

Pay Band 5200-20200 Grade Pay- 1900/- (PB-1)
Age Limit 30 years

Essential Eligibility Condition

- A. Passed Senior Secondary or equivalent examination conducted by State Board of Education/ University/ Govt. recognized institutions.
B. Certificate in Library Science/ Library & Information Science from a recognized Institution.
C. Computer Course at Senior Secondary Level or Basic Course in Computer Science / Word Processing from a recognized Institution.

8. Laboratory Assistant

Pay Band 5200-20200 Grade Pay- 2000/- (PB-1)
Age Limit 30 years

Essential Eligibility Condition

Should have passed Senior Secondary (10+02) or an equivalent examination with Science Subject with 50% marks.

OR

B. Sc. Graduate

Note: *All the direct recruits will be required to appear in a written test to adjudge the basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written test and interview.*

9. Laboratory Attendant (Physics & Chemistry)

Pay Band 5200-20200 Grade Pay- 1800/- (PB-1)
Age Limit 27 years

Essential Eligibility Condition

Should have passed matriculation (10th) or an equivalent examination with science subjects from recognized Board.

Note: *All the direct recruits will be required to appear in a written test to adjudge the basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written test and interview.*

10 Library Attendant

Pay Band 5200-20200 Grade Pay- 1800/- (PB-1)
Age Limit 27 years

Essential Eligibility Condition

A. Passed 10th or equivalent examination from any State Education Board or Govt. Recognized Institution.

B. Certificate in Library Science/ Library & Information Science.

Desirable:-

Computer as a subject at Secondary level or Basic Course in Computers from any Institution.

11 Laboratory Attendant (Computer Lab.)

Pay Band 5200-20200 Grade Pay- 1800/- (PB-1)
Age Limit 27 years

Essential Eligibility Condition

Should have passed Matriculation (10th) or an equivalent examination with science subjects from recognized board.

All the direct recruits will be required to appear in a written test to adjudge the basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written test and interview.

12 Senior Technical Assistant

Pay Band 9300-34800 Grade Pay- 4200/- (PB-2)
Age Limit 35 years

Essential Eligibility Condition

MCA

OR

M. Sc. (Computer Science)/IT) from a recognized University/ Institute with one year experience

OR

B. Tech. / B. E. Engg. (Computer Science/ Information Technology. ECE) or equivalent degree with one year experience in relevant area.

GENERAL NOTE:

1. The upper age- limit as prescribed for direct recruits in the schedule shall not be insisted upon incase of departmental candidates applying for direct recruitment through open advertisement provided they have rendered at least three years regular service in the University.
2. The upper age limit and minimum educational qualification for the posts shall be determined as on the last date for submission of application.
3. The upper age-limit prescribed for direct recruits in the schedule shall also be relax able up to a maximum of five years or the number of years (in completed years) whichever is less provided they rendered regular service in same or allied field in organization(s) under Government Departments/Statutory or Autonomous bodies / University / affiliated or constituent colleges under the University / Public Sector Undertaking rendered at least three years regular service in the same or allied field.
4. The upper age-limit prescribed for direct recruitment shall be relax able In case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Physically Challenged, Ex-Servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
5. Separate application has to be submitted for each post. Applications form can be had from the college office during office hours or downloaded from our college website: www.mlnctu.ac.in
6. Applications on the prescribed application form must reach the Principal, Motilal Nehru College, Benito Juarez Marg, New Delhi-110021 within 21 days from the date of this advertisement complete in all respects with self attested copies of certificates, mark-

sheets, testimonials etc., along with the Demand Draft of Rs. 250/- (General &OBC) and Rs 100/- (for SC/ST) in favor of the Principal, Motilal Nehru College.

7. The sealed envelope (A 4 size) containing filled-in application form and attested copies of the certificates must be subscribed as the "Application for the post of _____" which shall also contain a self addressed envelope (3" x 8") and must be sent only by speed post/ courier.
8. Applicant who are already in service must apply "through proper channel" NO objection certificate (NOC) and Vigilance Clearance Certificate issued by respective employer will be required at a later stage.
9. Incomplete applications will be rejected.
10. The college reserves its right no to fill any or all the post(s) advertised.
11. The number and nature of posts can be changed at the time of interview as per the requirement/Roster
12. Merely fulfilling the minimum eligibility conditions does not entitle the candidate to be called for written test/ interview. Only short-listed candidates will be called for written test/skill test and interview.
13. No TA/DA shall be paid to any candidate for appearing in written test/ skill test/ interview.
14. No application shall be entertained through Email/Fax.
15. No application form will be accepted after the last date under any circumstances.
16. Any details with regard to the above posts can be seen at the Delhi University website: du.ac.in.

Acting Principal

Yours faithfully,

Acting Principal