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 posts :

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

*** subject to fulfilling of UGC Guidelines

1. **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.

2. 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.

3. 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. Library Assistant

Pay Band   5200-20200 Grade Pay- 2000/- (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)**

   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 form 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 **Laboratory Attendant (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 form 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.*

11 **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.

12 **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.

13 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 earlier advertisement in Newspaper/DU/College website on 27.05.2014, 31.05.2014, 21.07.2015 &25.07.2015 respectively regarding filling up the vacant posts of the Non Teaching staff may be treated as cancelled. Those who already applied may apply afresh.
2. Selection for the above posts shall be based on performance of the candidates in the written test/typing test etc. As per Delhi University notification No. CS-III/149/Circular/2016/1285 dated 02.01.2017 (Discontinuation of Interview for recruitment at all the junior level posts for non gazetted posts of Group –B, Group-C, and Group D in the University and its colleges/Institutions.
3. Relaxation for Departmental candidates, SC, ST, OBC, PWD & Ex-Serviceman will be as per University of Delhi rules.
4. The upper age limit and minimum educational qualification for the posts shall be determined as on the last date for submission of application.
5. 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.
6. The upper age-limit prescribed for direct recruitment shall be relaxable 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.

7. The upper age limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates applying for direct recruitment through open advertisement, provided that they have rendered at least three years regular service in the University and its constituent College.

8. Separate application has to be submitted for each post specifying clearly write post & Department in which applied otherwise it will be rejected suo moto. Applications form can be downloaded from our college website: www.mlncdu.ac.in.

9. Applications on the prescribed application form must reach the Principal, Motilal Nehru College, Benito Juarez Marg, New Delhi-110021 on or before 24.04.2017. 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. No fee for PH category and female candidates.

10. Applications received without complete information or without requisite fees shall be liable to be rejected. Fees once paid shall not be refunded under any circumstances.

11. 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.

12. 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.

13. As per approved PWD Roster the post of Professional Assistant has been identified for VH (LV) having disability.

14. The candidate or/and writer will have to execute an Undertaking at the Examination Center, providing information in respect of the writer (maximum qualification, etc. before the start of the test). If any false or suppressed information is detected, the candidate/writer shall be liable to legal action as per rules.

15. Upper age limit for persons with disabilities shall be relaxable by ten years (15 years for SC/ST and 13 years for OBC) in case of direct recruitment to Group 'C' posts.

16. The upper-age limit shall also be relaxable in respect of persons who are already working on contract/daily wages/ad-hoc basis in the Delhi University/colleges to the extent of the services rendered by them. This is a one time exemption available to those who have put in at least one year of service.

17. The upper age limit for the posts advertised shall be determined as on the last date of submission of application.

18. Candidate belonging to SC/ST/OBC/PWD categories should enclosed attested copies of the certificates issued by the competent authority as stipulated by the Government of India. In case of candidates belonging to the OBC category, the certificate should specifically contain a clause that the candidate does not belong to the creamy layer section. An Ex-serviceman candidate has to produce a copy of the discharge certificate/pension payment order and documentary proof of rank last/presently held (substantive as well as acting) at the time of interview. Those who are still in defense services should submit a certificate from a competent authority that they will be relieved from defense services.

19. It is the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the advertisement. If it is detected at any time in the future-during the process of selection or even after appointment-that the candidate was not eligible as per the prescribed qualification, experience, etc., which could not be detected at the time of selection for whatever reason, his/her candidature/appointment shall be liable to be cancelled/terminated as per rules.

20. Applications which do not meet the criteria given in this advertisement and/or are found incomplete are liable to be summarily rejected.
21. All expenses for appearing in written test/s, typing test or skill test (if any) or for interview shall be borne by the candidates themselves. No TA/DA shall be paid.
22. Please note that all future correspondence regarding the date of written examination/s typing test, etc. shall be uploaded on the college website only or/and sent to the mobile number provided by the candidates. Candidates should ensure that the mobile number provided by them is correct in all respects. The candidates should check college website on a regular basis. If any information is delayed due to technical reasons, the college would not be responsible for the same.
23. The college shall verify the antecedents of the candidates and the documents submitted by him/her at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are false or that the candidate has suppressed relevant information, then his/her services shall be liable to be terminated without prejudice to any other action initiated by the college.
24. In case of any inadvertent mistake in the process of selection, which may be detected at any stage, even after the issue of appointment letter, the college reserves the right to modify/ cancel/withdraw any communication made to the candidate.
25. The college reserves its right no to fill any or all the post(s) advertised.
26. The number and nature of posts can be changed at the time of interview as per the requirement/Roster approved by the University.
27. 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.
28. No application shall be entertained through Email/Fax.
29. No application form will be accepted after the last date under any circumstances.
30. Any details with regard to the above posts can be seen at the Delhi University website: du.ac.in.
31. Laboratory Assistant post mentioned at Point No. 08 are subject to fulfilling of UGC guidelines.

LAST DATE FOR RECEIPT OF APPLICATION IS 24.04.2017

Officiating Principal