



# मोतीलाल नेहरू कॉलेज Motilal Nehru College

(दिल्ली विश्वविद्यालय)  
(University of Delhi)

संदर्भ :

Ref. : MNC/BJM/ 286

दिनांक : 11.05.2016

Date : .....

बेनीतो हुआरेज़ मार्ग

नई दिल्ली-110021

Benito Juarez Marg,

New Delhi-110021

Applications are invited on plain paper containing all relevant details along with photocopies of certificates & testimonials (self attested) in respect of qualifications and experience for the post of Assistant on Contractual Basis:-

S. No	Name of post	No. of post	Age	Qualification
1.	Assistant on contractual basis with consolidated Salary of Rs. 15800/- p.m.	02  (ST-01  UR-01)	30  years	<b>Essential Eligibility Condition</b>  A. A Graduate from a recognized University in any discipline with working knowledge of Computers. <b>AND</b> B. Diploma/ Certificate of minimum six months duration in Computer Application/Office Management / Secretarial Practice/ Financial Management/ Accounts or equivalent Discipline. <b>OR</b> Graduate Degree in Computer Application/ Office Management/ Secretarial Practice/ Financial Management/ Accounts or equivalent discipline from a recognized University.  C. Minimum two years of Administrative Experience.

Last date for applying to the post is 20. 05.2016 (Friday)

Acting Principal



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Applications are invited on plain paper containing all relevant details along with photocopies of certificates & testimonials (self attested) in respect of qualifications and experience for the post of Junior Assistant on Contractual Basis:-

S. No	Name of post	No. of post	Age	Qualification
1.	Junior Assistant on contractual basis with consolidated Salary of Rs. 15800/- p.m.	03 (OBC-01 UR-01)	27 years	<b>Essential Eligibility Condition</b>  C. 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  D. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through computer.

Last date for applying to the post is 20. 05.2016 (Friday)

  
Acting Principal