



# Motilal Nehru College

(University of Delhi)

Ref. : MNC/BJM/

Benito Juarez Marg,  
New Delhi-110021

Date : .....17.10.2017

## 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 for the following post:

S. NO.	NAME OF POST	NO. & NATURE OF POSTS	CATEGORY	PAY BAND & G.P.	AGE LIMIT
1.	ASSISTANT	01 (Permanent )	ST	5200-20200 GP.- 2400/-	35 YRS. ( including five year relaxation to ST category)

### 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.

All details of the advertisement are available on the college website: [www.mlnctu.ac.in](http://www.mlnctu.ac.in). Last date for receipt of applications is within 21 days from the date of publication of Advertisement. Any addendum/corrigendum shall be posted only on the college website. It shall be responsibility of the candidates to monitor the same. The number & nature of the post are subject to approval of the Roster.

Officiating Principal

कार्यवाहक प्राचार्य  
Officiating Principal  
मोतीलाल नेहरू महाविद्यालय  
Motilal Nehru College  
(दिल्ली विश्वविद्यालय)



# मोतीलाल नेहरु कॉलेज Motilal Nehru College

(दिल्ली विश्वविद्यालय)  
(University of Delhi)

संदर्भ : एमएनसी/बीजेएम/  
Ref. : MNC/BJM/

13.10.2017

बेनीतो हुआरेज़ मार्ग  
नई दिल्ली-110021  
Benito Juarez Marg,  
New Delhi - 110021

Applications are invited in the prescribed format (can be downloaded from college website) for following Non-Teaching post on permanent basis. All details of the advertisement are available on the college website: [www.mlncdu.ac.in](http://www.mlncdu.ac.in).

S. NO.	NAME OF POST	TOTAL POSTS	UR	SC	ST	OBC	PW D	MAX AGE	PAY BAND	GRADE PAY
1.	ASSISTANT (UDC)	01	--	--	01	--	--	35 (including 05yr. relaxation of ST)	PB-1	2400/-

## NOTE:

1. Relaxation for Departmental candidates, ST/ Ex-Serviceman will be as per University of Delhi rules.
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. Application has to be submitted for the post specifying clearly top of the envelop otherwise it will be rejected suo moto. Applications form can be had from the college office during office hours or downloaded from our college website: [www.mlncdu.ac.in](http://www.mlncdu.ac.in)
4. 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. 100/- in favor of the Principal, Motilal Nehru College.
5. 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 Assistant (UDC)" which shall also contain a self addressed envelope (3" x 8") and must be sent only by speed post/ courier.
6. 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.
7. Incomplete applications will be rejected.
8. The college reserves its right no to fill any or the post advertised.
9. The number and nature of posts can be changed at the time of interview as per the requirement/Roster approved by the University.
10. 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 and interview.
11. No TA/DA shall be paid to any candidate for appearing in written test etc.
12. No application shall be entertained through Email/Fax.
13. No application form will be accepted after the last date under any circumstances.

***Any addendum/corrigendum shall be posted only on the college website. [www.mlncdu.ac.in](http://www.mlncdu.ac.in) It shall be responsibility of the candidates to monitor the same. The number & nature of the posts are subject to approval of the Roster.***