



# मोतीलाल नेहरु कॉलेज Motilal Nehru College

(दिल्ली विश्वविद्यालय)  
(University of Delhi)

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

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

**Annexure-VI**

## Frequently Asked Questions

The details regarding qualifications, experience, screening guidelines and indicative proformas etc. are available on the College website [www.mlncdu.ac.in](http://www.mlncdu.ac.in), along with this advertisement. The applicants are required to read these details before filling up the form.

However, some issues of common concern have been discussed below for the convenience of the applicants.

**1. Which are the mandatory fields in the application?**

Mandatory fields are indicated by a red star (\*) adjacent to the name of the field.

**2. Can only Indian citizens apply for the posts advertised?**

Besides Indian citizens, those who have acquired the status of Overseas Citizens of India (OCI) and have necessary documents in support of the same can also apply.

**3. What is the application fee for different categories?**

Application fees are to be submitted as per details given below:

Fees for Principal (if applicable)

- Rs.2000/-
- Fees once paid will not be refunded under any circumstances.
- No application fee shall be charged from applicants, who had applied for the same post in the preceding advertisement, subject to the condition that interview for the said post had not been conducted. (The applicant shall have to provide the relevant



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details/proof of his/her having applied for the post against the advertisement referred herein).

Application forms have to be filled only in online mode, as available on the website of the College along with the present advertisement, within the prescribed time limit indicated in the advertisement. No offline forms would be accepted. Payment should be made online only, through credit/debit card/Net Banking.

Applicants applying for more than one post/department must apply separately and pay fees separately.

**4. How to convert GPA into percentage in the Academic Section Tab of the online application?**

The applicants are required to provide their credits/marks of Graduation, Post-graduation, M.Phil., and Ph.D. Degree in percentage only. Those having credits in the form of grade or GPA, would be required to convert the same into percentage as per the conversion formula provided in the guidelines of the University/Institute granting the degree. A copy of the respective guidelines will have to be uploaded along with the concerned degree.

**5. Which date should be considered as the date of award of Degree (M.Phil./Ph.D.)?**

The date of notification of the result by the University/Institution would be considered as the date of award of the Degree (M.Phil./Ph.D.).

**6. Does fulfilling the eligibility criteria suffice for getting an interview call?**

The applications received shall be screened as per screening guidelines attached with the advertisement for short listing and recommending the applicants to be called for interview.

Mere fulfilment of the required qualification or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview.

Publications 'under submission' or submitted to referees will not be considered towards calculation of marks for publication criteria. Further, all the items for which



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points are claimed should be strictly in accordance with the screening guidelines attached with the advertisement.

The minimum score requirement for screening of applicants for the post of Principal is indicated in the screening guidelines attached herewith.

**7. What if the candidate does not get the NOC at the time of filling up the form?**

Applicants serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit 'No Objection Certificate' from the employer, at the time of interview, if not uploaded with the online application earlier. The NOC should also indicate the vigilance clearance from the parent department.

**8. What are the documents required to be submitted by the screened candidates at the time of interview?**

Consequent upon adoption of self-certification provisions as required by the Govt. of India, the College shall process the applications entirely on the basis of information/documents uploaded with the application. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility shall lie solely with the applicant and the applicant shall be liable for action as per law.

The screened candidates called for interview should report along with all the testimonials/certificates in original along with valid photo ID (Aadhaar/Voter Id/Driving License/Passport). A set of self-attested photocopy of certificates/testimonials with respect to the qualifications, experience and category as applicable, indicated in the online application form, duly certified by the applicant should be submitted at the time of interview.

An indicative list of such documents is as follows:

1. Proof of Date of Birth (Class 10<sup>th</sup> Certificate);
2. Certificates/testimonials for all the academic Degrees/Diplomas/Certificate Courses, as indicated in the online proforma by the applicant;
3. Experience Certificate duly issued by the parent office, which should clearly indicate the break period, if any;



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4. No Objection Certificate from the employer including vigilance clearance if applicable;
5. Any other certificate of academic/research distinction;
6. Research Publications in original etc. as per uploaded or filled in the application form;
7. M.Phil. and Ph.D. dissertations/thesis, if applicable.

**9. How will the candidate get the interview call?**

The status of screening will be made available on the dashboards of the respective applicants for information. A notice to this effect indicating the schedule for the interview would also be published on the website of the College.

All correspondence from the College including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the online application form. The applicants are, therefore, advised to visit the website for updates in this respect. Telephonic queries on this issue shall not be entertained.

**10. What should be done if the College website link stops or hangs?**

In order to avoid last minute rush, the applicants are advised to apply early. In case of any persistent technical issue, the applicants can mail their problem at the email id [motilalnehru64@gmail.com](mailto:motilalnehru64@gmail.com)

**11. Is it necessary to provide the evidence for each and every item/activity claimed in the application?**

It is mandatory to provide the proof, wherever it has been asked, to proceed with the online completion of application form. The evidence for activities such as extra-curricular activities/miscellaneous information may be presented at the time of interview by the candidates screened for the interview.

**12. How to pay application fee?**

The payment is accepted by credit card/debit card/ Net Banking.



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13. **Is it possible to change/update the information provided by the applicant in the online application form once submitted?**

No. The applicant must take care to ensure that inputs provided by the applicant should be correct and accurate.

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