



Tel.: 24110030

Fax: 24110954

MOTILAL NEHRU COLLEGE (Evening) **(UNIVERSITY OF DELHI)**

Benito Juarez Road, New Delhi-110021

Online applications are invited for the following permanent posts of Non-Teaching Staff in the pay scale mentioned below with usual allowance permissible under the University rules. The fee for each application is Rs.250/- for General/OBC candidates and Rs.100/- for SC/ST candidates (no fee is required for PWD candidates) in the form of Demand Draft drawn in favour of the “Principal, Motilal Nehru College (Eve.)” payable at New Delhi.

NON-TEACHING STAFF

Sr. No.	Name of the Post	No. of Posts	Category	Scale of Pay Band + Grade Pay
1.	Senior Technical Assistant (Computers) *	One	Unreserved	PB-2Rs.9300-34800+Rs.4200 GP
2.	Senior Assistant *	One	Orthopedically Handicapped	PB-2Rs.9300-34800+Rs.4200 GP
3.	Semi-Professional Assistant *	One	Unreserved	PB-1Rs.5200-20200+Rs.2800GP
4.	Assistant *	One	Unreserved	PB-1Rs.5200-20200+Rs.2400GP
5.	Junior Assistant *	Four	Visually Handicapped(1), SC(1), Unreserved(1) & OBC (1)	PB-1Rs.5200-20200+Rs.1900GP
6.	Computer Lab Attendant (MTS Computer) *	One	Unreserved	PB-1Rs.5200-20200+ Rs.1800 GP
7.	Library Attendant (MTS Library) *	One	Unreserved	PB-1Rs.5200-20200+Rs.1800GP

*Note: - These posts have been approved under OBC Grant/Expansion.

For complete details, instructions/general conditions/eligibility criteria and online application form, please visit the college website www.mlnce.org. The hard copy of online application form accompanied by self-attested copies of all the required certificates, the Demand Draft and a copy of photo Identity Card (Self attested) of the Candidate must reach the college office **on or before 06-01-2015**.

Opening date for Online Application : **13-12-2014**

Closing date for Online Application : **02-01-2015**

Oftg. Principal



Tel.: 24110030

Fax: 24110954

MOTILAL NEHRU COLLEGE (Evening)
(UNIVERSITY OF DELHI)

Benito Juarez Road, New Delhi-110021

**ELIGIBILITY CONDITIONS ETC. IN RESPECT OF THE FOLLOWING
NON-TEACHING POSTS.**

Sl. No. 1

Name of the Post: - Senior Technical Assistant (Computers)

Age Limit For Direct Recruitment:- 35 Years

Essential Qualifications:-

MCA

Or

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

Or

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

Note:

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

Sl. No. 2

Name of the Post: - Senior Assistant

Age Limit for Direct Recruitment: - 30 Years

Essential Qualifications:-

1. Graduate with minimum 50% marks or Post Graduate with minimum 50% marks from a recognized University in any discipline with working knowledge of computers, and Diploma/Certificate of minimum 6 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.

2. Minimum 4 years of Administrative Experience



Tel.: 24110030

Fax: 24110954

MOTILAL NEHRU COLLEGE (Evening) **(UNIVERSITY OF DELHI)**

Benito Juarez Road, New Delhi-110021

Note:

1. The incumbent is expected to work under the supervision of Section Officer or Assistant Registrar/Assistant Controller of Examinations. He should possess an aptitude for drafting/noting in English and office procedure in a computerized environment and is expected to handle one or more functions related to Educational Administration/ Examinations/General Administration/House Keeping/ Establishment/ HR/Legal/Purchase/Accounts & Finance/ Project management/Public Relations.
2. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test and interview.
3. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard.
4. All direct recruits are expected to work in a computerized environment and required to qualify a skill test in handling computers within one year from their appointment before completion of probation period.

Sl. No. 3

Name of the Post: - Semi-Professional Assistant

Age Limit for Direct Recruitment:- 35 Years

Essential Qualifications:-

1. Graduate in Arts / Science / Commerce or any other discipline or any other higher qualification with 50% marks.
2. B.Lib.Sc / B.L.I. Sc. With 50% marks.
3. Course in Computer Application at Graduate / PG level or Six months Computer Science course from a recognized institution.

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.

Sl. No. 4

Name of the Post: - Assistant

Age Limit for Direct Recruitment: - 30 Years

Essential Qualifications:-

1. A Graduate from a recognized University in any discipline with working knowledge of computers, and Dipolma / Certificate of minimum 6 months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or Equivalent discipline.

OR



Tel.: 24110030

Fax: 24110954

MOTILAL NEHRU COLLEGE (Evening)
(UNIVERSITY OF DELHI)
Benito Juarez Road, New Delhi-110021

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

2. Minimum 2 Years of Administrative Experience

Note:

1. The incumbent is expected to work under the close supervision of Section Officer or Assistant Registrar/Assistant Controller of Examinations. He should possess an aptitude for drafting/noting in English, office procedure, Data Processing in a computerized environment and is expected to provide support service in one or more functions related to Educational Administration/ Examinations/General Administration/House Keeping/ Establishment/ HR/Legal/Purchase/Accounts & Finance/ Project management/Public Relations.
2. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test and interview.
3. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard.
4. All direct recruits should qualify a Typing Test in computer within one year from their appointment and before completion of their probation period.

Sl. No. 5

Name of the Post: - Junior Assistant

Age Limit for Direct Recruitment: - 27 Years

Essential Qualifications:-

1. 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 6 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.

2. Having a typing speed of 40 w.p.m. in English Typewriting through Computers.

Note:

1. The incumbent is expected to work under the close supervision of Section Officer or Assistant Registrar/Assistant Controller of Examinations. He should possess an aptitude for drafting/noting in English, office procedure, Data Processing in a computerized environment and is expected to provide support service in one or more functions related to Educational Administration/ Examinations/General Administration/House Keeping/ Establishment/ HR/Legal/Purchase/Accounts & Finance/ Project



Tel.: 24110030

Fax: 24110954

MOTILAL NEHRU COLLEGE (Evening)
(UNIVERSITY OF DELHI)
Benito Juarez Road, New Delhi-110021

management/Public Relations.

2. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test and interview.
3. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard.

Sl. No. 6

Name of the Post: - Computer Lab Attendant (MTS Computer)

Age Limit For Direct Recruitment:- 27 Years

Essential Qualifications:-

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.

Sl. No. 7

Name of the Post: - Library Attendant (MTS Library)

Age Limit For Direct Recruitment:- 27 Years

Essential Qualifications:-

1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution
2. Certificate in Library Science/Library & Information Science from a recognized Institution.

Desirable Qualifications:-

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

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.



Tel.: 24110030

Fax: 24110954

MOTILAL NEHRU COLLEGE (Evening) (UNIVERSITY OF DELHI)

Benito Juarez Road, New Delhi-110021

Instructions for filing online application form

1. Log on to www.mlnce.org
2. The candidates are instructed to read carefully the detailed instructions before filling the online form.
3. **The College will accept the application form through online mode only. Applications other than online mode will not be accepted.**
4. Before filling up the form, candidates are advised to carefully go through the Advertisement available on the college website and confirm their eligibility with regard to qualification/ experience/age etc. before submitting the online application form.
5. Before filling the online application form, the following should be kept ready:
 - Scanned photograph (three copies of the same photo should be retained for use at the time of interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of interview, may lead to disqualification).
 - Demand draft (as applicable).
 - Valid e-mail ID.
 - Valid Mobile No.
6. Candidates are advised to keep the email ID (to be entered compulsorily in the application form) active for at least one year. No change in the email ID will be allowed once entered.
7. Field with (*) marks are mandatory and essential to be filled in by the candidate.
8. **A separate online form has to be submitted for each post. However, a separate E-mail is required for a separate online form.**
9. After submission of online form, a confirmation page (Application Form) will open which will have all the information entered by the candidate with his/her application number. Candidates need to print this confirmation page and send it along with the following documents in a cover superscribing “**Application for the Post of _____**” to **The Principal, Motilal Nehru College (Eve.) Benito Juarez Road, New Delhi 110021 on or before 06-01-2015.**
 - Self-attested copies of all certificates / testimonials /age/caste.



Tel.: 24110030

Fax: 24110954

MOTILAL NEHRU COLLEGE (Evening) (UNIVERSITY OF DELHI)

Benito Juarez Road, New Delhi-110021

- Demand Draft of requisite fees (Rs. 250/- for UR and OBC & Rs.100/- for SC and ST). The Candidate should write his/her Name, Application No., Post applied and Mobile No. back side on the Demand Draft.
 - A copy of the Photo Identity Card (Self attested) of the Candidate.
10. Application received without requisite fees/documents shall be rejected summarily.
11. 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 submitted by the candidates. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
12. In order to avoid last minutes rush, the candidates are advised to apply early enough. The college will not be responsible for any network problem or any other such type of problem.
13. Only short listed candidates who are found apparently eligible based on the details given in the application form will be called for the written test and / or interview as the case may be.
14. The date of written examination for each post will be notified on the college website. Candidates are required to check the college website on regular basis.
15. Admit Cards will not be sent by Post. Every eligible candidate may download his/her admit card having roll no. of candidate for appearing in the written examination from the college website.

General Instructions

1. All the posts will be filled as per the Recruitment Rules of the University of Delhi. The qualifications and other service conditions shall be such as prescribed by the University of Delhi from time to time.
2. 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) and Persons with Disabilities etc. in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
3. The upper age-limit shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/



Tel.: 24110030

Fax: 24110954

MOTILAL NEHRU COLLEGE (Evening) **(UNIVERSITY OF DELHI)**

Benito Juarez Road, New Delhi-110021

affiliated or constituent colleges under the University/Public Sector Undertakings.

4. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates, provided they have rendered at least three years regular service.
5. **The applicants should not cross the upper age-limit on 13-12-2014 even after relaxation in upper age-limit as per the rules.**
6. Application fee is to be deposited as per details given below:

S.No.	Category	Amount
1.	UR/OBC	Rs. 250/-
2.	SC/ST	Rs. 100/-
3.	PWD	NIL

The payment must be made through demand draft drawn in favour of the Principal, **The Principal, Motilal Nehru College (Eve.)**, payable at New Delhi. Candidate should write his/her Name, Application No., Post applied and Mobile No. back side on the Demand Draft.

7. Candidates belonging to SC/ST/OBC/Persons with Disabilities categories should keep ready a self-attested copy of certificate issued by competent authority in the prescribed format as stipulated by Government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India.
8. **Candidates should possess the prescribed educational qualification and experience as on 13-12-2014.**
9. Candidates serving in Government/Public Sector Undertakings (including Boards)/Autonomous bodies/Universities/Colleges are required to send their applications through proper channel.
10. Canvassing in any form will be treated as disqualification.
11. Applications which do not meet the criteria given in the advertisement & / or incomplete applications are liable to be summarily rejected.
12. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material / information while submitting the application and self-



Tel.: 24110030

Fax: 24110954

MOTILAL NEHRU COLLEGE (Evening)
(UNIVERSITY OF DELHI)

Benito Juarez Road, New Delhi-110021

certified copies/testimonials.

13. The number of posts advertised may vary, and the College reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.
14. Fees once paid shall not be refunded under any circumstances nor can fee be held in reserve for any other interview.
15. The College reserves the right to withdraw any advertised post(s) at any time without giving any reason. Any consequential vacancies arising at the time of Interview may also be filled up from the available candidates.
16. The College shall not be responsible for any delay/loss due to postal or technical reasons.
- 17. All candidates should have fulfilled the minimum eligibility on 13-12-2014.**
18. Candidates called for written test / interview shall do so at their own expenses. No TA/DA shall be paid.
19. The candidates are instructed to carefully read the eligibility criteria. The hard copy of the online applications received without complete information or without requisite fees shall be rejected.
20. Certificates for candidates belonging to SC/ST/OBC/PH on prescribed formats (given on the College website Appendix-2, Appendix-1, Disability Certificates Form-II/Form-III/Form-IV as applicable) and issued by the Competent Authority (given on the college website Appendix-3, Appendix-4, Medical Authorities notified for issue of Disability Certificates Appendix-6) only will be accepted.
- 21. In addition to the OBC Certificate on the prescribed format, the OBC Candidates are required to submit the prescribed form of declaration given on our college website (Appendix-5).**
22. There will be a reservation of 3% for Physically Handicapped Candidates.
- 23. Candidates already working are required to produce "No Objection Certificate" to appear before the Selection Committee for interview.**
24. Applications, received after the stipulated time, will not be entertained under any circumstances.



Tel.: 24110030

Fax: 24110954

MOTILAL NEHRU COLLEGE (Evening)
(UNIVERSITY OF DELHI)

Benito Juarez Road, New Delhi-110021

25. The college shall verify the antecedents or documents submitted by a candidate 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 the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the college.
26. The hard copy of the online application form along with self-attested copies of all certificates, a copy of Photo Identity Card (Self Attested) of the Candidate and Bank Draft must reach **The Principal, Motilal Nehru College (Eve.) Benito Juarez Road, New Delhi 110021 on or before 06-01-2015.**
27. In Case of any Problem, kindly contact the college office on the telephone No. 011-24110030 between 03:00 P.M. to 08:00 P.M. (Except Saturdays, Sundays & Gazetted Holidays).

OFTG. PRINCIPAL