



Tel.: 24110030

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E. mail:-contact@mlnce.org

Website: - www.mlnce.org

MOTILAL NEHRU COLLEGE (Evening)
(UNIVERSITY OF DELHI)

Benito Juarez Road, New Delhi-110021



REF. NO.MLN/EVE/2016-17/

Dated:-15-09-2016

NOTICE

The College is inviting applications on a plain paper giving all details such as name, address, qualifications, category, Date of Birth, religion, experience, Mobile No/Contact No., email address etc. for the following posts on purely contractual basis on a consolidated salary mentioned as under on or before 26-09-2016

Sr. No.	Name of the Post	No. of Post	Consolidated Salary/Remuneration Per Month
1.	Assistant	One	Rs.15,800/-
2.	Jr. Assistant	Two	Rs.15,800/-
3.	Office Attendant	One	Rs.11,000/-

Qualification Required

For Sr. No.1

Essential:

1. A graduate from a recognized University in any discipline with working knowledge of computers, and Diploma / Certificates 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. Minimum 2 years of Administrative Experience.

Age Limit: 30 Years



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For Sr. No.2

Essential:

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 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.

Age Limit: 27 Years

For Sr. No.3

Essential:

1. Passed VIII standard from a recognized School or its equivalent examination from a recognized school or institution.

Desirable:-

1. Experience in Armed Forces (Army/Navy/Air Force).
2. Training in Basic & Refresher Course in Home Guards and Civil Defence.
3. ITI or Trade Certificate from recognized institute which can be useful for working in University.

Age Limit: 30 Years

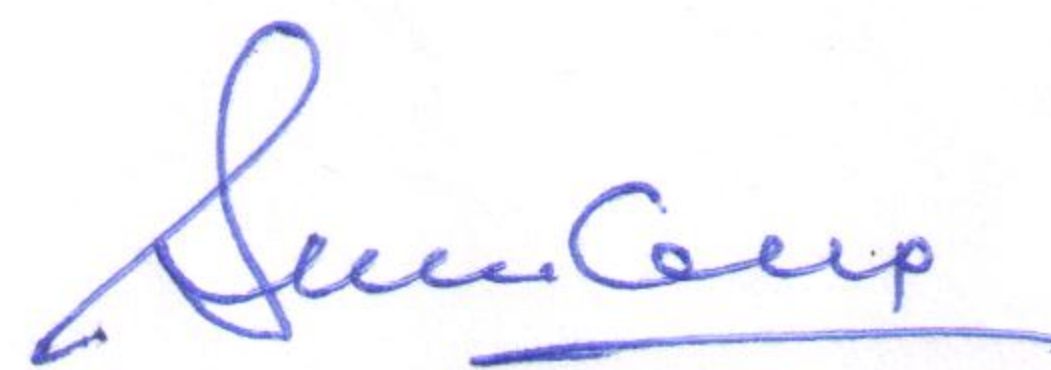
NOTE: - The test for contractual appointment will be conducted in the following Manner:-

Junior Assistant & Assistant

1. Written Test
2. Skill test (typing Speed @ 40 W.P.M. on Computer).

Multi-Tasking Staff (Office Attendant)

1. Written Test


(Dr. S. K. Sharma)
Offg. Principal