



Dated: - 10-02-2026

ADVERTISEMENT

**MOTILAL NEHRU COLLEGE (EVENING)
(UNIVERSITY OF DELHI)
BENITO JUAREZ MARG, 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. 1000/- for General/Unreserved candidates, Rs.800/- for OBC (NCL)/EWS/Female candidates & Rs.600/- for SC/ST/PwD candidates. **The fee shall be accepted online.**

NON –TEACHING STAFF

Sr. No	Name of the Post	No. of Posts	Category	Scale of Pay as per the 7th CPC
1.	Administrative Officer	One	UR	Pay Level 10
2.	Senior Personal Assistant	One	UR	Pay Level 07
3.	Junior Assistant	Two	1 PwD – (Visual Impairment) 1 SC	Pay Level 02
4.	Library Attendant	Two	1 OBC 1 UR	Pay Level 01

For complete details, instructions/general conditions/eligibility criteria, please visit the college website <https://mlncedu.ac.in/>.

Web link for applying online: <https://dunt.uod.ac.in>

Opening date of Online Application : 10-02-2026

Closing date of Online Application : 08-03-2026

Any addendum/corrigendum shall be posted only on the college website. It shall be responsibility of the candidates to check the college website on regular basis. The number & nature of the posts are subject to approval of the Roster.



Principal



मोतीलाल नेहरू महाविद्यालय (सांध्य)
MOTILAL NEHRU COLLEGE (Evening)
दिल्ली विश्वविद्यालय
(UNIVERSITY OF DELHI)
बैनितो हुआरेज़ मार्ग, नई दिल्ली-110021
Benito Juarez Road, New Delhi-110021

संदर्भ : एम एल एन/ सा / 2025-26/783
REF. NO.MLN/EVE/2025-26/783

दूरभाष Tel.: 24110030
फैक्स Fax: 24110954
E. mail:-principal@mlne.du.ac.in
Website: - <http://mln.edu.ac.in>



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

Sl. No. 1

Name of the Post: Administrative Officer

Age Limit for Direct Recruitment: - 40 Years

Essential Qualifications: -

1. Master's degree with at least 55% of marks or an equivalent grade.
2. The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview.

Sr. No. 2

Name of the Post: Senior Personal Assistant

Age Limit for Direct Recruitment: - 35 Years

Essential Qualifications: -

1. A Bachelor's Degree from a recognized University/Institute.
2. Minimum 03 years' experience as Personal Assistant in Pay Level 6 or 5 years as Stenographer in Pay Level 4 or above in a University/Research establishment/Central/State Govt./PSU and other autonomous bodies or at equivalent pay in private organisation of repute.

(Note: The candidate shall be judged for (a) Proficiency in English/Hindi Stenography speed: 120 w.p.m. in English or 100 w.p.m. in Hindi, (b) English/Hindi Typing speed: 35 w.p.m. in English or 30 w.p.m. in Hindi, and (c) Knowledge of Computer Applications.)

3. Skill Test Norms on Computer:
4. Dictation: 10 minutes @ 120 w.p.m. in English / 100 w.p.m. in Hindi
Transcription: 50 minutes (English) / 60 minutes (Hindi)

Desirable:

1. Proficiency in English/Hindi & good communication skills.

NOTE:- The essential qualification for the post of Senior Personal Assistant is neither mentioned in Notification No.R&P/047/2018/RR(NTS) Dated 29-05-2025 nor in Notification No. R&P /047/2018/RR(NTS)2024/050 dated 21-10-2024. The essential qualification for the post Senior Personal Assistant has been taken from the Recruitment Rules-2020.



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Sl. No. 3

Name of the Post: - Junior Assistant

Age Limit for Direct Recruitment: - 32 Years

Essential Qualifications: -

1. A Bachelor's Degree from any recognized Institute/ University.
2. English Typing speed @ 35 w.p.m. OR Hindi Typewriting @ 30w.p.m.
3. Proficiency in Computer Operations.

Sl. No. 4

Name of the Post: - Library Attendant

Age Limit for Direct Recruitment: - 32 Years

Essential Qualifications: -

1. 10+2 or its equivalent examination from a recognized Board.
2. Certificate course Library Science from a recognized Institution.

(Note:- Candidates shall be assessed for knowledge of Computer Applications.)

Principal



Scheme of Examination for direct recruitment to the post of ADMINISTRATIVE OFFICER

The following shall be the Scheme of Examination, components of written test, personality test and its syllabus for recruitment to the post of **Administrative Officer** by direct recruitment:

I. Scheme of the Examination:

Written Test			Interview/ Personality Test
MCQ Type (150 questions) Paper I	Time: 2 hours*	Max. marks allowed: 150 marks	Max. marks allowed: 150 marks
Descriptive Type Paper II	Time: 2 hours*	Max. marks Allowed: 150 marks	
Total Marks (150 + 150 + 150)			450 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

II. Components of Written Test:

COMPONENTS		Duration: 2 hours each	
		NO. OF QUESTIONS	MARKS
Paper I	Test of General Studies	150	150
Paper II	Educational Administration and Management	--	150
TOTAL			300

III. Syllabus:

Paper I: Test of General Studies (MCQ Type)

Questions will be designed to test the ability of the candidate's **General Studies** viz., General Science, current events of national and international importance, History of India and Indian National Movement, Indian and World Geography, Indian Polity & Economy, General Mental Ability.

Questions on **General Science** will cover general appreciation and understanding of science including matters of everyday observation and experience, as may be expected of a well-educated person who has not made a special study of any particular scientific discipline.

In **Current Events**, knowledge of significant national and international events will be tested.

In **History of India**, emphasis will be on broad general understanding of the subject in its social, economic and political aspects.



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Questions on the **Indian National Movement** will relate to the nature and character of the nineteenth century resurgence, growth of nationalism and attainment of Independence.

In **Geography**, emphasis will be on Geography of India. Questions on the Geography of India will relate to physical, social and economic Geography of the country, including the main features of Indian agricultural and natural resources.

Questions on **Indian Polity and Economy** will test knowledge of the country's political system and Constitution of India, Panchayati Raj, Social systems and economic developments in India.

On **General Mental Ability**, the candidates will be tested on reasoning and analytical abilities.

Paper II: Educational Administration and Management (Descriptive Type)

The questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field, basic concepts and principles of Public Administration including Organization, Hierarchy, Unity of command, Span of control, Authority and Responsibility, Co-ordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff.

Personnel Administration including recruitment, training, promotion, pay scale and service conditions, Union-Management Relationship.

Financial Administration including budget, formulation and execution of budget.

Application of Information Communication Technology (ICT) and other modern technologies in the University system.

I. Personality Test/Interview:

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

Note:

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination, which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for shortlisting the candidates for Interview.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify both the Papers I and II and Personality Test/Interview separately. The Merit list shall be drawn on the basis of combined scores of both the papers and interview. However, the candidate must score at least 50% in Personality Test/Interview.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

Scheme of Examination for direct recruitment to the post of SENIOR PERSONAL ASSISTANT

Scheme of Examination for the post of **SENIOR PERSONAL ASSISTANT** under Direct Recruitment

I. Scheme of Examination: -

	Type of Examination	Time:	Max. Marks
Paper-I	MCQ Type	2 Hours*	300 Marks (150 questions)
Paper-II	Descriptive Type	3 Hours*	200 Marks
Skill Test	Skill pertaining to subject matter of concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner / group of examiners appointed for the purpose	Time: ½ Hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only qualifying in nature
Total Marks			500

15* minutes extra per hour would be given to Visually handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

II. Test Components:

Paper-I	TEST COMPONENTS	Duration: 2 Hours
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		No. of Questions	Marks
(i)	Questions pertaining to specific area of the post concerned	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
Total		150	300

Paper-II	TEST COMPONENTS	Duration: 3 Hours
		Marks
	Descriptive Type	200
	Total	200

C. Syllabus:

Paper-I:

- (i) **Questions pertaining to specific area of the post concerned:** The questions will pertain to the specific area/skill of the post concerned. For instance for the post of Assistant Manager, questions will be asked from Hotel Management, for Legal Assistant-questions on Law, for Engineer-questions on Engineering etc.
- (ii) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National / International Organizations / Institutions, events etc.
- (iii) **Reasoning Ability:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- (iv) **Mathematical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F. Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.
- (v) **Test of English/Hindi:**

In addition to the testing of candidate's understanding of the English of Hindi Languages, its Vocabulary, Grammer, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Part-II:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field and on the following subjects:

Topic	Marks allocated
Basic knowledge pertaining to functional procedural aspect of the work profile of the post concerned.	100 marks (10 questions x 10 marks) Each question to be answered in 100 words
Situation Test analysis, where the candidates reaction would be sought on a given situation test case	25 marks (200 words)

Knowledge of Computers with special reference to knowledge of word processing, data analysis Packages	25 Marks
Essay	50 Marks (500 words)

D. Skill Test:

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I
5. There shall be negative marking for wrong answers in Paper I to tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots..

Scheme of Examination for direct recruitment to the post of JUNIOR ASSISTANT

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of **Junior Assistant and equivalent** by direct recruitment:

A. Scheme of the Examination:

Written Test			
	Type of Examination	Time:*	Max marks:
Paper-I	MCQ Type	3 hours	200 (200 questions)
Paper-II	Essay & Comprehension test	1.5 hour	100
Total Marks			300

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsycandidates or similarly placed candidates from PwBD category.

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTIONS	MARKS
(i)	General awareness	50	50
(ii)	Reasoning ability	50	50
(iii)	Mathematical ability	50	50
(iv)	Language English or Hindi	50	50
	TOTAL	200	200

Paper-II	TEST COMPONENTS	DURATION: 1.5 hour	
		MARKS	
	Essay, comprehension & letter writing	100	
	TOTAL	100	

SKILL TEST	TEST COMPONENTS	DETAILS	
		On spot typing test	Qualifying speed shall be at least 35 words per minute in English or 30 words per minute in Hindi, which will be tested on a computer (PC).*

*PwBD candidates for whom complete exemption for type test is provided as per guidelines issued by Central Government, will be exempt from the skill test.

C. Syllabus:

Paper I:

- (i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.
- (ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- (iii) **Mathematical Ability:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(iv) Test of English or Hindi:

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper – II:

Essay, comprehension & letter writing: This test is meant for testing the applicability and correct usage of the language, where the candidates would be assessed through essay writing, comprehension and letter writing, situation test analysis etc.

Skill Test:

The typing test shall be a skill test, which shall be qualifying in nature and no additional credits for the same shall be allocated.

Note:-

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, PaperII and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

Scheme of Examination for direct recruitment to the post of LIBRARY ATTENDANT

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of **Library Attendant** by the direct recruitment:

A. Scheme of Examination:

Written Test		
Objective Type (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 3 hrs.*	Max. Marks: 300 marks
Total Marks		300 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsycandidates or similarly placed candidates from PwBD category.

Objective Type (MCQ)	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTIONS	MARKS
(i)	Library Aptitude	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	150	300

B. Detailed Syllabus:

- (i) **Library Aptitude:** Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.
- (ii) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.
- (iii) **Reasoning Ability:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- (iv) **Mathematical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.
- (v) **Test of Language English or Test of Language Hindi:** In addition to

the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Note:-

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for the written test shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
4. There shall be negative marking for wrong answers in written test to the tune of 1/4th of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify written test.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

Principal



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General Instructions

1. The posts shall 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. There would be a relaxation of 5% in marks wherever a percentage has been prescribed for the minimum qualifying education degree for the applicants belonging to SC,ST,OBC and PwD category. However, SC/ST/OBC(NCL)/PwD candidates who opt to apply for unreserved vacancies will not be eligible for age relaxation or relaxation in cut off marks which are otherwise allowed to those belonging to these categories. Further, reserve category candidates (SC/ST/OBC(NCL)/PwD) who become eligible by virtue of age relaxation applicable in their case, will be considered only for reserved seats of the category in which they belong even if they have the merit to be considered otherwise for UR.
4. The age relaxation shall be subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.
5. 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/ affiliated or constituent colleges under the University/Public Sector Undertakings.
6. 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.
7. One time exemption in the upper age limit in respect of persons who are already working on contract/daily wages/adhoc basis in the University or its College(s) provided they have put in atleast one year of service is extended to all such persons irrespective of their age at the time of joining the University in respective category.

Note:- This exemption is extended only to the contract/daily wages/adhoc employees appointed directly by the University or its affiliated / constituent Colleges. It shall not be applicable to the employees working on contract basis in project based assignments or through outsourced agencies in the University or its Colleges.



8. The candidates are required to apply through Online Mode for the post (s) as per the advertisement within the prescribed time limit indicated in the advertisement. The candidates are also required upload their required self-certified copies/certificates/testimonials.
9. **The applicants should not cross the upper age-limit on 08-03-2026 even after relaxation in upper age-limit as per the rules.**
10. Application fee is to be deposited as per details given below:

S.No.	Category	Amount
1.	General/Unreserved candidates	Rs. 1000/-
2.	OBC(NCL)/EWS/Female candidates	Rs. 800/-
3.	SC/ST/PwD candidates	Rs. 600/-

The payment must be made through Online mode only. Applicants with incomplete information or without requisite fee or without required certificates shall be rejected.

11. Candidates belonging to SC/ST/OBC/Persons with Disabilities categories should upload 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.
12. **Candidates should possess the prescribed educational qualification and experience as on 08-03-2026.**
13. Candidates serving in Government/Public Sector Undertakings (including Boards)/Autonomous bodies/Universities/Colleges are required to send their applications through proper channel.
14. Canvassing in any form will be treated as disqualification.
15. Applications which do not meet the criteria given in the advertisement & / or incomplete applications are liable to be summarily rejected.

16. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material / information while submitting the application and self-certified copies/testimonials.
17. The College reserves the right not to fill up the post advertised, if the circumstances so warrant.
18. Fees once paid shall not be refunded under any circumstances nor can fee be held in reserve for any other written examination.



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फैक्स Fax: 24110954
E-mail:-principal@mlne.du.ac.in
Website: - <http://mlncedu.ac.in>



19. 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 recruitment may also be filled up from the available candidates.
20. The College shall not be responsible for any delay/loss due to any technical reasons.
- 21. All candidates should have fulfilled the minimum eligibility on 08-03-2026.**
22. Candidates called for interview, written test and / or skill test, as the case may be, shall do so at their own expenses. No TA/DA shall be paid.
- 23. The candidates are instructed to carefully read the eligibility criteria**
24. 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.
25. If a candidate wishes to apply more than one post, he/she is required to apply separately for each post and online fee has to be deposited separately accordingly.
- 26. 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).**
- 27. Candidates already working are required to produce “No Objection Certificate” at the time of joining the post in case he/she/they is/are selected. Non-submission of “No Objection Certificate” at the time of joining shall lead to disqualification and no one shall be allowed to join the post without producing “No Objection Certificate”.**
28. 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 are found to be false/incorrect by way of any omission or commission, the responsibility shall lie solely with applicant who shall be liable for action as per law.
29. All correspondence from the College including interview letters, information regarding written test etc., shall be sent only to the email address provided by the applicant in the online application form.
30. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the College reserves the right to modify/withdraw/cancel any communication made to the applicant.
31. Last date for submission of application is as indicated in the present advertisement uploaded on the College website.
32. The candidates are also required to upload their copy of Photo Identity Card (self-attested) of any of the identity proofs i.e. Aadhar Card, Voter Card, Pan Card, Driving Licence etc., along with other academic related documents, age proof, caste certificates, disability certificate etc.



33. 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.
34. The College shall accept the applications form through online mode only. Applications other than online mode will not be accepted.
35. In order to avoid last minute rush, the candidates are advised to apply early enough. The College shall not be responsible for any network problem or any other such type of problem.
36. Only short listed candidates, who are found apparently eligible based on the details given in the online application form, will be called for the written test and/or skill test as the case may be.
37. The OBC/EWS candidates must ensure that their OBC/EWS certificate must have been issued by the competent authority on or after March 31, 2025. Such certificates issued before March 31, 2025 will not be accepted.
38. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the College shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
39. Any dispute in regard to any matter referred to herein shall be subject in the jurisdiction of Delhi Courts only.

PRINCIPAL