

MNC/BJM/2023/

Dated: 08.11.2023

MOTILAL NEHRU COLLEGE

(University of Delhi)

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MySarkariNaukri.Com

Online Applications are invited from eligible candidates for the following permanent Non-Teaching Posts of the College.

S. NO.	NAME OF POST	TOTAL POSTS	UR	SC	ST	OBC	PwBD	MAX AGE	PAY LEVEL
1.	SENIOR PERSONAL ASSISTANT	01	01	—	—	—	—	35	07
2.	SENIOR ASSISTANT	02	01	—	01	—	—	35	06
3.	ASSISTANT (UDC)	01	—	—	01	—	—	30	04
4.	LABORATORY ASSISTANT (Physics Department)	01	—	—	01	—	—	30	04
5.	JUNIOR ASSISTANT	03	02	—	01	—	—	27	02
6.	LABORATORY ATTENDANT (Chemistry Department)	04	01	01	—	01	01(LV)	30	01
7.	LABORATORY ATTENDANT (Physics Department)	03	01	—	01	01	—	30	01
8.	LIBRARY ATTENDANT	03	02	01	—	—	—	30	01

Essential Eligibility Criteria/ Conditions**Senior Personal Assistant**

1. Bachelor Degree from a recognized University.
2. At least 03 years of experience working as Private Secretary/Personal Assistant/ Stenographer/Executive Assistant/Executive Secretary in a Government Department/ Universities/Autonomous Bodies/PSUs/Educational Institution recognized by the Government.
3. Skill test norms
 - (a) Dictation: 10 minutes at an average speed of 100 wpm.
 - (b) Transcription: 55 w.p.m. (English) or 40 w.p.m. (Hindi) on computer.
 - (c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, Email communication, etc.

Desirable:-

1. Degree/Diploma in computer Application/Science.
2. Diploma in Office Management and Secretarial Practice
3. Knowledge of service rules applicable for Central Government establishment.

Senior Assistant

Graduate or Post-Graduate from a recognized University in any discipline with working knowledge of computers.

Assistant

A Graduate from a recognized University in any discipline with good working knowledge of computers.

Junior Assistant

- A. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board / University/ Institution.
- B. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through computer.

Laboratory Assistant (Physics)

Should have passed Senior Secondary (10+02) or an equivalent examination with relevant Science Subject. OR Graduate with relevant subject.

Laboratory Attendant (Physics)

- A. Should have passed 10th or an equivalent examination with science subject from any State Education Board or Govt. Recognized Institution.

Laboratory Attendant (Chemistry)

- B. Should have passed 10th or an equivalent examination with science subject from any State Education Board or Govt. Recognized Institution.

Library Attendant

- C. Should have Passed 10th or equivalent examination from any State Education Board or Govt. Recognized Institution.
- D. Certificate in Library Science/ Library & Information Science from a recognized institution.

GENERAL NOTE:

1. The earlier advertisement in Newspaper/DU/College website regarding filling up these vacant posts of the Non-Teaching staff stands cancelled Those who already applied may apply afresh.
2. Selection for the above posts shall be based on performance of the candidates in the written test/typing test etc. As per Delhi University notification No. CS-III/149/Circular/2016/1285 dated 02.01.2017 (Discontinuation of Interview for recruitment at all the junior level posts for non gazetted posts of Group -B, Group -C, and Group D in the University and its Colleges/Institutions).
3. Relaxation for Departmental candidates, SC, ST, OBC, PwBD & Ex-Servicemen will be as per University of Delhi rules.
4. The upper age-limit prescribed for direct recruits in the schedule shall be relaxable upto a maximum of five years or the number of years (in completed years) whichever is less provided they rendered regular service in same or allied field in organization(s) under Government Departments/Statutory or Autonomous bodies / University / affiliated or constituent colleges under the University / Public Sector Undertaking rendered at least three years regular service in the same or allied field.

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), Physically Challenged, Ex-Servicemen, and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.

The upper age limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates applying for direct recruitment through open

advertisement, provided that they have rendered at least three years regular service in the University and its constituent College.

7. Separate application has to be submitted for each post specifying clearly name of post & Department in which applied otherwise it will be rejected suo moto.
8. Application fee should be submitted through online mode only as per the details given below:-

Category	Fee
UNRESERVED/ OBC	500/- FOR EACH APPLICATION
SC/ST/EWS	250/- FOR EACH APPLICATION
FEMALE/PwBD	NO FEES

(Fee once paid shall not be refunded under any circumstances.)

9. Applications received without complete information or without requisite fees shall be liable to be rejected.
10. 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.
11. As per approved PwBD Roster the post of Laboratory Attendant in Chemistry has been identified for Low Vision (LV) having disability.
12. The candidate or/and writer will have to execute an undertaking at the Examination Center, providing information in respect of the writer (maximum qualification, etc. before the start of the test). If any false or suppressed information is detected, the candidate/writer shall be liable to legal action as per rules.
13. The upper-age limit shall also be relaxable in respect of persons who are already working on contractual/daily wages/ad-hoc basis in the Delhi University/Colleges to the extent of the services rendered by them. This is a one-time exemption available to those who have put in at least one year of service. No relaxation for outsource personnel.
14. The upper age limit for the posts advertised shall be determined as on the last date of submission of application.
15. Candidate belonging to SC/ST/OBC/PwBD categories should upload attested copies of the certificates issued by the competent authority as stipulated by the Government of India. In case of candidates belonging to the OBC category, the certificate should specifically contain a clause that the candidate does not belong to the creamy layer section. An Ex-serviceman candidate has to produce a copy of the discharge certificate/pension payment order and documentary proof of rank last/presently held (substantive as well as acting) at the time of interview. Those who are still in defence services should submit a certificate from a competent authority that they will be relieved from defence services.
16. It is the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the advertisement. If it is detected at any time in the future-during the process of selection or even after appointment-that the candidate was not eligible as per the prescribed qualification, experience, etc., which could not be detected at the time of selection for whatever reason, his/her candidature/appointment shall be liable to be cancelled/terminated as per rules.
17. Applications which do not meet the criteria given in this advertisement and/or are found incomplete are liable to be summarily rejected.
18. All expenses for appearing in written test/s, typing test or skill test (if any) shall be borne by the candidates themselves. No TA/DA shall be paid.
19. Please note that all future correspondence regarding the date of written examination/s typing test, etc. shall be uploaded on the college website only or/and sent to the email id provided by the candidates. Candidates should ensure that the email id provided by them is correct in all respects. The candidates should check college website on a regular basis as examination can be conducted shortly. If any information is delayed due to technical reasons, the college would not be responsible for the same.
20. The college shall verify the antecedents of the candidates and the documents submitted by him/her 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 that the candidate has suppressed relevant information, then his/her services shall be liable to be terminated without prejudice to any other action initiated by the college.
21. In case of any inadvertent mistake in the process of selection, which may be detected at any stage, even after the issue of appointment letter, the college reserves the right to modify/ cancel/withdraw any communication made to the candidate.
22. The college reserves its right not to fill any or all the post(s) advertised.
23. The number and nature of posts can be changed at the later stage as per the requirement/Roster approved by the University.
24. 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/skill test. The panel can be drawn for future vacancies which may arise in next one year.
25. No application shall be entertained through Email/Fax/Hard Copy.
26. Candidates are required to apply on the link available on college website www.mncdu.ac.in for filling the online application form, advertisement and scheme of examination/ syllabus.
27. The PwBD candidates have the options of filling the form in both online and offline, which is available on the college website.
28. Any Addendum/Compendium shall be posted on College Website.
29. Any candidate involved in Criminal activities or any case pending against him in the court will inform separately.

LAST DATE FOR FILLING OF ONLINE APPLICATIONS ARE 02.12.2023

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Officiating Principal