



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

Tel.: 24110030
Fax: 24110954
E. mail:-contact@mlnce.org
Website: - www.mlnce.org



REF. NO.MLN/EVE/2018-19/

Dated :17-01-2018

Applications on the prescribed form (available on our college website in Word Format) are invited for the following permanent post 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 and women candidates). The fees shall be accepted online on our College Website. The link for depositing the fees has been given on our College Website.

NON-TEACHING STAFF

Sr. No.	Name of the Post	No. of Posts	Category	Scale of Pay Band + Grade Pay
1.	Library Assistant*	One	Unreserved	PB-1 Rs.5200-20200+Rs.2000 GP

*Note: - This post has been approved under OBC Grant/Expansion.

For complete details, instructions/ general conditions/eligibility criteria and the prescribed application form, please visit the college website www.mlnce.org. The prescribed application form accompanied by self-attested copies of all the required certificates, and a copy of Photo-Identity Card (Self-attested) of the candidate must reach the college office within 21 days from the date of publication of this advertisement in the newspaper.

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 post is subject to approval of the Roster.


Acting Principal



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REF. NO.MLN/EVE/2018-19/ 1060

Dated: 17-01-2018

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

Name of the Post: - Library Assistant

Age Limit for Direct Recruitment: - 30 Years

Essential Qualifications:-

1. Passed Sr. Secondary or equivalent examination conducted by State Board of Education/University/Govt. recognized institutions.
2. Certificate in Library Science/Library and Information Science from a recognized institution.
3. Computer Course at Sr. Secondary Level or Basic Course in Computer Science/Word Processing from a recognized Institution.

Note: **The incumbent is generally expected to undertake the following duties:-**

1. Secretarial Jobs: Performing the administrative and financial jobs in respective units, sections (e.g. secretarial jobs, diary, dispatch, recording of files, maintenance of files and records; typing and cutting of stencils, data entry work, and attending to jobs at Bank, Post Offices, Departments, Administration, Finance etc.)
2. Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media.
3. Shelf rectification: Putting and rectifying books, periodicals (both loose and bound volumes), and documents in other media, according to classification scheme followed in the library.
4. Performing the Data Entry Operations.
5. Assist users in searching books and periodicals (both loose and bound volumes), and documents in other media and finding/tracing of misplaced books and periodicals (both loose and bound volumes).
6. Library services for users with special needs.
7. Preparation of books, periodicals, newspapers and other documents including searching out the damaged books and periodicals for binding.
8. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media: Depending on the requirements, writing on the book plate, book tag, due date slips, spine tag etc.
9. Performing the job of Xeroxing, preparing sets of cyclostyled/Xeroxed copies of sets of documents for circulation.
10. Performing the Scanning work and attending to e-mails.
11. Printing of bar code labels and magnetic ships etc.
12. Covering and removing the dust covers from the computer while closing and opening the library unit, section respectively.
13. Performing other library oriented jobs such as printing multiple library catalogue cards, charging/discharging books and periodicals manually and through Integrated Online Membership and Circulation System, recording overdue books, issue of reader's tickets and cards, writing work and other jobs related to library books and journals.
14. Performing holiday and weekend and shift duties.
15. All other such jobs as may be assigned from time to time.



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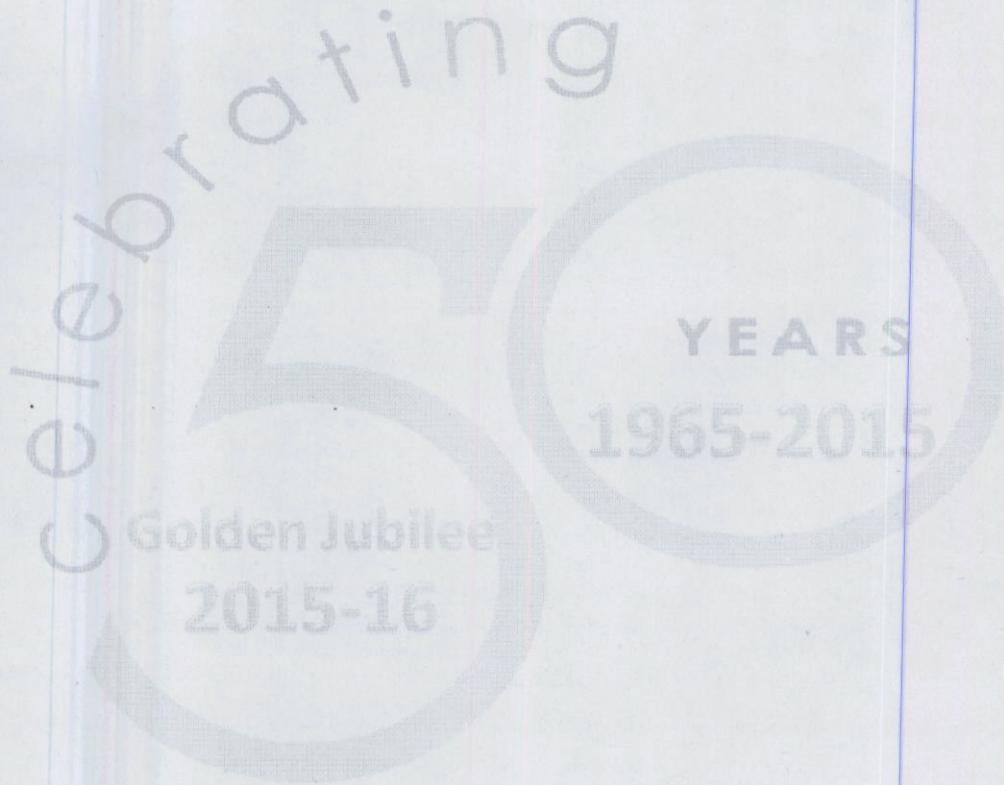
Dated: 17-01-2018

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.

U. Nehru

Acting Principal





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REF. NO.MLN/EVE/2018-19/1060

Dated :17-01-2018

Instructions for filling prescribed Application Form

1. Log on to www.mlnce.org
2. The candidates are instructed to read carefully the detailed instructions before filling the prescribed Application form which is available on our college website (www.mlnce.org)
3. Before filling up the application 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 prescribed application form.
4. Before filling the prescribed application form, the candidates are required to first deposit the online fees. 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 and Women candidates). The reference number of the fees paid online has to be mentioned while filling the prescribed application form.

The candidates are required to send the prescribed application forms along with the following documents in a cover superscribing "Application for the Post of Library Assistant" to The Principal, Motilal Nehru College (Eve.) Benito Juarez Road, New Delhi 110021 on or before the last date of receipt of applications.

- Self-attested copies of all certificates / testimonials /age/caste.
 - A copy of the Photo Identity Card (Self attested) of any one of the Identity Proofs i.e. Pan Card, Voter Card, Driving License, Aadhar Card etc. of the Candidate.
5. As the prescribed Application Form is available on our college website in Word File Format, the candidates are required to send their typed Application Form duly signed by the candidate. The Application form without signature and handwritten application shall be summarily rejected.
 6. Application received without requisite fees/documents and a latest photograph of the candidate affixed/pasted on it shall be rejected summarily.
 7. 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.



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8. In order to avoid last minutes 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.
9. 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 skill test as the case may be.
10. The date of written examination for the post will be notified on the college website only. Candidates are required to check the college website on regular basis.
11. Admit cards will be sent by post.

V. V. V.
Acting Principal



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General Instructions

1. The post 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. 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.
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 the last date of receipt of applications 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 & Women Candidates	NIL

The payment must be made first through Online before filling the prescribed application form. The reference number of the fees paid online has to be mentioned on the prescribed application form.

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.



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8. **Candidates should possess the prescribed educational qualification and experience as on the last date of receipt of applications.**
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-certified copies/testimonials.
13. The College reserves the right not to fill up the post 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 written examination.
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 recruitment 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 the last date of receipt of applications.**
18. Candidates called for written test and / or skill test, as the case may be, 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 prescribed application forms 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



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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" 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".
24. Applications, received after the stipulated time, will not be entertained under any circumstances.
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 prescribed application form along with self-attested copies of all certificates, a copy of Photo Identity Card (Self Attested) of any of the Identity Proofs i.e. Pan Card, Voter Card, Driving License, Aadhar Card etc. of the Candidate must reach **The Principal, Motilal Nehru College (Eve.) Benito Juarez Road, New Delhi 110021** on or before the last date of receipt of applications.
27. In Case of any Problem, kindly contact the college office on the telephone No. 011-24110030 or Mobile No. 9540239655 & 9871494961 between 03:00 P.M. to 08:00 P.M. (Except Saturdays, Sundays & Gazetted Holidays).

V. V. V.
ACTING PRINCIPAL