



Tel.: 24110030  
Fax : 24110954

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

Benito Juarez Road, New Delhi-110021

Ref. No. MLN/EVE/2012-13/ 654

Dated: 07-09-2012.

The Principal,

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\_\_\_\_\_  
\_\_\_\_\_

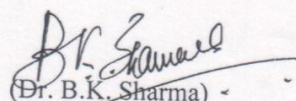
Dear Sir/Madam,

The College urgently requires the Non-Teaching Staff on purely contractual basis. In this connection, I am sending herewith a copy of the notice regarding the post. I shall be thankful if you kindly arrange to display the same on your college Notice Board so that the eligible candidates can apply for the posts.

Thanking you.

With warm regards.

Yours faithfully,

  
(Dr. B.K. Sharma)  
Otg. Principal

Encl: - As above



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**NOTICE**

The College is inviting applications on a plain paper giving all details such as name, address, qualifications, Category, Date of Birth, religion, experience etc. for the following posts on purely contractual basis on a consolidate salary mentioned as under on or before 05-10-2012: -

Sr. No.	Name of the Post	No. Of Post	Consolidated Salary/Remuneration Per Month
1.	Assistant	One	Rs. 11,550/-
2.	Jr. Assistant	One	Rs. 11,550/-
3.	Jr. Library & Information Assistant	One	Rs. 11,550/-
4.	Library Attendant	One	Rs.8,250/-

**Qualifications Required**

**For Sr. No.1**

**Essential:**

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

**Desirable: -**

1. One year experience in Educational administration, General Admn, and finance. Purchase, etc, in ~~govt.~~ department/bodies/corporation or reputed Educational Institutions.
2. Degree/Diploma in computer Applications/ Science knowledge of operation of latest packages relating to ~~pay~~ roll, Accounts, MIS etc.

**Age Limit : 30 years**





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**For SR. No.2**

**Essential: -**

1. A Senior secondary school Certificate (+2) or its equivalent from a recognized Board/University, Institution with at least 50% marks or a Graduate from recognized University.
2. Having a typing speed of 40 w.p.m in English Typewriting through Computers.

**Desirable: -**

1. Degree/Diploma in Computer Application/Science and knowledge of operation of latest packages relating to pay roll. Accounts MIS etc.
2. Diploma in Office Management and Secretarial Practice.

**Age Limit : 27 years**

**For Sr. No.3**

**Essential**

1. Passed Senior 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 Senior Secondary Level or Basic course in Computer Science/ Word processing from a recognized institutions.

**Age Limit : 30 years**



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**For Sr. No.4**

**Essential**

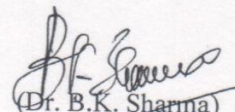
1. Passed 10<sup>th</sup> or equivalent examination from any state Education Board or Govt. recognized Institutions.

**Desirable**

1. Certificate in Library Science/Library & Information science
2. Computer as a subject at Secondary Level or basic course in Computers from any Institutions.

**Age Limit : 30 years**

**Note: - The College reserves the right to change the number and nature of the posts or not to fill up any of the above said posts.**

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