

# Motilal Nehru College

(University of Delhi)

Benito Juarez Marg, New Delhi-110021

Applications are invited on prescribed form containing all relevant details along with photocopies of certificates & testimonials (self-attested) in respect of qualification and experience & caste for the following posts within 15 days from the date of publication of this advertisement :

S. No.	Name of post & Pay Scale	No. of post	Category	Qualification
1.	Section Officer Pay Band 9300-34800 with G.P 4600/-	01	SC	<p><b>Educational Qualification</b> <b>Essential Qualification :</b></p> <ol style="list-style-type: none"> <li>1. Graduate/Post Graduate with at least second division (50% marks).</li> <li>2. At least three years post qualification experience in handling Educational Administration/General Admn/Purchase/Accounts &amp; Finance in a University/Research Institution/Government. Department/Bodies/PSU or reputed commercial establishment.</li> </ol> <p><b>Desirable:</b> Preference will be given to candidates holding professional qualifications like LLB or PG Diploma in Business Administration or MCA/CA (Inter)/ICWA (Inter.)</p> <p><b>Note :</b> 1. The incumbent should possess an aptitude for drafting/noting in English, adequate exposure in handling one or more functions related to General Administration/Housekeeping / Purchase/Service matters/Office management Establishment/Accounts &amp; Finance/HR/Legal in a computerized environment.</p> <p>2. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test and interview.</p> <p>3. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard.</p> <p>4. All direct recruits are expected to work in a computerized environment and required to qualify a skill test in handling computers within one year from their appointment before completion of probation period.</p>
Age limit for Direct Recruitment			35 years for direct recruits.	
In case of recruitment by promotion/ deputation to be made			<b>Promotion:</b> Amongst the Senior Assistants & University Cashier working in the pay scale of Rs. 9300-34800 GP 4200/- or 3 years regular service in the cadre.	

**Note:**

- Candidates having requisite qualification and experience may apply.
- Merely having eligibility does not give right to be called for test/Interview. Candidates may be short-listed.
- Applicants agreeing to all above may submit their application on prescribed form obtainable from the office (free of cost). Applicants may download the same from our website [www.mlnctu.ac.in](http://www.mlnctu.ac.in)
- The college reserves the right to abolish/change the nature and number of the post/s without assigning any reason.
- Shortlisted candidates will be assessed on the basis of test/interview wherever applicable/required by the College/University.
- No applications will be entertained after due specified period in any case.
- Replies from University of Delhi as well as UGC, is awaited. However the above posts falls under the ratio i.e. 0.50 to 0.75 in case there is any change, etc. as per UGC/University that will be implemented before issuance of Appointment.

Principal  
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