



मोतीलाल नेहरु राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
इलाहाबाद – 211004 (भारत)

MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY ALLAHABAD
Allahabad – 211 004 (India)

Advertisement No. 01/R&C/2017-18/ Account Assistants and Office Assistants, dated-28/03/2018

RECRUITMENT OF ACCOUNT ASSISTANTS AND OFFICE ASSISTANTS ON CONTRACT BASIS

Applications are invited on prescribed format for Account Assistants and Office Assistants on purely contract basis in the Office of the Dean (Research & Consultancy) of the Institute. The application form along with details of all educational qualifications and relevant experience for these positions are available on Institute website <http://www.mnnit.ac.in>. Filled in application form along with all supporting documents must be submitted to "OFFICE OF THE DEAN (RESEARCH & CONSULTANCY), MNNIT ALLAHABAD-211004" Through Central Dak Receipt of MNNIT Allahabad by 18.04.2018 (AN)

Dean (R&C)

Through Central Dak Receipt of MNNIT Allahabad

Motilal Nehru National Institute of Technology Allahabad

Allahabad-211004 [India]


DEAN (R&C)



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MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY ALLAHABAD
Allahabad – 211 004 (India)

REQUIREMENT FOR ACCOUNT ASSISTANTS AND OFFICE ASSISTANTS ON CONTRACT BASIS IN THE
OFFICE OF THE DEAN (RESEARCH & CONSULTANCY) OF THE INSTITUTE

Name of Post	Number of Posts	Reservation Status
Account Assistant	02	UR-02

Educational Qualification: -Bachelors Degree in Commerce (B.Com) from recognized university or college with computer knowledge of Accounting Application wiz. MS Office, Tally etc.

Experience:- Minimum 3 year experience of maintaining Book of Accounts on computers in Government Educational Institutions/Private Commercial Organization. Knowledge of English typing/Hindi typing, income tax, service tax & GST rules, accounting procedures. Experience gained only after acquiring degree will be considered.

Desirable: - M.Com, MBA (finance) & equivalent. Experience of preparing report, presentation and educational material, knowledge of official noting and drafting related work etc.

Name of Post	Number of Posts	Reservation Status
Office Assistant	02	UR-02

Educational Qualification: -Bachelors Degree in any subject from recognized university or college with computer knowledge of MS Office etc.

Experience:- Minimum 3 years experience in handling official papers & equipments /knowledge of computer applications and research & consultancy procedures etc. in Government Educational/R&D Institutions. Knowledge of English typing/Hindi typing communication is essential. Experience gained only after acquiring degree will be considered.

Desirable: - Post Graduation & equivalent. Experience of preparing report, presentation, and educational material, official noting and drafting related work etc.

Salary for Above Posts

Consolidated salary will be Rs. 19,600/- per month only inclusive of all depending on qualification and experience.

Schedule of Computer proficiency Test:

Date: 28.04.2018 **Reporting time:** 08:30 AM
Venue: Computer Centre, Near Dean (Academics) office, MNNIT, Allahabad

Declaration of Candidates qualifying for interview

Date: 28.04.2018 **Time:** 12.30 Noon
Venue: Computer Centre, Near Dean (Acad.) office, MNNIT, Allahabad and Dean (Research & Consultancy) Office, 2nd Floor, Administrative Building , MNNIT, Allahabad

Interview for the candidates who will qualify under Computer proficiency Test

Date: 28.04.2018 **Reporting time:** 01:30 PM

The candidate who will qualify the computer proficiency test will be called for Interview. Candidates should bring original ID along with original documents/certificates/marks-sheet in support of their educational qualifications, experience etc.

Important Information same as provided

1. Engagement is purely on contract basis for 11 months only.
2. Shortlisted candidates will be called for computer Proficiency Test/Personal Interview.
3. OBC Certificate should be issued after 01-04-2017.
4. Applications from persons in employment in Government/ Semi Government Departments /organizations are required to be forwarded through their employer or the applicants should submit a 'No - Objection Certificate' from the employer at the time of Interview.
5. Consolidated salary given above for all positions is subject to upward revision.
6. An applicant has to ensure the authenticity of information provided in support of experience claimed, other documents and photograph.
7. The qualification and experience may be relaxed at any point of time by the Institute for otherwise exceptional candidates.
8. Computer Proficiency should be clearly mentioned and if possible supported by certificate.
9. The Institute reserves the right to increase/decrease number of posts.
10. No TA/DA will be paid for appearing in the Test/Interview.


DEAN (R&C)



अधिष्ठाता (गोध एवं परामर्श) कार्यालय
मोतीलाल नेहरु राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
इलाहाबाद – 211004 (भारत)

OFFICE OF THE DEAN (RESEARCH & CONSULTANCY)
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY ALLAHABAD
Allahabad – 211 004 (India)

APPLICATION FORM

1.	Post applied for		Self Attested Photograph			
2.	Name of the candidate					
2. (a)	Address of the Candidate					
2. (b)	Father's Name					
3.	Date of Birth					
3. (a)	Age as on last date of application	_____ Years _____ Months _____ Days				
4.	Category	Gen./OBC/SC/ST _____ (Enclose Self Attested copy of caste certificate)				
5.	Educational Qualification (Self Attested Photocopies of certificate/degree must be attached with this Application)					
	Qualification	Subject/Discipline	Board/Institute/University	Year	% of marks obtained	
	10 th or equivalent					
	12 th or equivalent					
	Bachelor Degree					
	Master Degree					
	Any other					
6.	Relevant Experience (Details of Employment in chronological order. Enclose a separate sheet duly authenticated under your signature if necessary- Photocopies in support of Experience Claimed must be enclosed with this application)					
	Organization	Post Held	From	To	Pay Drawn	Nature of Duties
7.	Total emoluments per month presently drawn.					
8.	Computer Proficiency (Tally / MS Office)					
9.	Additional information if any, which you would like to mention in support of your suitability for the post, (attached separate sheet if necessary)					
10.	Contact No: (Mobile)					
11.	Email id.					

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and belief. If at any time it is found that I have concealed any information or have given any incorrect data, my candidature/ appointment, may be cancelled/ terminated, without any notice or compensation.

Place:

Signature of the Candidate

Important Information

1. The services of a contractual employee shall be liable to termination at any time by notice in writing given either by the employee to the appointing, or by the appointing authority, or by the appointing authority to the employee. The period of such notice shall be one month, unless otherwise agreed to by the Institute and the Employee.
2. The other terms and conditions of the services of contractual employee shall be as may be specified by the appointing authority in the letter of appointment.
3. Any corrigendum/changes/updates shall be made available only on the Institute website: www.mnnit.ac.in. The candidates are strictly advised to keep visiting the Institute's website for update, if any.
4. The prescribed Essential Qualifications/Experience indicated are bare minimum and mere possession of the same will not entitle the candidates to be called for interview/test. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for the Institute to call all the candidates for interview. The Institute may not be convenient or be called for written exam/skill test/interview to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish details of all the higher qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed along-with documentary evidences.
5. Candidates belonging to OBC (NCL) category, but coming in creamy layer will not be entitled to the benefits of reservation and should apply as General category candidates.
6. Relaxation in qualification and experience may be relaxed at any point of time by the Institute for otherwise exceptionally meritorious candidates with prior approval of the Competent Authority, only on the Justifiable recommendations of the Screening Committee.
7. In the event of number of applications being large, the short-listing Committee of the Institute will adopt shortlisting criteria to restrict the number of candidates to be called for interview to a reasonable number by one or more of the following methods:
 - a) On the basis of higher educational qualifications than the minimum prescribed in the advertisement.
 - b) On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement.
 - c) By counting the experience before or after the acquisition of essential qualifications.
 - d) By holding a Screening Test of qualifying only for the purpose of short listing the candidates.
8. Applications which are not in the prescribed proforma, incomplete in any respect and not accompanied by relevant certificate/documents/photographs and signature will be summarily rejected.
9. No interim enquiries/correspondence/communication of any sort will be entertained on the matter of recruitment by the candidates.
10. Canvassing in any form and/or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.
11. Depending on Institute requirements from time to time, the vacancies will be filled up in different timeslots.
12. The Institute reserves the right to withdraw any advertised post(s) at any time without giving any reason. The number of vacancies may change. Any consequential vacancy arising subsequent to the advertisement and upto the date of interview may also be filled during the interview.
13. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Hon'ble High Court of Allahabad, Judicature at Allahabad.
14. The date of determining the eligibility of all candidates in every respect shall be the normal closing date for receipt of applications.
15. The competent authority reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise for any/all the posts at any stage.
16. Candidates applying for more than one post shall apply for each post separately and separate application shall be sent in this regard. Candidate will be considered only for those posts applied for.
17. There is no application fee.