



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

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

Advertisement No. 01/2014/ Account Assistants and Office Assistants, dated-26/09/2014
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 alongwith 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 alongwith all supporting documents must be submitted to "OFFICE OF THE DEAN (RESEARCH & CONSULTANCY), MNNIT ALLAHABAD" so as to reach latest by 13/10/2014 up to 5:30 p.m.

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

Educational Qualification and Relevant Experience for the Account Assistants.

Bachelor of Commerce (B.Com) degree from recognized university or college. Experience of maintaining Book of Accounts on computers in Government Educational Institutions/Private Commercial Organization. Knowledge of working with tally and MS Office are essential. Knowledge of income tax & service tax rules and account procedures are also essential. Preference will be given to those candidates who are under training of Chartered Accountancy Course of Institute of Chartered Accounts of India.

Educational Qualification and Relevant Experience for the Office Assistants

Bachelor of Computer Application (BCA)/Bachelor of Arts (B.A.) from recognized university or college with minimum 6 month computer application related certificate. Experience of official Noting and Drafting related work in Government Educational Institution/Organization. Knowledge of working with MS-Office and efficiency of Hindi and English typing speed are essential. Knowledge of income tax & service tax rules and Research and Consultancy procedures are desirable.

Note: Preference will be given to the SC/ST/OBC candidates otherwise found eligible. SC/ST candidates will be given relaxation of 5% over the minimum eligibility criteria fixed for candidates of open category.

Salary for Above Posts

Consolidated salary ranging between Rs. 15,000 – Rs 20,000 per month inclusive of all depending on qualification and experience.

Important Information's

1. Applicants working in Government/ Semi Government/ Autonomous organizations are required to submit a 'No – Objection Certificate' from the employer at the time of Interview.
2. An applicant has to ensure authenticity of information provided in support of qualification and experience. All the documents submitted should be self attested.
3. Computer Proficiency should be clearly mentioned and if possible supported by certificate.
4. Mere possessing the prescribed qualification does not ensure that candidates would be called for the interview.
5. The qualification and experience may be relaxed at any point of time by the Institute for exceptional candidates.
6. The Institute reserves the right to increase/decrease number of posts.
7. There is no application fee.

DEAN (R&C)



अधिष्ठाता (शोध 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. (a)	Post applied for (Please Tick)	Account Assistant/Office Assistant				Self Attested Photograph
1. (b)	Section/Department	Office of the Dean (Research & Consultancy)				
2. (a)	Name and Address of the Candidate (In Block letter)					
2. (b)	Father's Name					
3. (a)	Date of Birth					
3. (b)	Age as on last date of application	_____ Years _____ Months _____ Days				
4.	Category	Gen./OBC/SC/ST _____ (Enclose attested copy of caste certificate)				
5	Educational Qualification (Photocopy of certificate/degree must be attached)					
	Qualification	BCA/BA/B.COM	Board/Institute/University	Year	% of marks obtained	
	10 th or equivalent					
	12 th or equivalent					
	Bachelor Degree					
	Master Degree					
	Any other Degree /Diploma					
6.	Relevant Experience (Photocopy of experience certificate must be attached)					
	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)					
	Signature of the candidate Name..... Address..... Contact No: (Mobile) Email id.....					