



अधिष्ठाता (शोध एवं परामर्श) कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज – 211004 (भारत)

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

Advertisement No. 01/2019/ Account Assistants and Office Assistants, dated- 01-07-2019

**RECRUITMENT FOR THE POST OF ACCOUNT ASSISTANTS AND OFFICE ASSISTANTS
ON CONTRACT BASIS (11 MONTHS)**

Applications are invited for Account Assistants and Office Assistants on purely contract basis in the Office of the Dean (Research & Consultancy) of the Institute. The Computer Skill Test followed by Personal Interview will be held on **JULY 20, 2019** as per schedule given below. Interested & eligible candidates are required to bring one copy of Bio-data in prescribed proforma along with all original certificates at the time of Personal Interview. They are also required to bring one set of self attached photo copies of relevant degree & experience certificate, one pass-port size photograph along with valid proof of identification, i.e. Adhaar Card, PAN Card, Driving License etc . at the time of Personal Interview.

Schedule of Computer Skill Test for Account Assistant:

Date: JULY 20, 2019 **Reporting time:** 8:00 AM

Venue: COMPUTER CENTRE, NEAR DEAN ACADEMICS OFFICE, MNNIT, Prayagraj

Schedule of Computer Skill Test for Office Assistant:

Date: JULY 20, 2019 **Reporting time:** 9:00 AM

Venue: COMPUTER CENTRE, NEAR DEAN ACADEMICS OFFICE, MNNIT, Prayagraj

Candidates shortlisted on basis of Computer Skill Test shall be called for personal interview as per following schedule :-

Schedule of Personal Interview for Account Assistant:

Date: JULY 20, 2019 **Reporting time:** 12:00 Noon

Venue: DEAN (R&C) OFFICE, 2nd FLOOR, ADMINISTRATIVE BUILDING MNNIT, Prayagraj

Schedule of Personal Interview for Office Assistant:

Date: JULY 20, 2019 **Reporting time:** 1:00 P.M.

Venue: DEAN (R&C) OFFICE, 2nd FLOOR, ADMINISTRATIVE BUILDING MNNIT, Prayagraj

(Handwritten signature)

Total No. of Vacancy and Qualifications

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 Institute with computer knowledge of Accounting Application wiz. MS Office, Tally etc.

Experience:- Relevant experience of maintaining Book of Accounts on computers in Government Educational Institutions/Private Commercial Organization. Knowledge of English typing/Hindi typing, income tax & GST tax 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. Preference may be given to candidate having experience of similar nature of work under Central/State Government Department/Institute.

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

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

Experience:- Relevant experience in handling official papers & equipments /knowledge of computer applications and research & consultancy procedures etc. in Government Educational/R&D Institutions/ Private Organization. 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 20,000/- per month inclusive of all depending on qualification and experience.

Important Information

1. Applications from persons in employment in Government/ Semi Government Departments /organizations are required to be worked through their employer or the applicants should submit a 'No – Objection Certificate' from the employer at the time of Interview.
2. An applicant has to ensure the authenticity of information provided in support of experience claimed, other documents and photograph.
3. The qualification and experience may be relaxed at any point of time by the Institute for otherwise exceptional candidates.
4. Computer Proficiency should be clearly mentioned and if possible supported by certificate.
5. The Institute reserves the right to increase/decrease number of posts.
6. No TA/DA will be paid for appearing in the Computer Skill Test and /or Interview.
7. Candidates may apply for only anyone post in this advertisement.
8. The period of contract shall be 11 months, which may be extended depending on the performance basis. However Institute reserves the right to terminate the contract by either sides by giving one month prior notice.


Dean (R&C)



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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						
4.	Educational Qualification (Photocopy of certificate/degree must be attached)						
	Qualification	Subject/Discipline	Board/Institute/University	Year	% of marks obtained		
	10 th or equivalent						
	12 th or equivalent						
	Bachelor Degree						
	Master Degree						
	Any other						
5.	Relevant Experience (Details of Employment in chronological order. Enclose a separate sheet duly authenticated under your signature if necessary)						
	Organization	Post Held	From	To	Pay Drawn	Nature of Duties	
6.	Total emoluments per month presently drawn.						
7.	Additional information if any, which you would like to mention in support of your suitability for the post, (attached separate sheet if necessary)						
8.	Contact No: (Mobile)						
9.	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:

Date:

Signature of the Candidate