



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
इलाहाबाद-२११००४ [भारत]
Motilal Nehru National Institute of Technology Allahabad
Allahabad – 211004 [India]

Advertisement No. 12 /2013, dated October 04, 2013

**Recruitment for Executive Officer to Director [01 Post], Secretary [02 Posts] and
Executive Development Centre Executive [02 Posts] on purely Contract basis**

Applications are invited for recruitment for the post of Executive Officer to Director [01 Post], Secretary [02 Posts (01 for the Office of the Director and 01 for the Office of the Registrar)] and Executive Development Centre, Executive [02 Posts] on purely Contract basis.

For details regarding the Application Form, educational qualifications, experience and other requirements for the position, please visit the Institute website <http://www.mnnit.ac.in>.

Last date of receipt of applications alongwith all supporting documents is **30.10.2013** upto **5.30 p.m.**

REGISTRAR



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Qualifications, Experience and Pay:

[1] Executive Officer to Director : 01 Post

[a] Qualification & Experience:

- (i) Masters' degree in Commerce/Science/Art/Engineering or MCA with at least 55% marks.
- (ii) At least 3 years relevant work experience.
- (iii) Good working knowledge of computer (specially in office tools).
- (iv) Very Good Knowledge of English both Written & Spoken.
- (v) Officials of the All India Service or Central Government or in Autonomous organization holding analogous post on regular basis in the parent Cadre/Department in the pay scale of ₹ 5500-175-9000/- [Vth CPC] or PB-2 with GP of ₹ 4200/- [VIth CPC] may also apply.

[b] Salary :

Consolidated salary ranging between ₹ 25,000/- to ₹ 40,000/- per month consolidated inclusive of all, depending on qualification and experience.

[c] Mode of Appointment:

On contract basis for a period of six months.

[d] Age limit:

Preferably below 35 years with relaxation of 5 years and 3 years for candidates belonging to SC/ST and OBC [Non-Creamy layer] Category respectively.

[2] Secretary: 02 Posts [01 for the Office of the Director and 01 for the Office of the Registrar]

[a] Qualification & Experience:

Bachelors' Degree in any discipline from a recognized University. Minimum speed of 100 w.p.m. in Stenography.

[b] Salary :

Consolidated salary ranging between ₹ 20,000/- to ₹ 30,000/- per month consolidated inclusive of all, depending on qualification and experience.

[c]: Mode of Appointment:

On contract basis for a period of six months.

[d]: Age limit:

Preferably below 35 years with relaxation of 5 years and 3 years for candidates belonging to SC/ST and OBC [Non-Creamy layer] Category respectively.

[3] Executive Development Centre Executive: 02 Posts

[a] Qualification & Experience:

Graduate in any discipline.

At least 3 years relevant work experience.

Good working knowledge of computer [MS Office], and knowledge of accounts procedures.

Derisible- Bachelors' Degree in Hostel Management/Hospitality Management and Masters' Degree.

[b] Salary :

Consolidated salary ranging between ₹ 12,000/- to ₹ 20,000/- per month consolidated inclusive of all, depending on qualification and experience.

[c] Mode of Appointment:

On contract basis for a period of six months.

[d] Age limit:

Preferably below 35 years with relaxation of 5 years and 3 years for candidates belonging to SC/ST and OBC [Non-Creamy layer] Category respectively.

Important Information

1. Applications from persons in employment in Government/ Semi Government Departments / Autonomous organizations are required to route their applications through proper channel or 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. Candidates currently working/worked in Govt./Semi Govt. Departments/ Autonomous organization may be given relaxation in age to the extent of number of years of experience in Government/ Semi Government Departments / Autonomous organizations.
5. The Institute reserves the right to increase/decrease number of posts.
6. There is no application fee.
7. No TA/DA will be paid for appearing in the Test/Interview.

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APPLICATION FORM

1. Advertisement No. : 12/2013, dated October 04, 2013
2. [a] Post applied for :
- 2 [b] Department/Section :
3. Name and complete personal Address [In Block letters] :
4. Father's Name :
5. [a] Date of Birth :
5. [b] Age as on last date of application : _____ Years _____ Months _____ Days
6. Category : Gen./OBC/SC/ST _____ [Enclose attested copy of the caste certificate]
7. Educational Qualification :

Self
Attested
Photograph

Qualification	Subject/Discipline	Board/Institute	Year	% of marks obtained
10 th or equivalent				
12 th or equivalent				
Graduation Diploma/Degree				
Post Graduation				

8. Details of Employment in chronological order. Enclose a separate sheet duly authenticated under your signature if necessary

Organization	Post Held	From	To	Total Experience [in Years & Months]	Scale of Pay and basic Pay	Nature of Duties	Nature of appointment/ Regular/ Contract/Part time/Adhoc

9. Nature of present employment i.e. adhoc or :
temporary or quasi permanent or permanent.
10. In case the present employment is held on :
deputation/contract basis, please state.
[a] The date of initial appointment.
[b] Period of appointment on deputation / contract.
[c] Name of the parent organization to which you
belong
11. Pay scale [Pay Band & Grade Pay] : & :
Basic Pay
12. Total emoluments per month drawn at present :
13. Additional information if any, which you would like :
to mention in support of your suitability for the post,
[attach separate sheet if necessary]

Signature of the candidate

Name

Address

.....

Contact No.

E-mail 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.

There arenumber of enclosures withpages attached alongwith this form.

Date:
Place:

Signature of the Candidate