



कार्यालय औद्योगिक संपत्ति
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
इलाहाबाद-211004 (भारत)

Office Industrial Estate
Motilal Nehru National Institute of Technology Allahabad
Allahabad-211004 (India)

Ref.No. /IE//2016

Date: February, 2016

To,
The Coordinator,
Computer Centre,
MNNIT Allahabad

Subject : Advertisement for the post of Account Assistant

Dear Sir,

It is to inform that the Director has approved the advertisement and application format for the post of Account Assistant, on purely contract basis, in office of Industrial Estate, MNNIT Allahabad. The pdf format of advertisement and application format for the above post is attached herewith.

It is requested to upload the advertisement and application format for the above post at Website of the Institute at the earliest.

(Officer-in-Charge)
Industrial Estate



कार्यालय औद्योगिक संपत्ति
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
इलाहाबाद-211004 (भारत)

**Office Industrial Estate
Motilal Nehru National Institute of Technology Allahabad
Allahabad-211004 (India)**

**REQUIREMENT FOR ACCOUNT ASSISTANTS ON PURELY CONTRACT BASIS IN THE OFFICE
OF THE INDUSTRIAL ESTATE OF THE INSTITUTE**

**Educational Qualification and Relevant Experience for the Account Assistant:
[No. of Vacancies: 01 (UR :01)]**

Bachelors Degree in Commerce (B.Com) from recognized university or college.

Minimum 3 year experience of maintaining Book of Accounts on computers in Government Educational Institutions/Private Commercial Organization, Knowledge of English typing/Hindi typing, communication, income tax & service tax rules, accounting procedures, Tally and MS Office is essential. Experience of preparing report, presentation, and educational material, official noting and drafting related work etc. is desired, Experience gained only after acquiring degree will be considered.

Salary for Above Post:

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

Important information

- 1. Applicants employed in Government/ Semi Government Departments / Autonomous organizations are required to submit 'No-Objection Certificate' from the employer at the time of Interview.**
- 2. Consolidated salary for above position is subject to upward revision.**
- 3. An applicant has to ensure the authenticity of information provided in support of experience claimed, other documents and photograph.**
- 4. The qualification and experience may be relaxed at any point of time by the Institute for otherwise exceptional candidates.**
- 5. Computer Proficiency should be clearly mentioned and if possible supported by certificate.**
- 6. The Institute reserves the right to increase/decrease number of posts.**
- 7. There is no application fee.**
- 8. No TA/DA will be paid for appearing in the Test/Interview.**

**(Officer-in-Charge)
Industrial Estate**



कार्यालय औद्योगिक संपत्ति
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
इलाहाबाद-211004 (भारत)

Office Industrial Estate
Motilal Nehru National Institute of Technology Allahabad
Allahabad-211004 (India)

Advertisement No.01/2016/Account Assistants, dated 10.02.2016

RECRUITMENT OF ACCOUNT ASSISTANTS ON PURELY CONTRACT BASIS

Applications are invited on prescribed format for the post of Account Assistant on purely contract basis in the Office of the Industrial Estate of the Institute. The application form along with details of all educational qualifications and relevant experiences for this position is available on Institute website <http://www.mnnit.ac.in>. Filled in application form alongwith all supporting documents must be submitted to "OFFICE OF THE INDUSTRIAL ESTATE, MNNIT ALLAHABAD-211004" Through Central Dak Receipt of MNNIT Allahabad so as to reach latest by 10.03.2016 up to 05:30 p.m.

Address for sending application form:

Officer-in-Charge
Industrial Estate
Through Central Dak Receipt of MNNIT Allahabad
Motilal Nehru National Institute of Technology Allahabad
Allahabad-211004[India]

(Officer-in-Charge)
Industrial Estate



कार्यालय औद्योगिक संपत्ति
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
इलाहाबाद-211004 (भारत)

Office Industrial Estate
Motilal Nehru National Institute of Technology Allahabad
Allahabad-211004 (India)

APPLICATION FORM

1.	Post applied for	Account Assistant in Industrial Estate				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 attested copy of caste certificate)				
5.	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					
6.	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
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:
Date:

Signature of the Candidate