



# Sri Aurobindo College (Morning)

University of Delhi

Malviya Nagar, New Delhi-110017

College Website: [www.aurobindo.du.ac.in](http://www.aurobindo.du.ac.in)

Phone No.: 011-26692986, Fax: 011-26691014

Online applications are invited for the following permanent Non-Teaching posts of the college.

Sl. No.	Name of the post	No. of post	UR	OBC	SC	ST	PwD	Age Limit	Pay Band + Grade Pay (GP) as per 6 <sup>th</sup> Pay Commission
1.	Librarian	01	01	-	-	-	-	-	15600-39100+GP 6000
2.	Administrative Officer	01	-	-	-	-	01 (VH)	35	15600-39100+GP 5400
3.	Senior Assistant	01	01	-	-	-	-	30	9300-34800+GP 4200
4.	Professional Assistant (Library)	02	01	-	-	-	01 (OH)	35	9300-34800+GP 4200
5.	Senior Technical Assistant (Computer)	01	01	-	-	-	-	35	9300-34800+GP 4200
6.	Semi Professional Assistant (Library)	01	01	-	-	-	-	35	5200-20200+GP 2800
7.	Assistant (UDC)	02	02	-	-	-	-	30	5200-20200+GP 2400
8.	Multi-Tasking Staff (Library)	08	03	03	-	-	01 (OH) 01(VH)	27	5200-20200+GP 1800
9.	Mutli-Tasking Staff (Lab) (Botany, Chemistry,, Electronics, Physics, Zoology)	15	07	03	03	01	01 (HH)	27	5200-20200+GP 1800
10.	MTS Computer Lab	01	-	01	-	-	-	27	5200-20200+GP 1800

UR- Unreserved, OBC- Other Backward Class, SC- Scheduled Caste, ST- Scheduled Tribe, PwD- Person with Disabilities, VH- Visually Handicapped, PH - Physically Handicapped, OH- Orthopedically Handicapped, HH- Hearing Handicapped.

- Candidates fulfilling the eligibility criteria may fill the online application form available on the college website: [www.aurobindo.du.ac.in](http://www.aurobindo.du.ac.in) The PwD candidate can fill the form offline also which is also available on the college website. Persons with Disabilities (PwD) candidates may approach the help desk set up at the college, in case they require any assistance in filling up the application form.
- College reserves the right to fill or not to fill the above mentioned post(s). The number of posts Unreserved/reserved may increase or decrease as per DU/ UGC rules. Eligibility criteria and qualifications are as per the University of Delhi/ UGC norms.
- The application fees are Rs.250/- for UR/ OBC category and Nil for SC/ST/PwD and Women candidates. Payments should be made online while filling and submitting the application. The fee is non-refundable. The last date of submission of online application form is **15** days from the date of publication of this advertisement in the Employment News.
- Those in service should apply through proper channel.
- The candidates are instructed to carefully read the eligibility criteria along with the general instructions to fill the online application form.
- The recruitment of the above mentioned posts will be subject to the approval of the UGC and University of Delhi.
- Any addendum/ corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same.
- For further details i.e. general instructions, qualifications ,etc., please visit the college website: [www.aurobindo.du.ac.in](http://www.aurobindo.du.ac.in).

**Principal(Offg.)**

# **SRI AUROBINDO COLLEGE**

## **(University of Delhi)**

MALVIYA NAGAR, New Delhi – 110017.

Ph.- 011-26692986, Fax – 011-26691014

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### **ESSENTIAL QUALIFICATIONS FOR NON-TEACHING POSTS.**

Qualification and experience details are as under:-

#### **1. LIBRARIAN**

##### **Essential:**

- a) A Master's Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization.
- b) Qualified in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

##### **Note:**

- I. The Candidates, who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulation - 2009, shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment of University Assistant Librarian / College Librarian.
- II. Provided further, the award of degree to candidates registered for the M.Phil. / Ph.D. programme prior to 11 July 2009, shall be governed by the provisions of the then existing Ordinances / Bylaws / Regulations of the Institutions awarding the degree and the Ph.D. candidates shall be exempted from the requirement of NET for recruitment and appointment of University Assistant Librarian / College Librarian subject to the fulfillment of the following conditions:-
  - a. Ph.D. degree of the candidate awarded in regular mode only;
  - b. Evaluation of the Ph.D. thesis by at least two external examiners;
  - c. Open Ph.D. viva voce of the candidate had been conducted;
  - d. Candidate has published two research papers from / based on his / her Ph.D. work, out of which at least one must be in a referred journal;
  - e. Candidate has made at least two presentations in conferences / seminars, based on his / her Ph.D. work.
  - f. (a) to (e) as above are to be certified by the Vice-Chancellor / Pro Vice-Chancellor / Dean (Academic Affairs) / Dean (University Instructions).
- II. A relaxation of 5% may be provided at the Graduate and Masters level for the Scheduled Castes / Scheduled Tribes / Differently-abled (Physically and Visually differently-abled) / Other Backward Classes (OBC) (Non-creamy layer) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.

## **2. ADMINISTRATIVE OFFICER**

### **Essential:**

Good academic record plus Masters' degree with at least 55 % of marks or its equivalent grade of B in the UGC seven point scale (5% relaxation in marks for SC/ST category).

### **Desirable:**

- a) At least three year experience in supervisory or equivalent cadre in a Group B post in a government department / University/ Educational or Research Institution / Teaching and/or Research experience along with proven administrative capabilities.
- b) LL.B or MBA or CA/ICWA or MCA or M.Phil /Ph.D qualification.

**Maximum Age Limit: 35** years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

## **3. SENIOR ASSISTANT**

### **Essential:**

- (a) Graduate with minimum 50% marks or Post Graduate with minimum 50% marks from a recognized University in any discipline with working knowledge of computers, and Diploma / Certificate of minimum 6 months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline.

OR

Graduate Degree with minimum 50% marks in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.

- (b) Minimum 4 Years of Administrative Experience.

**Maximum Age Limit: 30** years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

## **4. PROFESSIONAL ASSISTANT (LIBRARY):**

### **Essential:**

- (a) M. Lib. Sc/ M.L.I.Sc. Or Equivalent with 50% marks; Or

Master's Degree in Arts/Science/Commerce or any other discipline with 50% and B.Lib. Sc./ B.L.I.Sc with 50% marks.

- (b) Computer Science paper at Graduate/PG level or Six months Computer Science course from a recognized institution.

**Maximum Age Limit: 35** years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

## **5. SENIOR TECHNICAL ASSISTANT (COMPUTER):**

### **Essential:**

**MCA**

Or

M.Sc.(Computer Science/IT) from a recognized University / Institute with one year experience

Or

B.Tech./B.E. (Computer Science / Information Technology / ECE) or equivalent degree with one year experience in relevant area.

**Maximum Age Limit:** 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

## **6. SEMI PROFESSIONAL ASSISTANT (LIBRARY)**

### **Essential:**

1. Graduate in Arts / Science / Commerce or any other discipline or any other higher qualification with 50% marks;
2. B. Lib.Sc / B.L.I. Sc. with 50% marks.
3. Course in Computer Application at Graduate / PG level or Six months Computer Science course from a recognized institution.

**Maximum Age Limit:** 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi).

## **7. ASSISTANT**

### **Essential:**

- (a) A Graduate from a recognized University in any discipline with working knowledge of computers, and Diploma / Certificate of minimum 6 months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline.

OR

Graduate Degree in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.

- (b) Minimum 2 Years of Administrative Experience

**Maximum Age Limit:** 30 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

## **8. Multi-Tasking Staff (Library)**

### **Essential:**

- (a) Passed 10<sup>th</sup> or equivalent examination from any State Education Board or Government recognized Institution
- (b) Certificate in Library Science/Library & Information Science from a recognised Institution.

**Desirable:**

Computer as a subject at Secondary level or Basic course in Computers from any Institution.

**Maximum Age Limit:** 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

**9. Multi-Tasking Staff (Lab)**

**Botany, Chemistry, Electronics, Physics, Zoology LAB**

**Essential:**

- (a) Should have passed Matriculation (10<sup>th</sup>) or an equivalent examination with Science Subjects from recognize Board.

**Maximum Age Limit:** 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

**10. Multi-Tasking Staff (Computer Lab)**

**Essential:**

- (a) Should have passed Matriculation (10<sup>th</sup>) or an equivalent examination with **Science** Subjects from recognize Board.

**Maximum Age Limit:** 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

**Principal(Offg.)**



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(University of Delhi)

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Phone No: 011-26692986, Fax : 011-26691014

Email id: [principal@aurobindo.du.ac.in](mailto:principal@aurobindo.du.ac.in), Website: [www.aurobindo.du.ac.in](http://www.aurobindo.du.ac.in)

## GENERAL INSTRUCTIONS:

1. As per directive of the University of Delhi vide its OM No. Estab. IV/047/2016/01/RR-OM dated 02.12.2016, it has been decided to discontinue interviews for recruitment to all Group 'C', Group 'D' (which are now reclassified at Group 'C') posts and for Non-Gazetted posts of Group 'B' Category and all such equivalent posts in the light of DOPT OM No. 39020/01/2013-Estt (B) - Part dated 29.12.2015.

**Accordingly, selection for the above posts shall be based on performance of the candidates in the written test / skill test / practical test, etc.**

2. The recruitment of the above mentioned posts will be subject to the approval of UGC & University of Delhi.
3. Candidates are required to appear in written test/practical test/skill test to adjudge the basic knowledge as per the requirement of the post.
4. All posts shall be filled as per the Recruitment Rules of the University of Delhi. The qualifications and other service conditions shall be such as prescribed by the University of Delhi/U.G.C. from time to time.
5. In accordance with the orders issued by the Central Government and adopted by the University, the upper age-limit prescribed for direct recruitment shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Physically Challenged, Ex-Servicemen, and other specified categories.
6. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates applying for direct recruitment through open advertisement, provided they have rendered at least three years of regular service in the University of Delhi and its Colleges.
7. The upper age-limit prescribed for direct recruits shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less, provided they have rendered regular service in same or allied field in organization(s) under Government Departments/ Statutory or autonomous bodies/Universities/affiliated or constituent colleges under the University/Public Sector Undertakings rendered at least three years of regular service in the same or allied field.
8. The upper-age limit shall also be relaxable for those who are already working on contract/daily wages/adhoc basis in the Delhi University/Colleges to the extent of services rendered by them. Onetime exemption is available to those who have put in at least one year of service, as per the University of Delhi rules.
9. The upper age limit for the posts advertised shall be determined as per the last date of submission of applications.
10. All candidates should have fulfilled the minimum eligibility (educational qualifications and experience) on the closing date of application submission.
11. Application fee should be submitted through online mode only as per the details given below:-

Category	Fee
UNRESERVED/OBC	₹ 250/- (for each application)
No Application fee shall be charged from SC/ST/PwD candidates	
No Application fee shall be charged from Women Candidates of all categories as per rules of University of Delhi. Office Memorandum Estab.IV/042/2015/77 dated 23.12.2016.	

**Fees once paid shall not be refunded under any circumstances.**

12. Candidates belonging to SC/ST/OBC and PwD categories should keep an attested copy of certificates issued by Competent Authority in the prescribed format as stipulated by the Government of India. Candidates of OBC category carry a certificate specifying their non-creamy layer status. An Ex-serviceman candidate has to produce a copy of the discharge certificate/pension payment order and documentary proof of rank last/ presently held (substantive as well as acting) at the time of interview. Those in defence service should submit a certificate from a Competent Authority regarding their relieving services.
13. It is the responsibility of the candidate to assess his / her own eligibility for the post for which he / she is applying in accordance with the advertisement. If the candidate is found to be ineligible as per the prescribed qualification, experience, etc., at any stage in the future - during the process of selection or even after appointment, his/her candidature/appointment shall be liable to be cancelled / terminated as per rules.
14. Candidates serving Government/Public Sector Undertakings are required to send their applications through proper channel.
15. Applications which do not meet the eligibility criteria given in this advertisement and/or incomplete applications will be summarily rejected.
16. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/information while submitting the application and self-certified copies/testimonials.
17. The number of posts advertised may vary, and the college reserves the right not to fill up some or all of the posts advertised, if the circumstances so warrant.
18. The candidates applying under PwD category are required to submit the Disability Certificate in the format prescribed by the Government of India, Department of Personnel and Training vide OM No. 36035/3/2004-Estt(Res) dated 29.12.2005. The format is available at the website [www.persmin.nic.in](http://www.persmin.nic.in). Only such persons would be eligible for reservation in services / posts under VH / OH / HH categories who suffer from not less than 40% of disability.
19. Candidates called for written test/skill test etc. shall do so at their own expense. No TA/DA shall be paid.
20. Any addendum/corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same.
21. A separate online application form has to be submitted for each post. Candidature may be cancelled if more than one application is submitted for the same post.
22. All future correspondence regarding the date of written examination/Skill test etc. shall be uploaded on the college website only or/and sent to the email I.D. provided by the candidates. Candidates should ensure that the email I.D. provided by them is correct and should check their email (including spam) & college website on a regular basis. The College would not be responsible for any delay in information due to technical reasons.
23. Admit Cards will not be sent by Post. Eligible candidates may download their admit card from the college website(**[www.aurobindo.du.ac.in](http://www.aurobindo.du.ac.in)**)
24. Applications received with incomplete information or without requisite fees shall be rejected.
25. The college shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case the documents submitted by the candidates are false, or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the college.
26. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the college reserves the right to modify/cancel/withdraw any communication made to the candidate.
27. The eligible and interested applicants are required to apply online on the college website **[www.aurobindo.du.ac.in](http://www.aurobindo.du.ac.in)**. Applications other than online mode (except PwD category) will not be accepted. **Applicants are also required to submit a hard copy of online form duly signed by them alongwith one passport size photograph and self-attested copies of the certificates, date of birth, experience, caste etc. to The Principal, Sri Aurobindo College, Malviya Nagar, New Delhi - 110017, in a sealed envelope which should be superscribed "Application for the post of .....".** Both submission of the online application as well the hard copy of is

mandatory along with the testimonials/certificates/application fee. Candidate may keep a copy of his/her form for future reference.

28. ***All eligible and interested applicants of PwD category are required to apply offline only.*** They can download the application form from the college web site: **[www.aurobindo.du.ac.in](http://www.aurobindo.du.ac.in)**
29. In order to avoid last minutes rush, the candidates are advised to apply early enough. College will not be responsible for any network problem or any other such issue.

**Principal(Offg.)**