



SRI AUROBINDO COLLEGE (Evening)

(UNIVERSITY OF DELHI)

MALVIYA NAGAR, NEW DELHI - 110017

श्री अरविन्द महाविद्यालय (सांध्य)

(दिल्ली विश्वविद्यालय)

मालवीय नगर, नई दिल्ली - 110017

Advt. No.SAC(E)/Advt./N.T./2014/

Date: 22-11-2014

Applications are invited for the following Non-Teaching posts on permanent basis from the desirous candidates in the prescribed Application Form. The details of the posts, number of vacancies, qualification, pay band, grade pay, procedure for filling vacancies etc. are given under:

Sr. No.	Name of the Post	Pay Band	Grade Pay	No. of vacant Position	UR	SC	ST	OBC	PwD
1	Section Officer (Accounts)	(PB-2) ₹ 9300-34800	₹ 4600	01	01	-	-	-	01 (OH)
2	Sr. Technical Assistant (Computer)	(PB-2) ₹ 9300-34800	₹ 4200	01	01	-	-	-	
3	Assistant (UDC)	(PB-1) ₹ 5200-20200	₹ 2400	01	01	-	-	-	01 (VH)
4	Junior Assistant (LDC)	(PB-1) ₹ 5200-20200	₹ 1900	02	01	-	-	01	-
5	Computer Lab Attendant - M.T.S	(PB-1) ₹ 5200-20200	₹ 1800	01	01	-	-	-	-
6	Library Attendant - M.T.S	(PB-1) ₹ 5200-20200	₹ 1800	01	01	-	-	-	

UR- Unreserved, **SC-**Scheduled Caste, **ST-**Scheduled Tribe, **OBC-**Other Backward Class, **PwD-**Person with Disabilities.

NOTE:

1. Application Forms and other details regarding terms and conditions, eligibility, qualification, age, etc. can be seen / downloaded from the College Website: www.sriaurobindocollegeevening.in
2. PwD posts are to be filled as per University rules & regulations.
3. The Application Forms duly completed in all respects (by hand / post) along with Bank Draft/IPO of Rs.200/- (Rs.100/- for SC/ST and Nil for PwD category) in favour of The Principal, Sri Aurobindo College (Evening) should reach the office of the undersigned within **21 days** from the date of publication of this advertisement.
4. The number, nature and category of posts advertised may vary and the College reserves the right not to fill up some or all the posts advertised, modify or withdraw partial or full advertisement, if the circumstances so warrant.
5. Any addendum/dedendum/corrigendum shall be posted on the College/University website only.
6. Those in service should apply through proper channel.

Principal (OSD)

SR. NO.1 - POST: SECTION OFFICER

Educational Qualification Required:

Essential:

1. Graduate with minimum 50% marks or Post Graduate with minimum 50% marks 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.

2. Minimum 6 Years of Administrative Experience.

Desirable:

Preference will be given to candidates holding professional qualification like L.L.B. or PG Diploma in Business Administration or MCA/PGDCA or CA(Inter) / ICWA (Inter).

Selection Process:

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of **Section Officer** by direct recruitment:

A. Scheme of the Examination:

Written Test			Interview/ Personality Test
Objective Type General Awareness (150 questions) Paper-I	Time: 2 hours	Max. marks allowed: 150 marks	Max. marks allowed: 50 marks
Descriptive Type Paper-II	Time: 2 hours	Max. marks allowed: 100 marks	
Total Marks (150+100+50)			300 marks

B. Objective Type (General Awareness): The questions will be designed to test the ability of the General Awareness of the environment around the candidate and its application to society, General English, Mathematical Ability and Computers. Questions will also be designed to test knowledge of current events and of such matter of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries, especially pertaining to History, Culture, Geography, Economic scene, General Polity, Scientific Research, basics/fundamentals of computers, sports etc. These questions will be such that they do not require a special study of any discipline.

C. Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field and on the following subjects:

Basic knowledge of the Constitution of India and Delhi University Act, Statutes etc.

Knowledge and application of Office Procedures, Rules & Regulations.

Skill in noting/drafting.

Knowledge of Computers with special reference to knowledge of word processing, data analysis packages.

Note:

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PH category in each section i.e., Paper-I and Paper-II of the test components.
4. Answer script of Paper-II of a candidate would be evaluated only if he qualifies in Paper-I of test components.
5. The minimum marks for Qualifying in the interview/ personality test shall be 50%

D. Personality Test/Interview:

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

SR. NO.2- POST: SENIOR TECHNICAL ASSISTANT (COMPUTER)

Educational Qualification Required:

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.

Age Limit: 35 Years.

Selection Process:

Candidates are required to appear in a written/ practical test to adjudge the professional/ technical knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written/ practical test and interview.

SR. NO. 3- POST: ASSISTANT (UDC)

Educational Qualification Required:

Essential:

1. A Graduate from a recognized University in any discipline with working knowledge of computer, 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.

2. Minimum 2 years of Administrative Experience

Age Limit: 30 Years.

Selection Process:

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of **Assistant** by direct recruitment:

A. Scheme of the Examination:

Written Test			
	Type of Examination	Time:	Max. marks allowed:
Paper-I	Objective Type General Awareness etc. (150 questions)	2 hours	150
Paper-II	Descriptive Type	2 hours	100
Interview			50
Total Marks			300

B. Test components:

Paper-I	TEST COMPONENTS	Duration: 2 hours	
		No. of Questions	Marks
(i)	Test of General Awareness	40	40
(ii)	General Intelligence and Reasoning ability	40	40
(iii)	Arithmetical & Numerical Ability	30	30
(iv)	Test of Language English or Hindi	40	40
	Total	150	150

Paper-II	TEST COMPONENTS	DURATION: 1 ½
		MARKS
	Descriptive Type	100
	TOTAL	100

C. Syllabus:**Paper - I:**

(i) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment around him and its application to society. The questions will also be designed to test knowledge of current events and of such matter of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(ii) General Intelligence and Reasoning Ability: The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) Arithmetical and Numerical Ability: The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(iv) Test of English/Hindi:

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper - II:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field and on the following subjects:

Knowledge and application of Office Procedures.

Skill in noting/drafting.

Knowledge of Computer operating with special reference to knowledge of word processing, data analysis packages.

Note:

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PH category in each paper i.e., Paper-I and Paper-II of the test components.
4. Answer script of Paper-II of a candidate would be evaluated only if he qualifies in Paper-I of test components.

D Personality Test/Interview:

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

SR. NO. 4- POST: JUNIOR ASSISTANT (LDC)

Essential Qualification:

1. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/ University/ Institution with at least 50% marks or a Graduate from a recognized University, and Diploma/ Certificate of minimum 6 months duration in Computer Application/ Office Management/ Secretarial Practice/ Financial Management/ Accounts of equivalent discipline.

Or

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

2. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

Age Limit: 27 Years.

Selection Process:

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of **Junior Assistant** by direct recruitment:

A. Scheme of the Examination:

Written Test			
	Type of Examination	Time:	Max. Marks allowed
Paper-I	Objective Type General Awareness etc. (150 questions)	2 hours	150
Paper-II	Essay & Comprehensive test	1 hour	100
Interview			50
Total Marks			300

B. Test components:

Paper-I	TEST COMPONENTS	Duration: 2 hours	
		No. of Questions	Marks
(i)	Test of General Awareness	40	40
(ii)	General Intelligence and Reasoning ability	40	40
(iii)	Arithmetical & Numerical Ability	30	30
(iv)	Test of Language English or Hindi	40	40
	Total	150	150

Paper-II	TEST COMPONENTS	DURATION: 1 ½
		MARKS
	Essay & Comprehension & letter writing	100
	TOTAL	100

Candidates are required to qualify the typing test also

C. Syllabus:

Paper I:

(i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment around him and its application to society. The questions will also be designed to test knowledge of current events and of such matter of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(ii) **General Intelligence and Reasoning Ability:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) **Arithmetical and Numerical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(iv) Test of Language English or Test of Language Hindi:

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper – II:

Essay, comprehension & letter writing: This test is meant for testing the applicability and correct usage of the language. Candidates are required to qualify the Typing test also.

D. Personality Test/Interview:

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

Note:

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PH category in each paper i.e., Paper-I and Paper-II of the test components.
4. Answer script of Paper-II of a candidate would be evaluated only if he qualifies in Paper-I of test components.
5. The minimum marks for Qualifying in the interview/ personality test shall be 50%

SR. NO. 5- POST: COMPUTER LAB. ATTENDANT –M.T.S.

Educational Qualification Required:

Essential:

Should have passed Senior Secondary (10+2) or equivalent examination with science subjects.

Age Limit: 27 Years.

Selection Process:

Candidates are required to appear in a written test to adjudge the basic knowledge as per the requirement of the post. The selection shall be based on performance of the candidates in the written test and interview.

SR. NO.6 - POST : LIBRARY ATTENDANT - M. T. S.

Educational Qualification Required:

Essential:

1. Passed 10th or equivalent examination from any State Education Board or Govt. recognized institution.
2. Certificate in Library Science / Library and Information Science from a recognized institution.

Age Limit: 30 Years.

Desirable:

Computer as a subject at Secondary Level or Basic Course in Computers from any Institution.

Selection Process:

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of M.T.S. Library by the direct recruitment:

A. Scheme of the Examination:

Written Test				Interview/ Personality Test
Paper-I	Objective Type General Awareness etc. (75 questions)	Time: 1 hour	Max. marks allowed: 150 marks	Max. marks allowed: 50 marks
Paper-II	Descriptive Type	Time: 1 hour	Max. marks allowed: 150 marks	
Total Marks (150+100+50) =300 marks				

A. Simple English, General Awareness and Mathematical Calculation of 8th standard

B. General awareness / Library aptitude.

Note:

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PH category, applicants with Certificate / Diploma from recognized institution and proficiency in Languages as per languages books acquired in the library in each section .i.e. Paper-I and Paper II of the test components.
4. Answer script of paper-II of a candidate would be evaluated only if he qualifies in paper-I of test components.
5. The minimum marks for Qualifying in the interview/ personality test shall be 50%.

D. Personality Test/ Interview: The interview / personality test shall be conducted in such a manner that the candidate's suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness / knowledge, communication a problem solving skills and overall personality etc.

INSTRUCTIONS TO THE CANDIDATES:

1. All the posts will be filled as per the Recruitment Rules of the University of Delhi. The qualification and other service conditions shall be such as prescribed by the University of Delhi/U.G.C. from time to time.
2. 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), Persons with Disabilities, Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
3. The upper age-limit 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 at least three years 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.

4. The upper-age limit shall also be relaxable in respect of persons who are already working on contract/daily wages/adhoc basis in the University/Colleges to the extent of service rendered by them one time exemption provided they have put at least one year of service.

5. The upper age limit for the posts advertised shall be determined as on last date of submission of applications.

6. Application fees is to be deposited as per details given below:

S.No.	Category	Amount (in Rs.)
(a)	UR/OBC	200/-
(b)	SC/ST	100/-
(c)	PwD	Nil

The Payment can be made through demand draft drawn in favour of The Principal, Sri Aurobindo College (Evening), payable at Delhi. Candidate should write his/her Name, Application No., Post applied for and Mobile No. back side on the Demand Draft.

7. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates, provided they have rendered at least three years regular service in the University.

8. Candidates belonging to SC/ST/OBC/Persons with Disabilities categories should keep ready an attested copy of certificate issued by competent authority in the prescribed format as stipulated by Government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. 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 who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services.

9. Candidates should possess the prescribed educational qualification and experience as on the closing date of application.

10. Candidates serving in Government/Public Sector Undertakings (including Boards) are required to send their applications through proper channel.

11. Canvassing in any form will be treated as disqualification.

12. Applications which do not meet the criteria given in this advertisement & / or incomplete applications are liable to be summarily rejected.

13. 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.

14. The number of posts advertised may vary, and the College reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.

15. Candidates are requested to send their application in the prescribed form only.

16. All candidates should have fulfilled the minimum eligibility on the date of application.

17. Candidates called for written test / interview shall do so at their own expenses. No TA/DA shall be paid.
18. The candidates are instructed to carefully read the eligibility criteria.
19. Application received without complete information or without requisite fees shall be rejected.
20. Application can be downloaded through <http://sriaurobindocollegeevening.in>

HOW TO APPLY

1. A recent passport size color photograph should be firmly pasted on the application and should be signed across by the candidate. Without photograph and signature across it, the application will be rejected. Three copies of the same photo should be retained for use at the time of interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of interview, may lead to disqualification.
2. Before applying for the post, candidates should ensure that he/she fulfills the eligibility and other criteria mentioned in this advertisement. Sri Aurobindo College (Evening) would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied.
3. Candidates will be required to enclose attested true copies of the following testimonials / documents along with their application:
 - All Certificates / Testimonials in respect of qualifications (all semester/ year wise Mark Sheet & Degree certificate starting from matriculation onwards).
 - Caste/Tribe certificate (for SC/ST/OBC candidates as applicable) in the prescribed format issued by the Competent Authority, Disability certificate (in case of PH candidates) in the prescribed format issued by the Competent Authority.
 - Document in support of Date of Birth proof.
 - Experience certificates / Documents issued by the Employer in support of experience details mentioned by candidate in the Application Form.
 - NOC /Forwarding Letter from the employer in case candidate is employed in a Central /State Government / PSU / Semi Government organization.
4. Applications not as per the prescribed format will be summarily rejected. An application not accompanied by relevant certificate(s) / document(s) / photographs etc. as mentioned or not in prescribed format or not signed by the candidate or incomplete in any respect will not be entertained.
5. Candidates should possess a valid email ID. Candidates are advised to keep the email ID (to be entered compulsorily in the application form) active for at least one year. No change in the email ID will be allowed once entered.
6. Information regarding the written examination/ interview as the case may be can also be sent to the e-mail id mentioned in the application form by the applicant.
7. Only short listed candidates who are found apparently eligible based on the details given in the application form will be called for written test and/ or interview as the case may be.
8. Enclose a self-addressed and stamped envelope.

9. Application duly complete in all respects along with Bank Draft/IPO of Rs.200/- (Rs.100/- for SC/ST categories) in favour of The Principal, Sri Aurobindo College (Evening) must reach the college on prescribed application form within 21 days after publication of Advertisement in a cover superscribed "Application for the post of _____ (name of the post applied for). The application should be addressed to:

**The Principal
Sri Aurobindo College (Evening)
(University of Delhi)
Malviya Nagar,
New Delhi-110017.**



SRI AUROBINDO COLLEGE (EVENING)

(University of Delhi)

Malviya Nagar, New Delhi-110017

Phone No.: 26692535, Fax: 26691306

Website: www.sriaurobindocollegeevening.in

APPLICATION FORM FOR NON-TEACHING POSTS

Form No.: _____

Post Applied For : _____

Advertisement No. : _____

Paste Passport
Size Photograph
(Self Attested)

1. Name of the Applicant : Mr./Miss/Mrs. _____
(in Block Letters)

2. Father's/ Husband's Name : _____

3. Date of Birth : (i) _____

: (ii) Age as on the date: ____ Years ____ Months ____ Day

4. (a) Whether belongs to any : _____ (Yes / No)
reserved category

If yes, name of the category : _____ OBC/SC/ST/PwD (OH/HH)

(b) Whether applying under any : _____ (Yes / No)
reserved category as per
advertisement

If yes, name of the category : _____ OBC/SC/ST/PwD (OH/VH/HH)

5. (a) Address for Communication : _____

Phone No. _____ Mobile No. _____

Email Id _____

(b) Permanent Address : _____

Phone No. _____

6. Sex : _____ (Male / Female)

7. Nationality : _____

8. Marital Status : _____(Married / Unmarried)

10. Educational Qualifications (Secondary onwards):

Exam Passed / Degree Obtained	Board /University	Institution	Passing Year	% marks and Division

10. Professional/Technical Qualification(s):

Exam Passed / Degree Obtained	Board /University	Institution	Passing Year	% marks and Division

11. Work Experience:

Name of Organization	Designation	Working Period		Salary / Pay Scale
		From	To	

12. (a) Do you know typewriting : English.....(Yes / No) Hindi.....(Yes/No)

If yes, state speed : English.....(w.p.m.) Hindi.....(w.p.m.)

(b) Do you know shorthand : English.....(Yes/No) Hindi.....(Yes/No)

If yes, state speed : English.....(w.p.m.) Hindi.....(w.p.m.)

13. Do you have computer proficiency : _____(Yes / No)

If yes, state which of the following you :
know and work with confidence (✓)

MS Word ☐

Email ☐

MS Excel ☐

MS PowerPoint ☐

Browsing & Searching ☐

14. Any other Information : _____

15. Details of fee

(in case applicable & payable as per advertisement for candidates applying in the downloaded form)

(a) Amount of fee : _____

(b) Draft No. : _____

(c) Draft Date : _____

(d) Name of Bank : _____

(on which DD drawn)

I hereby declare that information given by me in this application form is complete and correct in all respects. I understand that I shall be liable for furnishing wrong information in this application form.

.....
(Signature of Applicant)

Place :

Date :

.....
(Name of Applicant)

ENDORSEMENT FROM EMPLOYER

(for applicants in employment)

The facts stated in this application have been verified and found correct. This organization/department has no objection in his/her applying for the post referred in the application.

Date :

.....
Signature of
the Head of the organization /department
(with seal)

GENERAL INSTRUCTIONS

1. Applicants should fill particulars in his/her own hand writing neatly and clearly.
2. Latest passport size photograph should be pasted at specified place.
3. Self attested photocopies of all relevant certificates, degrees, mark-sheets, testimonials etc. in support of age, educational qualifications, experience etc. must be enclosed.
4. Candidates belonging to /applying under any reserved category OBC*/SC/ST/PwD (OH/VH/HH) must attach self attested photocopy of caste/category certificate, issued by the competent authority. The certificate should be issued in the name of candidate.
* OBC candidates only from the Central List of OBCs' having non-creamy layer status are eligible.
5. Applicants in employment should get their application endorsed from their employer.
6. The envelope containing application form should be super scribed as:

"Application for the post of"
name of the post
7. In case of downloaded application, the prescribed fee should be payable through demand draft payable at Delhi in favour of "**Principal, Sri Aurobindo College (Evening)**".
8. Application should be addressed to:

**The Principal
Sri Aurobindo College (Evening)
Malviya Nagar,
New Delhi-110017**
9. Application can be submitted in person or by post/courier. In any case application should be submitted/reach (if by post or courier) on or before the last date for submitting applications.
10. Incomplete application, unsigned application, application without photograph pasted at appropriate place, application without self attested certificates and testimonials in support of educational qualification, experience and category; and application reaching after the last date by post/courier will be rejected.
11. No TA/DA will be paid for attending the prescribed tests and interview.