



दूरभाष / Phone : 41751306  
ईमेल / Email: sriaurobindoeven@yahoo.com

## **SRI AUROBINDO COLLEGE (Evening)**

(UNIVERSITY OF DELHI)  
MALVIYA NAGAR, NEW DELHI - 110017.

श्री अरविन्द महाविद्यालय (सांध्य)  
(दिल्ली विश्वविद्यालय)  
मालवीय नगर, नई दिल्ली-110017  
27.01.2023

Ref.SAC(E)/2022/351

### **NOTIFICATION**

Applications are invited for the post of **Administrative Officer** (purely on deputation basis). Candidates meeting the eligibility criteria are required to fill the prescribed application form given herewith and send the same alongwith relevant documents latest by **06-02-2023**.

**Administrative Officer: 01 (UR) in pay Level-10 of Rs. 56100/- - Rs. 177500/- (as per 7<sup>th</sup> CPC)**

### **ELIGIBILITY CONDITIONS:**

Among the Section Officer/Private Secretary/Senior Personal Assistant in the pay scale of Rs. 9300-34800 with Grade Pay of Rs. 4600/- (as per 7<sup>th</sup> CPC)/ Level 7 (as per 7<sup>th</sup> CPC) with at least 3 years in regular service in the cadre.

The Selection will be based on the performance of the candidates in the interview/viva-voce and past service records (ACR / APAR)

### **PAY BAND AND GRADE PAY**

Pay Matrix (Level-10) entry pay of Rs. 56100/- as per 7<sup>th</sup> CPC.

### **NOTE:**

- a. Candidates shall have to bring no objection certificate (NOC) from the present employer at the time of interview.
  - b. Duly filled Application Form.
  - c. Attested photocopies of ACR/APARs of the last three years.
2. The said deputation post shall be governed by the terms and conditions of Indian Foreign Service Rules (IFS) as applicable to the employees of the University of Delhi.
3. The period of Deputation is initially for one year and extendable as per the requirement of the College.

Contd.....p/2

4. The incumbent should possess good communication skill, analytical skills and good aptitude for drafting/noting in English/Hindi languages. And should be able to coordinate/liaison with other divisions/departments and participate in discussions with Senior Functionaries and Academicians. He/she is expected to handle independently one or more functions related to Educational Administration / Examination / General Administration / Purchase / Establishment / Accounts / Finance / HR / Legal / Project Management.
5. Any other administrative tasks/assignments may be given by the Principal from time to time.

**HOW TO APPLY:**

Application format and other information are available on the college website (<https://aurobindoe.du.ac.in/>). The eligible candidates may apply for the above post with attested copies of essential qualifications and experience certificates. The duly completed application form with required documents should reach to the office of the Principal, Sri Aurobindo College (Evening), Malviya Nagar, New Delhi – 110017, latest by **06-02-2023** by post or by hand.

**IMPORTANT INSTRUCTIONS FOR THE CANDIDATES:**

1. Information regarding interview to the eligible candidates will be communicated through e-mail only.
2. Only shortlisted candidates will be called for the interview.
3. The college reserves the right to change the nature or number of post advertised or to abolish the post without assigning any reason thereof.
4. The college reserves the right to fill or not to fill any / all the post advertised.
5. Any addendum to the posts advertised, corrigendum will be notified on the college website only.
6. If at any point, the candidate is found to be ineligible, his/her candidature will stand cancelled.
7. Candidates are also advised to monitor the college website before coming to the interview.
8. Canvassing in any form shall be considered as disqualification to the above post.

S/d

(Prof. Vipin Kumar Aggarwal)  
Principal (Offg.)



दूरभाष / Phone : 41751306  
ईमेल / Email: sriaurobindoeven@yahoo.com

## SRI AUROBINDO COLLEGE (Evening)

(UNIVERSITY OF DELHI)  
MALVIYA NAGAR, NEW DELHI - 110017.

श्री अरविन्द महाविद्यालय (सांध्य)  
(दिल्ली विश्वविद्यालय)  
मालवीय नगर, नई दिल्ली-110017

Ref.No.SAC(E)/2022/350

27.01.2023

### NOTIFICATION

Applications are invited for engagement as a Consultant against the posts of Senior Personal Assistant (Pay Level 7 – Pay Matrix 7<sup>th</sup> CPC) in the College as per details given below:

#### **ELIGIBILITY:**

Employees retired from secretarial/administrative cadres of Central Govt./ State Govt. /Autonomous Bodies/University system etc. in the minimum Pay Level 6 (Pay Matrix as per 7<sup>th</sup> CPC) having good knowledge of Govt. Rules/administrative matters/computer operating etc.

#### **MINIMUM EDUCATIONAL QUALIFICATIONS:**

Graduate from a recognized University.

#### **CONSULTANCY FEE:**

As per University norms.

Interested candidates who fulfill the above qualifications and criteria may send their detailed bio-data containing contact address, email ID/Telephone No., name of Department where from retired/post held at the time of retirement/Grade Pay/Pension fixed etc. to the Principal, Sri Aurobindo College (Evening), Malviya Nagar, New Delhi- 110017 or email ID- [principal@aurobindoed.ac.in](mailto:principal@aurobindoed.ac.in) before 06.02.2023

- Eligible candidates may be called for a personal interaction.
- College has all rights to cancel the above advertisement without assigning any reason.
- Date of interview will be notified on college website.

S/d

(Prof. Vipin Kumar Aggarwal)  
Principal (Offg.)