

Aryabhata College

Formerly Ram Lal Anand College (Evening)

UNIVERSITY OF DELHI

Website: www.aryabhatacollege.ac.in

CORRIGENDUM

26.12.2016

Reference the college advertisement appeared in the Pioneer newspaper dated 7.11.2015 and Employment News dated 21 – 27 November, 2015 inviting online applications from 7.11.2015 to 28.11.2015 for filling up various non-teaching posts on permanent basis. Detail of the posts advertised is given below:-

Name of the post	No. of Posts	UR	SC	OBC	PwD	Max. Age	Pay Band+GP (Rs.)
Section Officer	02	01	01	-	-	35	9300-34800+ GP 4600
Instructor (OMSP)	01	-	-	-	01(OH)		9300-34800+ GP 4600
Senior Technical Assistant (Computer)	01	01	-	-	-	35	9300-34800+ GP 4200
Professional Assistant	01	01	-	-	-	35	9300-34800+ GP 4200
Senior Assistant	02	02	-	-	-	30	9300-34800+ GP 4200
Semi Professional Assistant	02	02	-	-	-	35	5200-20200+ GP 2800
Assistant	02	01	01	-	-	30	5200-20200+ GP 2400
Library Assistant	01	01	-	-	-	30	5200-20200+ GP 2000
Junior Assistant	04	01	01	01	01(VH)	27	5200-20200+ GP 1900
MTS-Library Attendant	08	04	01	03	-	27	5200-20200+ GP 1800
MTS-Computer Lab Attendant	01	01	-	-	-	27	5200-20200+ GP 1800

Abbreviation: UR- Unreserved, SC- Scheduled Caste, OBC- Other Backward Class, PwD- Person with Disabilities, OH- Orthopaedic Handicapped, VH- Visually Handicapped.

Vide OM No. Estab.IV/047/2016/01/RR-OM dated 2.12.2016, the University of Delhi has decided to discontinue interview for recruitments at all Group 'C', Group 'D' (which are now reclassified at Group 'C') Posts and for non-gezzeted 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.

Pursuant to the above, selection for the above posts shall be based on the performance of the candidates in the written test/skill test/practical test. As there may be change in the scheme of examination, tests for the posts of Senior Assistant; Junior Assistant; Senior Technical Assistant (Computer); and Assistant held on 17.4.2016; 24.4.2016; 1.5.2016; and 7.5.2016 respectively at the College stand cancelled and fresh dates will be notified on the College and Delhi University websites for the tests for these posts and for the other posts advertised. Candidates are advised to visit these websites regularly for update in this regard.

Those who have already applied in response to the above advertisement **need not** apply again. Fresh applicants may apply for the above mentioned posts in the prescribed application form available on the college /Delhi University website.

Application fee in the form of Demand Draft in favour of “Aryabhata College” payable at New Delhi is to be deposited as under:-

Category	Amount
UR/OBC	Rs. 200/-
SC/ST	Rs. 100/-
PwD	Nil

Any addendum/corrigendum shall be posted on the college/DU website only.

Application complete in all respects be sent in a sealed cover which should superscribe “APPLICATION FOR THE POST OF _____” through SPEED POST addressed to the “Principal, Aryabhata College, Benito Juarez Road (Anand Niketan), New Delhi-110021. Last date to reach the application at the College is 10-01-2017.

For detail, please see the website www.aryabhatacollege.ac.in or www.du.ac.in.

PRINCIPAL

आर्यभट्ट महाविद्यालय/Aryabhata College
दिल्ली विश्वविद्यालय/University of Delhi
बेनिटो हुआरेज रोड/Benito Juarez Road
नई दिल्ली-110021/New Delhi-110021

QUALIFICATIONS AND OTHER DETAILS ARE MENTIONED BELOW

ESSENTIAL QUALIFICATIONS FOR NON-TEACHING POSTS

1. SECTION OFFICER : (PB-2) Rs. 9300 – 34800 + 4600 GP

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

Maximum Age Limit: 35 years

2. INSTRUCTOR (OMSP) : (PB-2) Rs. 9300 – 34800 + 4600 GP

Essential:

1. Degree of a recognized University;
2. Certificate of higher or lower grade in English Shorthand and Typewriting of an examining body other than U.P.S.C.;
3. Teaching experience in
 - (a). English Shorthand through common words
 - (b). Vertical, horizontal or higher frequency word pattern of teaching typewriting and
 - (c). General English;
4. Aptitude for teaching English shorthand and Typewriting;
5. Minimum of 10 years' service as English Stenographer.

3. SENIOR TECHNICAL ASSISTANT (COMPUTER):(PB-2) Rs.9300–34800 +4200 GP

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

Note:- All the direct recruits will be required to appear in a written/practical test to adjudge their 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/skill test.

PROFESSIONAL ASSISTANT (LIBRARY):(PB-2) Rs. 9300 – 34800 + 4200 (GP)

Essential:

1. 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.

2. Computer Science paper at Graduate/PG level or Six months Computer Science course from a recognized institution.

Maximum Age Limit: 35 years

5. SENIOR ASSISTANT : (PB-2) Rs. 9300 – 34800 + 4200 (GP)

Essential:

1. 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.

2. Minimum 4 Years of Administrative Experience.

Maximum Age Limit: 30 years

**6. SEMI PROFESSIONAL ASSISTANT (LIBRARY):
(PB-1) Rs.5200–20200+2800 (GP)**

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 or PG Level or 6 months computer course from a recognized institution.

Maximum Age Limit: 35 years

7. ASSISTANT : (PB-1) Rs. 5200 – 20200 + 2400 (GP)

Essential:

1. 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.

2. Minimum 2 Years of Administrative Experience

Maximum Age Limit: 30 years

8. LIBRARY ASSISTANT : (PB-1) Rs. 5200-20200+ 2000 (GP)

Essential:

1. Passed Sr. Secondary or equivalent examination conducted by State Board of Education/ University/ Govt. recognized institutions;
2. Certificate in Library Science/ Library and Information Science from a recognized institution;
3. Computer Course at Sr. Secondary Level or Basic Course in Computer Science/ Word Processing from a recognized institution.

Maximum Age Limit: 30 years

9. JUNIOR ASSISTANT

: (PB-1) Rs. 5200 – 20200 + 1900 (GP)

Essential:

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 or 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.

Maximum Age Limit: 27 years

10. MTS-LIBRARY ATTENDANT: (PB-1) Rs. 5200 – 20200 + 1800 (GP)

Essential:

1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution
2. Certificate in Library Science/Library & Information Science from a recognized Institution.

Desirable:

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

Maximum Age Limit: 27 years

11. MTS-COMPUTER LAB ATTENDANT: (PB-1) R s . 5200 – 20200 + 1800 (GP)

Essential:

1. Should have passed Matriculation (10th) or equivalent examination with Science subjects from recognized board.

Desirable:

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

Maximum Age Limit: 27 years

GENERAL INSTRUCTIONS TO THE CANDIDATES:

1. Candidates are required to appear in a written test/practical test/skill test to adjudge the basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidate in the written test/Practical test/skill test.
2. 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.
3. The upper age-limit as prescribed for direct recruitment shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List – Non-Creamy Layer), Physically Challenged, Ex-Servicemen and other specified categories of person in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
4. 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 regular service in the University and its Colleges.
5. 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 regular service in the same or allied field.
6. The upper-age limit shall also be relaxable in respect of persons who are already working on contract/daily wages/adhoc basis in the Delhi University/Colleges to the extent of services rendered by them one time exemption provided they have put at least one year of service.
7. The age limit for the posts advertised shall be determined as on last date of submission of applications.
8. Application fee in the form of Demand Draft in favour of “Aryabhatta College” payable at New Delhi is to be deposited as under:-

Category	Amount
UR/OBC	Rs. 200/-
SC/ST	Rs. 100/-
PwD	Nil

9. Candidates belonging to SC/ST/OBC/PwD categories should keep ready an attested copy of certificates 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. 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). Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defense services. The PwD candidates with 40% and above of relevant disability shall only be considered.

The Disability Certificate will be issued by competent authority duly authorized by the Central Government or State Government.

10. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the College shall process the applications entirely on the basis of the information/ documents submitted by the candidates duly self-attested. In case the information / documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall be sole responsibility of the candidate.
11. Candidates should possess the prescribed educational qualification and experience as on the closing date of application.
12. Candidates serving in Government/Public Sector Undertakings are required to send their applications through proper channel.
13. Applications which do not meet the criteria given in this advertisement and/or incomplete applications are liable to be summarily rejected.
14. 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.
15. 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.
16. Application fee once paid shall not be refunded under any circumstances.
17. All candidates should have fulfilled the minimum eligibility on the closing date of submission of application.
18. Candidates called for written test/ practical test/skill test shall do so at their own expenses. No. TA/DA shall be paid.
19. The candidates are instructed to carefully read the eligibility criteria along with the General Instructions as well as the detailed instructions before applying for the post.
20. Candidates applying for more than one post must apply separately and pay fee separately.
21. The College shall not be responsible for any delay/loss due to postal or technical reasons.
22. Applications received without complete information or without requisite fees shall be rejected.
23. 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, it is detected that 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.

24. 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 right to modify/cancel/withdraw any communication made to the candidate.
25. Those who wish to apply are advised to see the college website www.aryabhatacollege.ac.in or University of Delhi website www.du.ac.in.
26. Attach two self-addressed envelopes of 9"x4" size with Rs. 10/- postage stamp affixed on each envelope.
27. Application complete in all respects be sent in a sealed cover which should superscribe "APPLICATION FOR THE POST OF _____" through SPEED POST addressed to the "Principal, Aryabhata College, Benito Juarez Road (Anand Niketan), New Delhi-110021. Last date to reach the application at the College is 10-01-2017.



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