



SRI AUROBINDO COLLEGE (Evening)

(UNIVERSITY OF DELHI)

MALVIYA NAGAR, NEW DELHI - 110017.

श्री अरविन्द महाविद्यालय (सांध्य)
(दिल्ली विश्वविद्यालय)
मालवीय नगर, नई दिल्ली - ११००१७

Advt. No. SAC(E)/NT/2021-22

Dated: 23.03.2022

Online applications are invited for the following Permanent Non-Teaching posts in the Pay Level as per 7th CPC mentioned below with usual allowances permissible under the University of Delhi/UGC rules.

S.No.	Name of the Post	Total	UR	OBC	Max. Age	Pay Level as per 7 th CPC
1.	Librarian	01	01	-		Level 10 (57700-182400)
2.	Senior Personal Assistant	01	01	-	35	Level 7 (44900-142400)
3.	Tabla Accompanist	01	01	-	45	Level 4 (25500-81100)
4.	Library Attendant	02	01	01	30	Level 1 (18000-56900)

Abbreviation:

UR-Unreserved, OBC-Other Backward Classes. Candidates fulfilling the eligibility criteria may fill the Online Application Form available on college website <https://www.aurobindoe.du.ac.in>. The PwBD candidate can fill form offline also which is also available on the college website. For complete details, Instructions, General Conditions, Eligibility Criteria, Scheme of Exam, and application form, please visit college website <https://www.aurobindoe.du.ac.in> or Delhi University website www.du.ac.in. The Last date of submission of Online application is **13.04.2022 or two weeks from the date of publication of the advertisement in the *Employment News*, whichever is later.**

The 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 qualification are as per the University of Delhi/UGC norms. **The fee is non-refundable.**

Any addendum/corrigendum shall be posted on the College website only. It shall be the responsibility of the candidates to check the same.

(Prof. Kusum Lata)
Principal (Offg.)

QUALIFICATIONS AND OTHER DETAILS OF NON TEACHING POSTS ARE MENTIONED BELOW:

1. LIBRARIAN: Level 10 (Pay Scale Rs 57700-182400) No. of Post: 01-UR

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 of library.
- 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.

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.
- (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% or an equivalent grade in a point scale wherever grading system is followed. The relaxation of 5% to the categories mentioned above are permissible, based on qualifying marks without including any grace mark procedures.
 - III. All the candidates for direct recruitment will be required to appear in the interview to adjudge their ability and knowledge relating to their work. The selection being based on the performance of the candidates in interview.

2. Senior Personal Assistant-Level-7 (Pay Scale Rs.44900-142400) No. of Post :01-UR

Essential Qualification:

1. A Bachelor Degree from a recognized University.
2. At least 03 years of experience working as Private Secretary/ Personal Assistant/ Stenographer/ Executive Assistant/ Executive Secretary in a Government Department/ Universities/ Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government.
3. Skill test norms
 - (a) Dictation: 10 minutes at an average speed of 100 w.p.m.
 - (b) Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer.
 - (c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc.

Desirable:

1. Degree/Diploma in Computer Application/Science.
2. Diploma in Office Management and Secretarial practice.
3. Knowledge of service rules applicable for Central Government establishments.

Note:

1. The incumbent is expected to provide secretarial support services and other duties as may be assigned. The incumbent will keep the officers free from routine nature of work by mailing correspondence, filling papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which the officer has specialized.
2. The incumbent will maintain the confidentiality and secrecy of confidential and secret papers so entrusted. The incumbent will exercise his skill in human relations and be cordial with the person who come in contact with his boss officially or who are helpful to the boss or who have dealings with the boss as professional persons.
3. Some of the more specific functions are enumerated in the Manual of Office procedure of Government of India.

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

3. Tabla Accompanist-Level-4 (Pay Scale Rs.25500-81100) No. of Post :01-UR

Essential Qualifications:

- a. Proficiency in the art of Tabla / Pakhawaj playing with particular reference to the accompaniment aspects for Vocal (both classical and semi classical) as well as Instrumental music.
- b. Degree in Tabla / Pakhawaj

OR

Diploma / 10+2 examination of any Indian Board and should have undergone training in Tabla / Pakhawaj under an established Guru, for a period of not less than 6 years.

Desirable

1. Knowledge of other percussion instruments like Dholak, Naal etc.
2. Knowledge of Hindustani Music, both Vocal and Instrumental
3. At least two years of work experience in a University / College / recognized institution /
A.I.R. / Doordarshan
4. A.I.R. grade will be given preference

4. Library Attendant: Level 1 (Pay Scale Rs. 18000-56900) No. of posts 02 (01 Post Reserved for OBC and 01-UR)

Essential:

- a. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution.
- b. 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: 30 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

Note: The incumbent is generally expected to undertake the following duties:

1. Dusting: books, periodicals (both loose and bound volumes), documents in other media,shelves, chairs, tables, etc.
2. Shelving and Display: books, newspapers, periodicals (both loose and bound volumes) andnew arrivals, documents in other media.
3. Assist in opening/closing of the Library.
4. Manning the check point/property counter.
5. Shelf rectification: Putting, rectifying and shifting of books, periodicals (both loose and bound volumes), and documents in other media, the signage according to classificationscheme followed in the library.
6. Arrangement of Chairs, tables in respective units, sections and in the reading halls.
7. Assisting users in searching books, periodicals (both loose and bound volumes), and documents in other media and finding/tracing of misplaced books and periodicals (bothloose and bound volumes) etc.
8. Library services for users with special needs.
9. Physical preparation of books, bound volumes of periodicals, newspapers and documents inother media: Depending on the requirements stamping, opening of the packets, pasting, book plate, book label, book pocket, book tag, due date slip and writing on the spine tags.
10. Undertaking Xeroxing work, preparing sets of cyclostyled / Xeroxed copies of setsdocuments for circulation.
11. Shifting of books and periodicals, and documents in other media from respective sections tothe Stacks and other places.
12. Searching out the damaged books ;and periodicals, mending them and preparing them forbinding;
13. Pasting of bar code labels and magnetic strips on books, periodicals etc.
14. Covering and removing the dust covers from the computers while closing and opening thelibrary unit, section respectively.
15. Collection of parcels from Rails, Road and Air etc.
16. Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Banks/Post Office/Departments & Administration, Finance, dispatch, messenger's job etc.)
17. Attending holiday and weekend and shift duties.
18. All other such jobs as may be assigned from time to time.

Senior Personal Assistant

Scheme of Examination

A. Scheme of the Examination:

	Type of Examination	Time:	Max. marks:
Paper-I	MCQ Type	2 hours*	300 marks (150 questions)
Paper-II	Descriptive Type	3 hours*	200 marks
Skill Test	Skills pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner/ group of examiners appointed for the purpose)	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks			500

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Questions pertaining to specific area of the post concerned	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	150	300
Paper-II	TEST COMPONENTS	DURATION: 3 hours	
		MARKS	
	Descriptive Type	200	
	TOTAL	200	

C. Syllabus:

Paper - I:

(i) **Questions pertaining to specific area of the post concerned:** The questions will pertain to the specific area/skill of the post concerned. For instance for the post of Assistant Manager, questions will be asked from Hotel Management, for Legal Assistant – questions on Law, for Engineer – questions on Engineering etc.

(ii) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to

test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(iii) 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.

(iv) Mathematical 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.

(v) 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:

Topic	Marks allocated
Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned.	100 marks (10 questions x 10 marks) Each question to be answered in 100 words
Situation Test analysis, where the candidates reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
Essay	50 marks (500 words)

D. Skill Test:

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately 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/PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.

- b) In case of further bunching/bracketing of candidates, candidate senior in age.
c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

Tabla Accompanist

Scheme of Examination:

Components of scheme of Examination		
Written Examination (Paper I)	Time: 1.5 hours*	Max. Marks allowed: 150 marks Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)
Skill Assessment	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks (150)		150

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Syllabus for the above papers will be as follows:

Written Examination:

1. Brief history of Gharanas of Tabla&Pakhawaj.
2. Brief history of Tabla&Pakhawaj.
3. Write the varnas (Bol) of Tabla&Pakhawaj.
4. Write in notation with Thah, Dugun&Chaugun of Jhaptal and Dhamar.
5. Write in notation of Kayada, Rela, Palta, Tihai and ChakradarTukra/ Param in Jhaptal/ Dhamar.
6. Write in notation with Thah, Dugun&Chaugun of Teental/ Chautal.
7. Brief introduction of RupakTala/ TivraTala.
8. Write in Notation with Thah, Dugun&Chaugun of Dadra and Keharwa.
9. Write in notation of Kayada, Rela, Palta, Tihai and ChakradaTukra/ Paran in Teental/ Chautal.
10. Write an essay on Vocal and Instrumental Music.
11. Brief introduction of Ektala/Chautala.

Skill Assessment:

1. Demonstration of theka of Jhaptala/Dhamar in Thah, Dugun and Chaugun by the hand beats.
2. Basic Bols (varnas) of Tabla/ Pakhawaj.
3. Two advance Kayadas/Relas with Paltas&Tihai, two simple tukras/Parans, two chakradartukras/Parans inJhaptala/Dhamar.
4. Theka of Teental/ChautaalwithThah, Dugun, Chaugun and keep the theka by hand beats.
5. Playing knowledge of Ektala and Rupak in barabarkilaya/Chautala&Teevra.
6. Knowledge of four Kayadas/Relas ,Paltas and Tihai, One Simple and ChakradarTukra/Paran in Teental/Chautaal.
7. One Kayada each of 'Tirkitataka' and 'Dhirkit' in Teental/Chautaal.
8. Four variation in Keherwa and Dadra Tala.
9. Elementary knowledge of Keherwa and Dadra Talas/ Tivra&Sooltala.
10. Tuning of Tabla/Pakhawaj.
11. Basic knowledge of vocal and instrumental accompaniment.
12. Elementary knowledge of tuning of Tabla/ Pakhawaj.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I 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/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. There shall be no negative marking for wrong answers.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

Library Attendant**Scheme of Examination**

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

A. Scheme of Examination:

Written Test		
Objective Type (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 3 hrs.*	Max. Marks: 300 marks
Total Marks		300 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Objective Type (MCQ)	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTIONS	MARKS
(i)	Library Aptitude	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	150	300

B. Detailed Syllabus:

(i) Library Aptitude: Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.

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

(iii) 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.

(iv) Mathematical 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.

(v) 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.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for the written test 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/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
4. There shall be negative marking for wrong answers in written test to the tune of $\frac{1}{4}$ th of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify written test.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

GENERAL CONDITIONS FOR THE APPLICANTS

1. All the posts will be filled as per the Recruitment Rules (Non-Teaching Employees) 2020 (Under Ordinance XXII-D) of the University of Delhi. The qualifications and other service conditions shall be such as prescribed by the University of Delhi from time to time.
2. A separate application form along with requisite fee has to be submitted for each post. Application form available online on college website i.e., <https://www.aurobindoe.du.ac.in> and Delhi University website i.e., www.du.ac.in.
3. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed by the College / University from time to time for the respective post. The advertised post carries admissible scale plus admissible allowances. Applicants are required to produce specific certificates as per eligibility conditions.
4. **AGE RELAXATION:**
 - a. The upper age limit prescribed for the advertised post shall be relaxed 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.
 - b. The upper age limit shall also be relaxed 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.
 - c. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates of the University/college(s).
 - d. The upper age limit for the posts advertised shall be determined as on closing date of advertisement. Documents for seeking age relaxation should be submitted at the time of written examination/interview (if applicable) also even if the same has been submitted earlier.
 - e. 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 the services rendered by them. This is a one-time exemption available to those who have put in at least one year of service. The relaxation will be subject to other applicable rules and also production of relevant experience

certificate from the University or the concerned college where the applicant has serve.

f. The above provisions are summarized in the table given below:

S. No.	Category	Age Relaxation permissible beyond the upper age limit (prescribed in the section for qualification)
1.	SC/ST	5 years
2.	OBC (NCL)	3 years
3.	PwBD	10 years
4.	PwBD + OBC(NCL)	13 years
5.	PwBD + SC/ST	15 years
6.	Ex-servicemen and commissioned Officers including ECO/SSCOs	5 years
7.	Permanent Employee in Government Departments/ Statutory or Autonomous Bodies / Universities /affiliated or constituent colleges under the University / Public Section Undertakings	5 years or the number of years (in completed years) whichever is less provided they have rendered at least three regular service in the Government Departments/ Statutory or Autonomous Bodies / Universities / affiliated or constituent colleges under the University / Public Sector Undertakings
8.	Departmental candidates of University of Delhi and its colleges	Upper age limit shall not be insisted upon
9.	Persons who are already working on contract / daily wages / adhoc basis in the University of Delhi or its college(s)	Upper age limit will be relaxed to the extent of service rendered by them in the University of Delhi or its colleges

* The age relaxation shall be subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.

3. SC/ST/OBC(NCL)/PWBD candidates who opt to apply for unreserved vacancies will not be eligible for age relaxation or relaxation in cut off marks which are otherwise allowed to those belonging to these categories. Further, reserve category candidates SC/ST/OBC(NCL)/ PWBD) who become eligible by virtue of age relaxation applicable in their case, will be considered only for reserved seats of the category to which they belong even if they have the merit to be considered otherwise for UR.
4. Caste/ Category Certificates
 - i) Candidates applying under any of the reserved category viz. SC/ST/OBC(NCL), EWS and income certificate will be considered subject to submission of valid Caste certificate on a prescribed format issued by the competent authority. The vacancies are being advertised in financial year

2021-2022, therefore, valid NCL-OBC certificate issued during the period from 1.4.2020 to 31.3.2021 will be considered valid. Candidates who have NCL-OBC certificate issued before this period (i.e. 1.4.2020 to 31.3.2021), will not be considered valid for this advertisement. Candidates applying under OBC category must produce the valid caste certificate in the format provided by the DoP&T vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2/2013-Estt(Res-I) dated 31.03.2016. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered. They will however be treated as UR candidate. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer. The certificate submitted should be digitally verifiable.

- ii) The vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM. No. 36039/1/2019-Estt (Res), dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuinity of the certificate by the issuing authority. As per DoP&T OM No.

36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise. Therefore, a valid EWS certificate will be the one which has been issued by the competent authority, as prescribed by the GOI/DOPT, on or before the last date of submission of application. Candidates who fail to produce valid EWS certificate will not be considered for reservation under this category. They will however, be considered for UR category. Therefore, EWS candidate must ensure that they have a valid EWS certificate on or before the last date of submission of application.

- iii) In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be enclosed with the application.

- 5. Those who are in employment with State/Central Govt/PSU, must submit a **“NO OBJECTION CERTIFICATE”** from the employer at the time of submission of application before the due date. Failure to submit **NOC** by due date will lead to cancellation of candidature

6. Canvassing in any form will be a disqualification

- 7. In case of any dispute/ambiguity that may occur in the process of selection, the

decision of the College shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.

8. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
9. The number / category / recruitment mode of posts advertised may increase / decrease / change, and the college reserves the right not to fill up some or all posts advertised, if the circumstances so warrant.
10. The College reserves the right to offer the post at a level lower than that advertised/applied, or on contract/deputation basis, depending upon the qualifications, experience and performance of the candidate, wherever applicable.
11. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the College reserves the right to modify/withdraw/cancel any communication made to the applicant.
12. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the application and self-certified copies/testimonials.
13. Based on the declaration made by the candidate in their Registration form/application form, their application will be scrutinized and based on the scrutiny of application; they shall be provisionally declared eligible to appear for Recruitment Examination. Qualified/Selected candidates are subject to multi stage document verification in online/offline mode as prescribed including verification from original & others. If anyone is found not fulfilling the prescribed qualification/experience etc. claimed and any other eligibility criteria as per the advertisement published/uploaded, at any stage of process, his/her candidature will be treated as cancelled without any further notice.
14. All rules and regulations / orders on relaxation for PwBD candidates in qualification, eligibility, age, etc. as issued by the Government of India and adopted by the University of Delhi will be followed.
- 15. 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 it is detected at any time in the future - during the process of selection or even after appointment - that the candidate was not eligible as per the prescribed qualification, experience, etc., which could not be detected at the time of selection for whatever reason, his/her candidature/appointment shall be liable to be cancelled/terminated as per rules.**
16. If a candidate is applying for more than one post, a separate application form has to be submitted for each post. Candidature may be cancelled if more than one application is submitted for the same post.
17. In the case where a vacancy is anticipated, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.

18. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information while submitting the application.
19. **Application received after last date will be rejected.**
20. Applications which do not meet the criteria given in this advertisement and/or are found incomplete are liable to be summarily rejected. Fees once paid shall not be refunded under any circumstances.
21. The number of unreserved/reserved posts advertised may vary, and the college has reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant. Any consequential vacancies arising at the time of selection may also be filled from the available candidates who have applied against this advertisement.
22. All expenses for appearing in written test/s, practical or skill test (if any) or for interview (wherever applicable) shall be borne by the candidates themselves. **No TA/DA shall be paid.**
23. Please note that all future correspondence regarding the date of written examination/s, interview, etc. shall be uploaded on the college website. Candidates should ensure that the email I.D. provided by them is correct in all respects. The candidates should check their email (including spam) & college website i.e. <https://www.aurobindoe.du.ac.in> on a regular basis. If any information is delayed due to technical reasons, the college would not be responsible for the same.
24. The college shall verify the antecedents of the candidate and the documents submitted by him / her at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are false or that the candidate has suppressed relevant information, then his/her services shall be liable to be terminated without prejudice to any other action initiated by the college.
25. As per directive of the University of Delhi vide its OM No. Estab. IV/047/2016/01/RR-OM dated 02.12.2016, has been decided to discontinue interviews for recruitments at 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.
26. Relaxation in the required minimum qualifications for all the advertised posts shall be provided as per rules framed by the University of Delhi.
27. In compliance of the decision of the Hon'ble Supreme Court following credits shall be added in the final score obtained by those applicants who are working on contract / daily wages / adhoc basis in the University or its colleges provided that they have put in at least one year of service, for their placement in the respective merit list for the written examination as per the notified scheme of the said decision is reproduced as below:

" Those employees who were engaged in the year 2011 be given the benefit of 10 marks in the ensuing selection process while for every additional year that a contract employee had put in, benefit of one more mark subject to the ceiling of 8

additional marks be given. In other words, if a contract employee was engaged for the first time in the year 2010, he shall be entitled to the benefit of 11 marks, while one engaged since 2003 shall be given 18 marks, as against the appointee of 2011 who will have the advantage of only 10 marks. The contract appointees of 2012 and 2013 will have the advantage of 9 and 8 marks respectively.”

Note: This clause would be made applicable for the post of Junior Assistant. For the remaining posts the criteria defined in the Information Brochure already available on the website under reference shall apply.

28. Consequent upon adoption of self-certification provisions as required by the Government of India, the college shall process the applications entirely on the basis of 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 liability for the same shall rest solely with the candidate.
29. The eligible and interested persons are required to apply online (except applications for the post(s) reserved for PwBD category Library Attendant through the College website i.e. <https://www.aurobindoe.du.ac.in> by the last date

The submission of hard copy of the online application form duly signed by the applicant along with one passport size photograph affixed thereon and self-attested copies of the certificates / degrees, date of birth, experience, caste / category etc. as proof of having acquired the minimum educational/technical qualification and eligibility is **mandatory** to the following address

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

The envelope containing all the above documents should be superscribed as
“Application for the Post of _____”

(write the name of the post) and Registration No. _____ (as generated on the online application form)” by the last date. Candidate may keep the copy of his/her form for future reference.

Application Fees: Application fee should be submitted through online mode from Collegewebsite only as per the details given below:-

Category	Fee (Rs.)
UR/OBC/EWS	500/-
SC/ST	250/-
No application fee shall be charged from PwBD and Women applicants.	

Processing charges & GST are to be paid by candidate to concerned Bank/Payment Gateway Integrator, as applicable.

Admit Card will not be sent by post. The candidate is requiring following the instruction given on the college website for appearing in the written examination/interview.

1. In order to avoid last minute rush, the candidates are advised to apply well in time. The college will not be responsible for any problem such as network problems that may impede last minute applications.

INSTRUCTIONS FOR FILLING ON-LINE APPLICATION FORM FOR NON-TEACHING POSTS:

1. Log on to <https://www.aurobindoe.du.ac.in>
2. Before filling up the form, candidates are advised to carefully go through the Advertisement **Advt. No. SAC(E)/NT/2021-22 dated 23.03.2022** available on the college website and confirm your eligibility with regard to qualification/experience/age etc. before submitting the online application form.
3. Before submission of online form, candidate is advised to scan all the documents for entry purpose.
4. Field with red star (*) marks are mandatory and essential to be filled in by the candidate.



(Prof. Kusum Lata)
Principal (Offg.)

Please click on the link below to apply online:

<https://www.aurobindoe.du.ac.in/>

SRI AUROBINDO COLLEGE (EVENING)

(University of Delhi)

Malviya Nagar, New Delhi-110017

Phone No.: 41751306

Website: <https://www.aurobindoe.du.ac.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)

9. 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 a 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 applicant 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.