



## Sri Aurobindo College (Morning)

University of Delhi

Malviya Nagar, New Delhi-110017

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

Phone No.: 011-40364378

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

Sl. No.	Name of the post	No. of post	UR	OBC	SC	ST	EWS	PwBD	Age Limit	Pay Matrix as per 7 <sup>th</sup> CPC
1.	Librarian	01	01	-	-	-	-	-	*	Pay Level - 10
2.	Director Physical Education	01	01	-	-	-	-	-	*	Pay Level - 10
3.	Sr. Personal Assistant	01	01	-	-	-	-	-	35 year	Pay Level - 07
4.	Assistant	02	02	-	-	-	-	-	30 year	Pay Level - 04
5.	Junior Assistant	05	02	02	-	01	-	-	27 year	Pay Level - 02
6.	Laboratory Attendant									
	Botany	02	02	-	-	-	-	-	30 year	Pay Level - 01
	Chemistry	05	03	01	01	-	-	-	30 year	Pay Level - 01
	Electronics	04	01	01	-	-	01	01 (HI)	30 year	Pay Level - 01
	Physics	03	01	-	01	01	-	-	30 year	Pay Level - 01
	Zoology	02	01	01	-	-	-	-	30 year	Pay Level - 01
7.	Library Attendant	10	03	03	-	01	01	(02) 01-VI (LV) 01-LD	30 year	Pay Level - 01

UR- Unreserved, OBC- Other Backward Class, SC- Scheduled Caste, ST- Scheduled Tribe, PwBD-Person with Benchmark Disabilities, VI-Visual Impairment (Low Vision), LD-Locomotors Disability including leprosy cured, dwarfism, acid attack victim, cerebral palsy and muscular dystrophy, HI-Hearing Impairment.

\*As per University of Delhi rules.

Link for online apply for the post of Librarian and Director Physical Education is <https://rec.uod.ac.in/>

Link for online apply for other Non-Teaching posts <https://dunt.uod.ac.in/index.php/site/login>

Sd/-  
Principal (Offg.)

**SRI AUROBINDO COLLEGE**  
**(University of Delhi)**  
MALVIYA NAGAR, New Delhi – 110017.

**ESSENTIAL QUALIFICATIONS FOR NON-TEACHING POSTS**

Qualification and experience details are as under:-

**1. LIBRARIAN**

**Essential Qualification:**

- (i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed)
- (ii) A consistently good academic record, with knowledge of computerization of a Library.
- (iii) Besides fulfilling the above qualifications, the candidate must have cleared the National eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or 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) Regulations 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. Degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D., candidates shall be exempted from the requirement of the NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in University/Colleges/Institutions subject to the fulfillment of the following conditions:

- (a) The Ph.D. degree of the candidate has been awarded in the regular mode.
- (b) The Ph.D. thesis has been evaluated by at least two external examiners;
- (c) Open Ph.D. viva voice of the candidate has been conducted;
- (d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a referred journal.
- (e) The candidate has presented at least two papers based on his/her Ph.D. work in conference/seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or nay similar agency.

**NOTE:**

- (i) The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affair) of the University Concerned.
- (ii) NET/SLET/SET shall not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

**\*Maximum Age Limit:** as per University of Delhi/UGC norms.

## 2. DIRECTOR PHYSICAL EDUCATION

### Eligibility (A or B)

#### A

- (i) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- (ii) Record of having represented the University/College at the inter-university /inter-collegiate competitions or the State and/or national championship.
- (iii) Besides fulfilling the above qualifications, the candidate must have cleared the National eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or 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) Regulations 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. Degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D., candidates shall be exempted from the requirement of the NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in University/Colleges/Institutions subject to the fulfillment of the following conditions:

- (a) The Ph.D. degree of the candidate has been awarded in the regular mode.
  - (b) The Ph.D. thesis has been evaluated by at least two external examiners;
  - (c) Open Ph.D. viva voice of the candidate has been conducted;
  - (d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a referred journal.
  - (e) The candidates have presented at least two papers based on his/her Ph.D. work in conference/seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or nay similar agency.
- (iv) Passed the physical Fitness Test in accordance with the provisions of University of Delhi.

**\*Maximum Age Limit:** as per University of Delhi/UGC norms.

#### Note:

- (i) The fulfillment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic Affair) of the University Concerned.

**B.** An Asian game or commonwealth games medal winner who has a degree at least at Post-Graduation level.

### PHYSICAL FITNESS TEST NORMS

- (a) Subject to the provisions of these Regulations, all candidates who are required to undertake the physical fitness test shall be required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.
- (b) On production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

<b>Norms for Men</b>			
12 Minutes Run / Walk Test			
Upto 30 years	Upto 40 years	Upto 45 years	Upto 50 years
1800 meters	1500 meters	1200 meters	800 meters

<b>Norms for Women</b>			
8 Minutes Run / Walk Test			
Upto 30 years	Upto 40 years	Upto 45 years	Upto 50 years
1000 meters	800 meters	600 meters	400 meters

### 3. **SENIOR PERSONAL ASSISTANT:**

#### **Essential:**

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/her skill in human relations and be cordial with the person who comes in contact with his/her 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/UGC).

#### 4. **ASSISTANT**

**Essential:**

A Graduate from a recognized University in any discipline with good working knowledge of computers.

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

#### 5. **JUNIOR ASSISTANT**

**Essential:**

1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / University / Institution.
2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

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

## 6. LABORATORY ATTENDANT

(Botany, Chemistry, Electronics, Physics, Zoology Lab.)

### **Essential:**

Should have passed 10th or an equivalent examination with science subjects from recognized board.

### **Note:**

The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.

### **Note:**

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

1. Assisting in opening and closing of the premises. .
2. Manning the entry points/check points/property counter of the laboratory.
3. Dusting of the equipment, computer accessories, furniture (including shelves, chairs, tables, etc.), books, periodicals documents and other items, and in general keeping the premises clean.
4. Covering and removing the dust covers from the equipment/computer while closing and opening the laboratory/office.
5. Shelving instruments, books, documents, displays etc. and arranging items in designated places.
6. Assisting in stock verifications, searching equipment, documents etc.
7. Undertaking Xeroxing work, printing using computers, preparing sets of Xeroxed/printed copies of sets documents for circulation/examination etc.
8. Preparation of documents (including typing and formatting) using computer.
  - a. Assisting in maintaining documents and records (including manuals, attendance sheets, allotments and issue registers, student files, etc.).
9. Participation in examination related duties.
10. Participating in the movement and handling of equipment and materials as per the instructions, and under supervision of concerned In-charge/concerned faculty member.
11. Assisting in repair and maintenance of equipment (including electronic and electrical items) and civil infrastructure.
12. Undergoing in-house/central training for laboratory/office works as per instructions.
13. Collection of parcels/equipment/letter from airport, railway stations etc. Delivering of mails, files etc. and movement of files and examination material within and outside the university.
14. Maintaining the safety and security of the laboratory/office.
15. Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post office/Departments & Administration, Finance, Dispatch etc.)
16. Attending holiday, weekend and shift duties as per instructions.
17. All other such jobs and duties as the case may be that are assigned from time to time.

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

## 7. LIBRARY ATTENDANT

### **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.

**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) and new 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 classification scheme 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 (both loose and bound volumes) etc.
8. Library services for users with special needs;
9. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other 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 sets documents for circulation;
11. Shifting of books and periodicals, and documents in other media from respective sections to the Stacks and other places.
12. Searching out the damaged books and periodicals, mending them and preparing them for binding;
13. Pasting of bar code labels and magnetic strips on books, periodicals etc.
14. Covering and removing the dust covers from the computer while closing and opening the library unit, section respectively.
15. Collection of parcels from Rail, Road and Air etc.
16. Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post Office/Departments & Administration, Finance, dispatch, messenger's job etc.)
17. Attending holiday and weekend and shift duties.
18. All other such jobs and duties as the case may be assigned from time to time even in other spheres of functioning of the institution concerned.

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

Sd/-  
Principal (Offg)



## SRI AUROBINDO COLLEGE

(University of Delhi )

Malviya Nagar, New Delhi-110017

Phone No: 011-40536164,

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

### GENERAL INSTRUCTIONS:

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

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

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

Category	Fee
UNRESERVED/OBC/ EWS	₹ 500/- (for each application)
<b>No Application fee shall be charged from SC/ST/PwBD candidates.</b>	
<b>No Application fee shall be charged from Women Candidates of all categories as per rules of University of Delhi. Office Memorandum Estab.IV/042/2015/77 dated 23.12.2016.</b>	

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

12. Candidates belonging to SC/ST/OBC/ EWS and PwBD categories should keep an attested copy of certificates issued by Competent Authority in the prescribed format as stipulated by the Government of India. Candidates of OBC category carry a certificate specifying their non-creamy layer status. An Ex-serviceman candidate has to produce a copy of the discharge certificate/pension payment order and documentary proof of rank last/ presently held (substantive as well as acting) at the time of interview. Those in defense service should submit a certificate from a Competent Authority regarding their relieving services.



13. It is the responsibility of the candidate to assess his / her own eligibility for the post for which he / she is applying in accordance with the advertisement. If the candidate is found to be ineligible as per the prescribed qualification, experience, etc., at any stage in the future - during the process of selection or even after appointment, his/her candidature/appointment shall be liable to be cancelled / terminated as per rules.
14. Candidates belonging to SC/ ST/ OBC/ EWS and PwBD categories should mention their category specifically in their applications attach certificate of proof issued by the competent authority.
15. Candidates serving Government/Public Sector Undertakings are required to send their applications through proper channel.
16. The number of unreserved / reserved 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.
17. Applications which do not meet the eligibility criteria given in this advertisement and/or incomplete applications will be summarily rejected.
18. 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.
19. The number of posts advertised may vary, and the college reserves the right not to fill up some or all of the posts advertised, if the circumstances so warrant.
20. The candidates applying under PwBD category are required to submit the Disability Certificate in the format prescribed by the Government of India, Department of Personnel and Training vide OM No. 36035/3/2004-Estt(Res) dated 29.12.2005. The format is available at the website [www.persmin.nic.in](http://www.persmin.nic.in). Only such persons would be eligible for reservation in services / posts under VI / LD / HI categories who suffer from not less than 40% of disability.
21. Candidates called for written test/skill test etc. shall do so at their own expense. No TA/DA shall be paid.
22. Any addendum/corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same.
23. 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.
24. All future correspondence regarding the date of written examination/Skill test etc. shall be uploaded on the college website only or/and sent to the email I.D. provided by the candidates. Candidates should ensure that the email I.D. provided by them is correct and should check their email (including spam) & college website on a regular basis. The College would not be responsible for any delay in information due to technical reasons.
25. Admit Cards will not be sent by Post. Eligible candidates may download their admit card from the college website ([www.aurobindo.du.ac.in](http://www.aurobindo.du.ac.in)).
26. Applications received with incomplete information or without requisite fees shall be rejected.
27. The college shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case the documents submitted by the candidates are false, or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the college.
28. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the college reserves the right to modify/cancel/withdraw any communication made to the candidate.
29. The eligible and interested applicants are required to apply online on college website [www.aurobindo.du.ac.in](http://www.aurobindo.du.ac.in). **No applications will be accepted after the 16.03.2024 upto 5.00 p.m or 15 days from the date of published in the Employment News.**
30. **All eligible and interested applicants of PwBD category can apply offline also.** They can download the application form from the college website: [www.aurobindo.du.ac.in](http://www.aurobindo.du.ac.in).
31. In order to avoid last minutes rush, the candidates are advised to apply early enough. College will not be responsible for any network problem or any other such issue.

Sd/-  
PRINCIPAL (OFFG.)