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SRI AUROBINDO COLLEGE

(University of Delhi)
MALVIYA NAGAR, NEW DELHI - 110017
E-mail : principal@aurobindo.du.ac.in
Website : www.aurobindo.du.ac.in

श्री अरविन्द महाविद्यालय

(दिल्ली विश्वविद्यालय)

मालवीय नगर, नई दिल्ली-110017

12/07/2017

Dated

SAC/2017/4525

Ref. No.

NOTICE

Applications are invited along with self-attested testimonials and a passport size photograph in a sealed envelope superscribed "Application for the post of" for the following non-teaching posts on contractual basis. The applications should be sent to the **Principal, Sri Aurobindo College, Malviya Nagar, New Delhi-110017** latest by **20.07.2017** before 3:00 P.M. by post only. The qualification and other conditions for these posts as per University of Delhi rules may be seen on the college website: www.aurobindo.du.ac.in.

S. NO.	Name of the post	No. of Post	Date and Time of Test	Venue
1.	Junior Assistant	UR- 02, OBC-02	22.07.2017 at 10.30 am*	Sri Aurobindo College, Malviya Nagar, New Delhi - 110017
2.	MTS	04		
3.	Sr. P.A. to Principal	UR-01	Date will be notified on the college website	
4.	Professional Assistant	UR-02		
5.	Semi-Professional Assistant	UR-01		

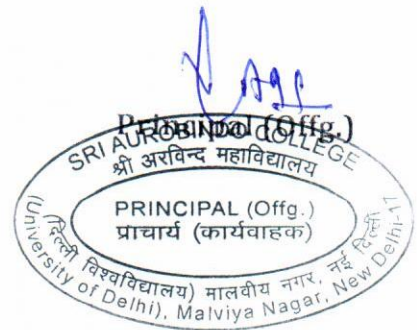
*Candidates are required to report at the test venue an hour before the commencement of the test.

Note:

1. All the candidates will be required to appear for a written test to adjudge their ability of expression and knowledge. The selection will be based on the performance of the candidates in written as well as skill test.
2. The college reserves the right to change the nature and/or abolish any post without assigning any reason.

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3. Any addendum and corrigendum will be notified on the college website.
4. Consolidated salary will be paid as per University of Delhi rules for contractual employees.
5. Before coming the written test, please check the college website for any latest notification.
6. If at any point, the candidate is found to be ineligible, his/her candidature will stand cancelled.
7. In case the candidate is unable to submit the application to the college, she/he may directly report to the examination centre an hour before the schedule time of the test alongwith their self-attested testimonials and passport size photograph.
8. Please bring your Identity proof (Aadhar Card/Voter Card/ Passport or Driving Licence).



Sri Aurobindo College

12/07/2017

SR. P.A TO PRINCIPAL

Essential Qualification:

- (a) A Bachelor degree from a recognized University.
- (b) At least three years post qualification experience working as Private Secretary /Personal Assistant/Stenographer/Executive Assistant/Executive Secretary in a Government Department / Universities / Autonomous Bodies /PSUs/Educational Institute recognised by the Government.

(c) Skill Test Norms:

- a) Dictation: 10 mts @ 100 w.p.m.
- b) Transcription: 40 mts. (English) or 55 mts. (Hindi) on computer.
- c) Computer Proficiency viz Typing Skill, Word Processing, Spread Sheet, Internet, E-mail communication etc.

Desirable:

- (a) Degree/Diploma in Computer Application / Science.
- (b) Diploma in Office Management and Secretarial Practice.
- (c) Knowledge of service rules applicable for Central Government establishments.

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

PROFESSIONAL ASSISTANT (LIBRARY)

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% marks 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.

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

SEMI PROFESSIONAL ASSISTANT (LIBRARY)

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 / PG level or Six months Computer Science course from a recognized institution.

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

JUNIOR ASSISTANT

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

Desirable:

1. Degree/Diploma in Computer Application/Science and knowledge of operation of latest packages relating to Pay roll, Accounts, MIS etc.
2. Diploma in Office Management and Secretarial Practice.

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

MTS

Essential

1. Should have passed Matriculation (10th) or an equivalent examination with science subjects from recognized Board.

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