



SRI AUROBINDO COLLEGE

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

(दिल्ली विश्वविद्यालय)
मालवीय नगर, नई दिल्ली-110017

Ref. No. SAC/2019/362

Dated .04.10.2019.

NOTIFICATION

Applications are invited on plain paper in prescribed format 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** on consolidated salary as per University of Delhi rules and regulation from time to time. The applications should be sent to the **Principal, Sri Aurobindo College, Malviya Nagar, New Delhi latest by 15.10.2019 before 11.00 a.m.** by post or by hand:

Sl. No.	Post Name	No. of Post	category	Age Limit	Date & Time of Test*	Venue
1.	Senior Personal Assistant	01	UR	35	Will be notified soon	Sri Aurobindo College, Malviya Nagar, New Delhi - 17
2.	Junior Assistant	02	UR-2	27		
3.	MTS Laboratory	02	OBC-2 PwBD-(HH) 1	27		

POST: Senior Personal Assistant (Age relaxation will be allowed as per the guidelines of University of Delhi)

1. A bachelor Degree from a recognized University.
2. 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 Institutions recognized by the Government.
3. 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, Email 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.

POST: Junior Assistant (Age relaxation will be allowed as per the guidelines of University of Delhi)

Essential QUALIFICATION:

- (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 six months duration in Computer Application / Office Management / Office Secretarial Practice / Financial Management / Accounts or equivalent discipline.

OR

Graduate degree in Computer Application / Office Management / Office Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.

- (1) Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through computers.

POST: M.T.S. - Laboratory (Age relaxation will be allowed as per the guidelines of University of Delhi)

Essential QUALIFICATION:

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

IMPORTANT INSTRUCTIONS:

1. All the candidates will be required to appear for a written test (also typing test for JACT) to adjudge their ability of expression and knowledge. The selection will be based on the performance of the candidates in written test.
2. **The college reserves the right to change the nature and/or number of post advertised or to abolish the post without assigning any reason thereof.**
3. The college reserves the right to fill or not to fill any / all the post advertised.
4. Any addendum and corrigendum will be notified on the college website only.
5. If at any point, the candidate is found to be ineligible, his/her candidature will stand cancelled.
6. **Candidates are also advised to monitor the college website for date and time of written examination which is going to be conducted soon before coming to the test venue and are required to report at the test venue an hour before the commencement of the test.**
7. For scheme of examination, please visit the college website www.aurobindo.du.ac.in.
8. No TA/DA will be paid for attending the Test.
9. Canvassing in any form shall be a disqualification.
10. Candidature of the candidate to the Test is entirely provisional and subject to fulfill the required qualification, experience and verification of documents.
11. Candidate must bring the identity proof such as Driving License/Voter-Card/Passport/PAN card and Aadhar Card at the time of written test.
12. Please note no separate letters are being issued by the college