



श्री अरविन्द महाविद्यालय SRI AUROBINDO COLLEGE

Ph.: 011 40536164

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

Ref. No. SAC/2025/1696

17.02.2025
Dated

NOTICE

Applications are invited by email at principal@aurobindo.du.ac.in for appointment on Short Term Contract basis for the following post. The applicants need to submit latest brief curriculum vitae/ bio data giving all details such as NAME OF POST APPLIED FOR, Name, Father's name, Address, qualifications, category, date of birth, experience, contact number, email id etc. While applying candidates must ensure that information provided in CV is correct. The appointment shall be purely on contractual basis for a period of six months.

On Short Term Contract Basis.

| S.No. | Name of the post | No. of Post | Category | Age Limit | Salary Per Month |
|-------|------------------|-------------|----------|-----------|--|
| 1. | Section Officer | 01 | 1 SC | 35 Years | Basic pay of INR 44900/- plus dearness allowance as applicable from time to time |

Qualifications Required

Post: - Section Officer

Essential Qualifications:

Graduate from a recognized University.

Desirable Qualifications:

1. Diploma/ Certificate of minimum 06 months duration in Computer Application/ Office Management/ Secretarial Practice / Financial Management / Accounts or equivalent Discipline.
2. Experience in handling educational administration/ General Administration/ Purchase/ Account & Finance in a University/ Research Institution/ Government Department/PSU.

Annu Chaudhary

PRINCIPAL
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(UNIVERSITY OF DELHI)
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Selection Criteria:

Interested candidates fulfilling essential qualification should apply by email at principal@aurobindo.du.ac.in along with Certificates in support of qualifications and experience. The last date of receiving application is 28-02-2025. All the candidates who apply till last date of receipt of applications shall be called for written test on 08.03.2025.

No TA/DA shall be paid to the candidates. Appointment shall be subject to approval of competent authority.

- Candidates are advised to visit the website regularly regarding examination details and any other updates. No personal communication in this regard will be sent.
- The Candidates must ensure their eligibility regarding age, qualification, category before applying for the post. The candidates are allowed to appear in exam without any scrutiny of eligibility criteria, category, experience etc. Final verification regarding eligibility will be ensured by the College at the time of appointment. The candidature will be cancelled if any discrepancy is found at the time of appointment or at any stage.
- Age relaxation shall be as per Govt. of India/DU rules.

Scheme of Examination for the post of Section Officer on Short Term Contract Basis

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of Section Officer:

A. Scheme of the Examination:

| Written Test | | |
|-----------------------|----------------|--|
| Paper – I MCQ Type | Time: 2 hours* | Max. marks: 300 marks (150 questions) |
| 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.

Anam Chaudhary
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B. Test components:

| Paper-I | TEST COMPONENTS | DURATION: 2 hours | |
|---------|-----------------------------------|-------------------|------------|
| | | NO. OF QUESTIONS | MARKS |
| (i) | General awareness | 30 | 60 |
| (ii) | Reasoning ability | 40 | 80 |
| (iii) | Mathematical ability | 40 | 80 |
| (iv) | Test of Language English or Hindi | 40 | 80 |
| | TOTAL | 150 | 300 |

Syllabus:

Paper-I

(i) **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 its neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(ii) **Reasoning Ability:** The syllabus 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.

Anam Chaudhary

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(iii) **Mathematical Ability:** The test 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.

(iv) **Test of English or 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 would 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 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.
4. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify in 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 will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

(PROF. ARUN CHAUDHARY)

PRINCIPAL