Sri Aurobindo College (Morning)
University of Delhi
Malviya Nagar, New Delhi-110017
College Website: **www.aurobindo.du.ac.in**
Phone No.: 011-40536164

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 7th CPC
1.	Administrative Officer	01	-	-	-	-	-	01(VI)	35 year	Pay Level - 10
2.	Sr. Personal Assistant	01	01	-	-	-	-	-	35 year	Pay Level – 07
3.	Senior Technical Assistant (Computer)	01	01	-	-	-	-	-	30 year	Pay Level – 06
4.	Professional Assistant (Library)	02	02	-	-	-	-	-	35 year	Pay Level – 06
5.	Semi Professional Assistant (Library)	02	02	-	-	-	-	-	30 year	Pay Level – 05
6.	Library Assistant	01	-	-	-	-	-	01 (LD)	30 year	Pay Level - 03
7.	Senior Assistant	01	-	-	-	-	-	01 (LD)	30 year	Pay Level – 06
8.	Junior Assistant	01	-	01	-	-	-	-	27 year	Pay Level – 02
9.	Laboratory Assistant									
	Botany	01	01	-	-	-	-	-	30 year	Pay Level – 04
	Chemistry	01	01	-	-	-	-	-	30 year	Pay Level – 04
	Electronics	02	01	-	01	-	-	-	30 year	Pay Level – 04
	Physics	01	-	01	-	-	-	-	30 year	Pay Level – 04
10.	Laboratory Attendant									
	Botany	02	02	-	-	-	-	-	30 year	Pay Level – 01
	Chemistry	05	03	01	01	-	-	-	30 year	Pay Level – 01
	Computer	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
11.	Library Attendant	09	02	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-Locomotor Disability including leprosy cured, dwarfism, acid attack victim, cerebral palsy and muscular dystrophy, HI-Hearing Impairment.

> Online link for applications form will be activated from the date of publishing of advertisement in Employment News Paper.
> Candidates fulfilling the eligibility criteria may fill the online application form available on the college website: www.aurobindo.du.ac.in. Persons with Benchmark Disabilities (PwBD) candidates may approach the help desk set up at the college, in case they require any assistance in filling up the application form.
> 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 qualifications are as per the University of Delhi/ UGC norms.
> The application fees are Rs.500/- for UR/ OBC/ EWS category and Nil for SC/ST/PwBD and Women candidates. Payment should be made online while filling and submitting the application form. The fee is non-refundable. The last date of submission of online application form is **21** days from the date of publication of this advertisement in the Employment News.
> Those in service should apply through proper channel.
> The candidates are instructed to carefully read the eligibility criteria along with the general instructions to fill the online application form.
> **The recruitment of the above mentioned posts will be subject to the approval of the UGC and University of Delhi.**
> Any addendum/ corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same.

Principal (Offg.)
प्राचार्य
PRINCIPAL
श्री अरविन्द महाविद्यालय
SRI AUROBINDO COLLEGE

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ESSENTIAL QUALIFICATIONS FOR NON-TEACHING POSTS.

Qualification and experience details are as under:-

1. ADMINISTRATIVE OFFICER

Essential:
1. Good academic record with Masters' degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.

Desirable:
1. At least 03 years of experience in supervisory or equivalent cadre in a Group B post in a government department/ University/ Educational or Research Institution/ Teaching and/or Research experience along with proven administrative capabilities.
2. LL.B or MBA or CA/ICWA or MCA or M.Phil./Ph.D. qualification.

NOTE:
All the direct recruits should possess working knowledge of computers.

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

2. 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 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/UGC).

3. SENIOR TECHNICAL ASSISTANT (COMPUTER):

Essential:
B.E./ B. Tech in Computer Science/Computer Engineering/ Computer Technology/ Information Technology/ Electronics/ Electrical/ Electronics & Communications
OR
M.Sc. (Computer Science) or MCA, with 01 year experience in programming and Database management or Network administration in a research/ Educational institute or commercial/service industry establishment of repute.

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

4. PROFESSIONAL ASSISTANT (LIBRARY):

Essential:
1. M. Lib.Sc./M.L.I. Sc. or equivalent
OR
Master's Degree in Arts/Science/Commerce or any other discipline & B. Lib. Sc./B.L.I.Sc.

2. Computer Science paper at Graduate/PG level or Six months Computer Science course from a recognized/registered institution.

Note:
The incumbent is generally expected to undertake the following duties:-
1. To perform under the overall supervision of the In-charge of the cell/unit/section and assisting them in routine work;

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2. Membership and Circulation Work: Performing, supervision and of staff;
   Issuing the No Dues/Clearance Certificates;
3. Acquisition Work: Completing and verification of the bibliographical details of books and other documents before processing the same for purchase and approval by A.L./D.L./Librarian; maintenance of records and correspondence;
   Receiving books on approval and on confirmed order and bills and checking with purchase orders; Initiating correspondence within the University and with suppliers; accessioning of books whenever required; maintaining the budgetary allocations and reconciliation of accounts with Finance Division; Initiation of notes for advances, adjustments, opening of LC, foreign DD etc.
4. Periodical work: Soliciting suggestions for renewal and inviting/receiving for subscription of periodicals and their processing ' Completing and verification of bibliographical details before placing order for subscription of periodicals and electronic databases' placing orders for subscription of periodicals and electronic databases; maintaining and controlling the budgetary allocations: issuing reminders for non-receipt of loose issues of periodicals; passing the bills for payments; display of loose issues; tendering work for binding of books and periodicals; placing the orders for binding of sets of periodicals
5. Technical Processing work: Classification cataloguing and preparing the data sheets; subject indexing; metadata preparation and content development; editing of cataloguing and classification entries; downloading and uploading data of the processed books; database maintenance and rectification;
6. Maintenance of statistics or various nature; report generation both manual as well computerized;
7. Reference and Referral Work: Attending the Reference queries both and providing information services both from print as well as web-resources; bibliographical services on demand and in anticipation; assisting in the orientation/information literacy and competency programs; Inter-library loan services and maintenance of records; upkeep and development of reference collection;
8. Providing in Internet Access service, attending to e-mails and undertaking the maintenance of the Hardware/software/other peripherals;
9. Performing Opening and Closing work;
10. Secretarial Work: Maintenance of files, records registers, stationery items, consumables required in the cell/unit/section
11. Stock verification of books, periodicals and other document and permanent store items
12. Maintenance of legal documents
13. Maintenance of the Library Buildings
14. Attending morning, evening and holiday duties as supervisors of shift.
15. Any other job assigned from time to time

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

5. SEMI PROFESSIONAL ASSISTANT (LIBRARY)

Essential:
1. Graduate in Arts/Science/Commerce or any other discipline OR any other higher qualification.
2. B. Lib. Sc./B.L.I. Sc.
3. Course in computer application at Graduate or PG level or 6 months. Computer course from a recognized/registered institution.

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


6. LIBRARY ASSISTANT

Essential:
1. Passed Sr. Secondary or equivalent examination conducted by State Board of Education/University/Govt. recognized institutions.
2. Certificate in Library Science/Library and Information Science from a recognized institution;
3. Computer Course at Sr. Secondary Level or Basic Course in Computer Science/Word Processing from a recognized/registered Institution.

Note: The incumbent is generally expected to undertake the following duties:-
1. Secretarial Jobs: Performing the administrative jobs in respective units, like secretarial jobs, dairy, dispatch, recording of files, maintenance of files and records; typing and cutting of stencils, data entry work, and attending to jobs at Banks, Post Offices, Departments, Administrations, Finance etc.
2. Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media.
3. Shelf rectification: Putting and rectifying books, periodicals (both loose and bound volumes), and documents in other media, according to classification scheme followed in the Library.
4. Performing the Data Entry Operation;
5. Assist user in searching books and periodicals (both loos and bound volumes), and documents in other media and finding/tracing of misplaced books and periodicals (both loose and bound volumes).
6. Library services for users with special needs;
7. Preparation of books, periodicals, newspapers and other documents including searching out the damaged books and periodicals for binding;
8. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media: Depending on the requirements, writing on the book plate, book tag, due date slip, spine tag etc.
9. Performing the job of Xeroxing, preparing sets of cyclostyled/Xeroxed copies of sets documents for circulation:
10. Performing the Scanning work and attending to e-mails;
11. Printing of bar code labels and magnetic ships etc.
12. Covering and removing the dust covers from the computers while closing and opening the Library Unit, section respectively.

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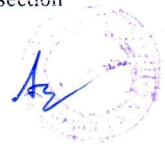
13. Performing other library oriented jobs such as printing multiple library catalogue cards, charging/discharging books and periodicals manually and through Integrated Online Membership and Circulation System, recording overdue books, issue of reader's tickets and cards writing work and other jobs related to library books and journals.
14. Performing holiday and weekend and shift duties.
15. All other such jobs as may be 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. SENIOR ASSISTANT

Essential:
1. Graduate or Post-Graduate from a recognized University in any discipline with working knowledge of computers.

Note:
1. The incumbent is expected to work under the supervision of Section Officer or Assistant Registrar/ Assistant Controller of Examinations. He should possess an aptitude for drafting/noting in English and office procedure in a computerized environment and is expected to handle one or more functions related to Educational Administration/Examinations/General Administration/Accounts/House Keeping/ Establishment / HR/Legal/ Purchase/Accounts & Finance/Project Management/ Public Relations.
2. The candidates for Direct Recruitment will be assessed on the basis of Scheme of Examination as prescribed by the University from time to time.
3. All direct recruits are expected to work in a computerized environment and required to qualify a skill test in handling computers within one year from their appointment before completion of probation period.

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

8. 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).

9. LABORATORY ASSISTANT

Essential:
Should have passed Senior Secondary (10+2) or an equivalent examination with relevant Science Subject
OR
Graduate with relevant subject.

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

10. 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 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.
9. Assisting in maintaining documents and records (including manuals, attendance sheets,
    a. allotments and issue registers, student files, etc.).
10. Participation in examination related duties.
11. Participating in the movement and handling of equipment and materials as per the instructions, and under supervision of concerned in-charge/concerned faculty member.
12. Assisting in repair and maintenance of equipment (including electronic and electrical items) and civil infrastructure.
13. Undergoing inhouse/central training for laboratory/office works as per instructions.
14. 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.
15. Maintaining the safety and security of the laboratory/office.
16. Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post office/Departments & Administration, Finance, Dispatch etc.)
17. Attending holiday, weekend and shift duties as per instructions.
18. All other such jobs and duties as the case may be that are assigned from time to time.

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

10.1 LABORATORY ATTENDANT (Computer Lab)

Essential:
Should have passed Matriculation (10th) or an equivalent examination with science subjects from recognized board.
Note:
Computer Laboratory Attendant shall also perform all duties of MTS in their respective laboratories.

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

11. 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).