



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

Ref. No. SAC/2021/1239

Dated ...03.12.2021

NOTIFICATION

Applications are invited in the prescribed proforma, available on the college website <http://www.aurobindo.du.ac.in> for the following Non-Teaching post to be filled purely on contractual basis as per University of Delhi rules and regulation from time to time:

Sl. No.	Post Name	No. of Post	Cat.	Age Limit	Salary	Date & Time of Test*	Venue
1.	Senior Personal Assistant	01	UR	35 years	Pay Level 07 (Basic + D.A.) Rs. 58819/-* (University of Delhi rules applicable)	Will be notified soon	Sri Aurobindo College, Malviya Nagar, New Delhi - 17

*As per present scale (Rs. 44900/-) and D.A. (31%)

All eligible and interested candidates as per under-mentioned details are required to submit the application in the prescribed format alongwith self-attested copies of relevant certificates in the college office "Principal, Sri Aurobindo College, Malviya Nagar, New Delhi" latest by **Monday, 13-12-2021** by post or by hand.

The eligibility conditions are as under:

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

Essential Qualifications:

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) Transcription: 40 minutes (English) or 55 minutes (Hindi) on Computer.
 - (b) Computer proficiency viz. Typing Skill, Word Processing Spread sheet, Internet, Email communication etc.
 - (c) Dictation: 10 minutes at an average speed of 100 w.p.m. (it may be relaxed as per requirement).

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.



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IMPORTANT INSTRUCTIONS:

1. The list of shortlisted candidates, eligible to appear in the written Test will be displayed on college website only.
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 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 and further details, 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/Admit card will be being issued by the college for examination.


Principal



SRI AUROBINDO COLLEGE
UNIVERSITY OF DELHI
MALVIYA NAGAR, NEW DELHI-110017

Application No. _____
(To be filled by the Office)

APPLICATION FOR NON TEACHING POSTS

Please paste duly
attested passport size
photograph here.

Post applied for _____

Advertisement No. / Date _____

Details of Fee: Nil for Deputation

1. Name (In BLOCK Letter) Mr. / Mrs. / Miss. _____
2. Father's Name _____
3. Mother' Name _____
4. Date of Birth _____ Age _____
5. Nationality _____ Married / Unmarried _____ Sex _____
6. Postal Address _____

7. Phone / Mob. No. _____ E-mail _____
7. Permanent Address _____

8. Do You belong to Scheduled Caste / Scheduled Tribe/ OBC (central List), PwD (VH, OH, HH) if yes, please indicate the category & attach a photocopy _____
9. Are you Ex-Servicemen / Disabled Defence Personnel / Development of Defence Personnel killed in action? If so, attach certificates _____

10. Educational Qualifications (Secondary onwards) :

Examination Passed	Year of Passing	School / University	Division	% age	Subject

11. Professional / Technical qualifications :

Examination Passed	Year of Passing	School / University / Institutions	Division	% age	Subject

12. Experience, if (Administrative / Technical / Any other) :

Office in which worked / working	Designation Permanent / Temporary	Period		Length of service	
		From	To	Years	Months

13. Present post if any with date of appointment (state whether permanent / on probation / temporary) : _____

14. a) Present basic salary and allowances (state separately):

Pay scale/ Grade Rs. _____

Basic salary Rs. _____

Allowances: Rs. _____

Rs. _____

Rs. _____

Total Rs. _____

b) Date of next increment: _____

15. Do you know typewriting/shorthand? If so, stated speed :

Shorthand _____ (English) _____ (Hindi) _____ w.p.m.

Typewriting _____ w.p.m. _____ w.p.m.

Computer proficiency: if yes, state which of the following you know and work with confidence (✓)

MS WORD		MS EXCEL		MS POWERPOINT	
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E-MAIL		BROWSING	
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16. Any other information _____

17. Have you applied for any other post in the college? Give details : _____

18. Indicate the time you will require to join, if selected _____

Dated: _____

(Full signature of applicant)

THROUGH PROPER CHANNEL

The facts stated in the above application have been verified and found correct. Further, no disciplinary or vigilance case has either been contemplated or pending against the Official. The copy of last three years ACR/ APAR is enclosed herewith.

Dated: _____

Head of the Department / Institution / Controlling Officer
(With seal)

DECLARATION:

I have understood the important points placed above and declare that the statements made in the application form are true to the best of my knowledge and belief. In case of suppression of any information or submission of wrong facts, I shall be liable for disciplinary act as deemed fit and my candidature may be cancelled at any stage.

Dated: _____

Signature of the Applicant

NOTES:

1. Incomplete application will be rejected.
2. Applicants must attach all the relevant testimonials in support of their candidature, the failure to do so will lead to rejection of the application at the preliminary stage.
3. The application is liable to be rejected if received by the College after last date.
4. The college will not be responsible for postal delays due to strike etc. outside the control of the College.
5. Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the application and the original must be produced at the time of interview and at the time of joining, if selected.
6. Applicants, who are in employment, should send their applications through proper channel.
7. One passport size photograph should be pasted on the application form.
8. No TA/ DA will be paid for attending the prescribed tests and interview.
9. Please attach the Last Salary Certificate.
10. Attach additional sheets, if necessary.