



SRI AUROBINDO COLLEGE (Evening)

(UNIVERSITY OF DELHI)
MALVIYA NAGAR, NEW DELHI - 110017
Website : www.aurobindoe.du.ac.in

दूरभाष / Phone : 011-41751306
Email : sriurobindoeven@yahoo.com

श्री अरविन्द महाविद्यालय (सांध्य)
(दिल्ली विश्वविद्यालय)
मालवीय नगर, नई दिल्ली -110017

Ref. No. SAC(E)/2023/416

Dated: 10.02.2024

Sub: Advertisement for filling up the post of Assistant in Sri Aurobindo College (Evening) on deputation basis.

Sri Aurobindo college (Evening) invites application for the post of Assistant on deputation basis as per details given below:

Sl. No.	Name of the post	Pay Scale in the Pay Matrix	Maximum Age	No. of Posts	Method of Recruitment
1.	Assistant	Level-4 (Rs.25,500 -Rs.81,100)	56 years	01	Deputation

ASSISTANT: Level-4 (Rs.25,500 – Rs.81,100)

Eligibility Conditions: A Graduate from a recognized University in any discipline with good working knowledge of computers.

Applicants working in analogous post in the pay level-4 with at least 2 years of regular service.

Or

Junior Assistants/Caretaker working in the pay scale of Pay Level 02 or above with minimum period of 05 years' regular service in Central Government department/Statuary or Autonomous bodies or Universities or Institutions or Higher Learning.

Desirable: The candidate having knowledge of accounting procedures of the autonomous bodies/ colleges/ Schools/ Central University etc.

NOTE:

1. Applications of only such candidates will be considered which are routed through proper channel and are accompanied with:
 - Print of duly filled google form along with self-attested copies of all testimonials.
 - Attested photocopies of ACRs/APARs for the last three years.
 - Vigilance Clearance and Integrity Certificate issued by the parent institute.
2. **The last date of submission of application in the prescribed form provided below is 26th February, 2024 (05.00 pm) .**
3. **The period of deputation is initially for a period of one year that is further extendable according to requirement of the college. The terms and conditions of**

- deputation shall be as per the DoPT guidelines/ Norms of University of Delhi & UGC as amended from time to time.** The said appointment can be terminated even before the expiry of the period mentioned without assigning any reasons thereof.
4. Persons who are on direct line of promotion in the cadre are not eligible for appointment on deputation basis. Similarly, the person selected on deputation will not be eligible for absorption. The selection will be made on the basis of quality of ACRs and interview.
 5. The college will place corrigendum, if any, on the college website only. Candidates are requested to refer to college website on regular basis.
 6. Application received without complete information shall be rejected.
 7. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material / information while submitting the application and self-certified copies/testimonials.
 8. The college reserves the right not to fill up the post advertised without assigning any reason.
 9. **In case of any inadvertent mistake in the process of selection, which may be detected at any stage, the college reserves the right to modify/withdraw/cancel any communication made to the candidate.**

All the relevant documents, testimonials, certificates etc. should reach **The Principal, Sri Aurobindo College (Evening) Malviya Nagar, New Delhi-110017.** The envelope must be super-scribed as **“Application for the post of Assistant (on Deputation)”**



PRINCIPAL

SRI AUROBINDO COLLEGE (EVENING)

(University of Delhi)

Malviya Nagar, New Delhi-110017

Phone No.: 41751306

Website: <https://www.aurobindoe.du.ac.in>

APPLICATION FORM

Post Applied For : _____

Advertisement No. : _____

Paste Passport
Size Photograph
(Self Attested)

1. Name of the Applicant : Mr./Miss/Mrs _____
(in Block Letters)

2. Father's/ Husband's Name : _____

3. Date of Birth : (i) _____

: (ii) Age as on the date: ____ Years ____ Months ____ Day

4. Whether belongs to any : _____ (Yes / No)
reserved category
If yes, name of the category : _____ OBC/SC/ST/PwD(OH/VH/HH)

5. (a) Address for Communication : _____

Phone No. _____ Mobile No. _____

Email Id _____

(b) Permanent Address : _____

Phone No. _____

6. Sex : _____ (Male / Female)

7. Nationality : _____

8. Marital Status : _____ (Married / Unmarried)

9. Educational Qualifications (Secondary onwards):

Exam Passed / Degree Obtained	Board /University	Institution	Passing Year	%marks and Division

10. Professional/Technical Qualification(s):

Exam Passed / Degree Obtained	Board /University	Institution	Passing Year	%marks and Division

11. Work Experience:

Name of Organization	Designation	Working Period		Salary / Pay Scale/Level
		From	To	

12. (a) Do you know typewriting : English.....(Yes / No) Hindi.....(Yes/No)

If yes, state speed: English.....(w.p.m.) Hindi.....(w.p.m.)

(b) Do you know shorthand: English.....(Yes/No) Hindi.....(Yes/No)

If yes, state speed: English.....(w.p.m.) Hindi.....(w.p.m.)

13. Do you have computer proficiency : _____(Yes / No)

If yes, state which of the following you know and work with confidence (√) :

MS Word Email
 MS Excel MS Powerpoint
 Browsing & Searching

14. Any other Information : _____

I hereby declare that information given by me in this application form is complete and correct in all respects. I understand that I shall be liable for furnishing wrong information in this application form.

.....
(Signature of Applicant)

Place :

Date :

.....
(Name of Applicant)

ENDORSEMENT FROM EMPLOYER

The facts stated in this application have been verified and found correct. This organization/department has no objection in his/her applying for the post referred in the application.

Date :

.....
Signature of
the Head of the organization /department
(With seal)

DECLARATION

1. I _____ hereby declare that my position on deputation as Assistant in Sri Aurobindo College (Evening) shall not derive any right to me to claim seniority in the said post in respect of the services rendered by me on deputation.
2. I am liable to be repatriated to my parent organization or any in accuracies in the details noted above or for contravention any provisions in the rules/ orders governing the deputation or any other administrative reasons.
3. That I am not due for promotion and shall not ask for pre-mature repatriation owing to DPC in parent department or any other reasons.

Date: _____

Signature of the applicant