



दूरभाष / Phone : 41751306
फैक्स / Fax : 011-41751307

SRI AUROBINDO COLLEGE (Evening)

(UNIVERSITY OF DELHI)
MALVIYA NAGAR, NEW DELHI - 110017.
Email : sriaurobindoeven@yahoo.com

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

Advt. No. SAC(E)/NT/2022-23

Dated: 13.06.2022

Online applications are invited for the following Permanent Non-Teaching posts in the Pay Level as per 7th CPC mentioned below with usual allowances permissible under the University of Delhi/UGC rules.

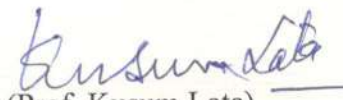
S.No.	Name of the Post	Total	SC	Max. Age	Pay Level as per 7 th CPC
1.	Section Officer	01	01	35	Pay Level 7
2.	Senior Assistant	01	01	30	Pay Level 6

Abbreviation:

SC-Scheduled Cast. Candidates fulfilling the eligibility criteria may fill the Online Application Form available on college website <https://www.aurobindoe.du.ac.in>. The PwBD candidate can fill form offline also which is also available on the college website. For complete details, Instructions, General Conditions, Eligibility Criteria, Scheme of Exam, and application form, please visit college website <https://www.aurobindoe.du.ac.in> or Delhi University website www.du.ac.in. The Last date of submission of Online application is **05.07.2022** or two weeks from the date of publication of the advertisement in the *Employment News*, whichever is later.

The 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 qualification are as per the University of Delhi/UGC norms.

Any addendum/corrigendum shall be posted on the College website only. It shall be the responsibility of the candidates to check the same.


(Prof. Kusum Lata)
Principal (Offg.)

**QUALIFICATIONS AND OTHER DETAILS OF NON TEACHING POSTS
ARE MENTIONED BELOW:**

1. Section Officer -Pay Level-7 No. of Post :01-SC

Essential:

Graduate from a recognized University.

Desirable:

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.

Note: All the candidates for Direct Recruitment will be required to appear in the written examination as per scheme of examination prescribed by the University.

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

2. Senior Assistant-Pay Level-6 No. of Post :01-SC

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).

GENERAL CONDITIONS FOR THE APPLICANTS

1. All the posts will be filled as per the Recruitment Rules (Non-Teaching Employees) 2020 (Under Ordinance XXII-D) of the University of Delhi. The qualifications and other service conditions shall be such as prescribed by the University of Delhi from time to time.
2. A separate application form along with requisite fee has to be submitted for each post. Application form available online on college website i.e., <https://www.aurobindoe.du.ac.in> and Delhi University website i.e., www.du.ac.in.
3. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed by the College / University from time to time for the respective post. The advertised post carries admissible scale plus admissible allowances. Applicants are required to produce specific certificates as per eligibility conditions.
4. **AGE RELAXATION:**
 - a. The upper age limit prescribed for the advertised post shall be relaxed in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with Disabilities, Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
 - b. The upper age limit shall also be relaxed up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/ affiliated or constituent colleges under the University/Public Sector Undertakings.
 - c. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates of the University/college(s).
 - d. The upper age limit for the posts advertised shall be determined as on closing date of advertisement. Documents for seeking age relaxation should be submitted at the time of written examination/interview (if applicable) also even if the same has been submitted earlier.
 - e. The upper-age limit shall also be relaxable in respect of persons who are already working on contract/daily wages/adhoc basis in the Delhi University/Colleges to the extent of the services rendered by them. This is a one-time exemption available to those who have put in at least one year of service. The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned college where the applicant has served.

f. The above provisions are summarized in the table given below:

S. No.	Category	Age Relaxation permissible beyond the upper age limit (prescribed in the section for qualification)
1.	SC/ST	5 years
2.	OBC (NCL)	3 years
3.	PwBD	10 years
4.	PwBD + OBC(NCL)	13 years
5.	PwBD + SC/ST	15 years
6.	Ex-servicemen and commissioned Officers including ECO/SSCOs	5 years
7.	Permanent Employee in Government Departments/ Statutory or Autonomous Bodies / Universities /affiliated or constituent colleges under the University / Public Section Undertakings	5 years or the number of years (in completed years) whichever is less provided they have rendered at least three regular service in the Government Departments/ Statutory or Autonomous Bodies / Universities / affiliated or constituent colleges under the University / Public Sector Undertakings
8.	Departmental candidates of University of Delhi and its colleges	Upper age limit shall not be insisted upon
9.	Persons who are already working on contract / daily wages / adhoc basis in the University of Delhi or its college(s)	Upper age limit will be relaxed to the extent of service rendered by them in the University of Delhi or its colleges

* The age relaxation shall be subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.

3. SC/ST/OBC(NCL)/PWBD candidates who opt to apply for unreserved vacancies will not be eligible for age relaxation or relaxation in cut off marks which are otherwise allowed to those belonging to these categories. Further, reserve category candidates SC/ST/OBC(NCL)/ PWBD) who become eligible by virtue of age relaxation applicable in their case, will be considered only for reserved seats of the category to which they belong even if they have the merit to be considered otherwise for UR.
4. Caste/ Category Certificates
 - i) Candidates applying under any of the reserved category viz. SC/ST/OBC(NCL), EWS and income certificate will be considered subject to submission of valid Caste certificate on a prescribed format issued by the

competent authority. The vacancies are being advertised in financial year 2021-2022, therefore, valid NCL-OBC certificate issued during the period from 1.4.2020 to 31.3.2021 will be considered valid. Candidates who have NCL-OBC certificate issued before this period (i.e. 1.4.2020 to 31.3.2021), will not be considered valid for this advertisement. Candidates applying under OBC category must produce the valid caste certificate in the format provided by the DoP&T vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2/2013-Estt(Res-I) dated 31.03.2016. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered. They will however be treated as UR candidate. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer. The certificate submitted should be digitally verifiable.

- ii) The vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM. No. 36039/1/2019-Estt (Res), dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuinity of the certificate by the issuing authority. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise. Therefore, a valid EWS certificate will be the one which has been issued by the competent authority, as prescribed by the GOI/DOPT, on or before the last date of submission of application. Candidates who fail to produce valid EWS certificate will not be considered for reservation under this category. They will however, be considered for UR category. Therefore, EWS candidate must ensure that they have a valid EWS certificate on or before the last date of submission of application.
 - iii) In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be enclosed with the application.
5. Those who are in employment with State/Central Govt/PSU, must submit a **“NO OBJECTION CERTIFICATE”** from the employer at the time of submission of application before the due date. Failure to submit **NOC** by due date will lead to cancellation of candidature.

6. **Canvassing in any form will be a disqualification**
7. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the College shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
8. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
9. The number / category / recruitment mode of posts advertised may increase / decrease / change, and the college reserves the right not to fill up some or all posts advertised, if the circumstances so warrant.
10. The College reserves the right to offer the post at a level lower than that advertised/applied, or on contract/deputation basis, depending upon the qualifications, experience and performance of the candidate, wherever applicable.
11. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the College reserves the right to modify/withdraw/cancel any communication made to the applicant.
12. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the application and self-certified copies/testimonials.
13. Based on the declaration made by the candidate in their Registration form/application form, their application will be scrutinized and based on the scrutiny of application; they shall be provisionally declared eligible to appear for Recruitment Examination. Qualified/Selected candidates are subject to multi stage document verification in online/offline mode as prescribed including verification from original & others. If anyone is found not fulfilling the prescribed qualification/experience etc. claimed and any other eligibility criteria as per the advertisement published/uploaded, at any stage of process, his/her candidature will be treated as cancelled without any further notice.
14. All rules and regulations / orders on relaxation for PwBD candidates in qualification, eligibility, age, etc. as issued by the Government of India and adopted by the University of Delhi will be followed.
15. **It is the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the advertisement. If it is detected at any time in the future - during the process of selection or even after appointment - that the candidate was not eligible as per the prescribed qualification, experience, etc., which could not be detected at the time of selection for whatever reason, his/her candidature/appointment shall be liable to be cancelled/terminated as per rules.**

16. If a candidate is applying for more than one post, a separate application form has to be submitted for each post. Candidature may be cancelled if more than one application is submitted for the same post.
17. In the case where a vacancy is anticipated, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.
18. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information while submitting the application.
19. **Application received after last date will be rejected.**
20. Applications which do not meet the criteria given in this advertisement and/or are found incomplete are liable to be summarily rejected. Fees once paid shall not be refunded under any circumstances.
21. The number of unreserved/reserved posts advertised may vary, and the college has reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant. Any consequential vacancies arising at the time of selection may also be filled from the available candidates who have applied against this advertisement.
22. All expenses for appearing in written test/s, practical or skill test (if any) or for interview (wherever applicable) shall be borne by the candidates themselves. **No TA/DA shall be paid.**
23. Please note that all future correspondence regarding the date of written examination/s, interview, etc. shall be uploaded on the college website. Candidates should ensure that the email I.D. provided by them is correct in all respects. The candidates should check their email (including spam) & college website i.e. <https://www.aurobindoe.du.ac.in> on a regular basis. If any information is delayed due to technical reasons, the college would not be responsible for the same.
24. The college shall verify the antecedents of the candidate and the documents submitted by him / her at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are false or that the candidate has suppressed relevant information, then his/her services shall be liable to be terminated without prejudice to any other action initiated by the college.
25. As per directive of the University of Delhi vide its OM No. Estab. IV/047/2016/01/RR-OM dated 02.12.2016, has been decided to discontinue interviews for recruitments at all Group 'C', Group 'D' (which are now reclassified at Group 'C') posts and for non-gazetted posts of Group 'B' Category and all such equivalent posts in the light of Dopt OM No. 39020/01/2013-Estt (B) – Part dated 29.12.2015.

26. Relaxation in the required minimum qualifications for all the advertised posts shall be provided as per rules framed by the University of Delhi.
27. In compliance of the decision of the Hon'ble Supreme Court following credits shall be added in the final score obtained by those applicants who are working on contract / daily wages / adhoc basis in the University or its colleges provided that they have put in at least one year of service, for their placement in the respective merit list for the written examination as per the notified scheme of the said decision is reproduced as below:

" Those employees who were engaged in the year 2011 be given the benefit of 10 marks in the ensuing selection process while for every additional year that a contract employee had put in, benefit of one more mark subject to the ceiling of 8 additional marks be given. In other words,if a contract employee was engaged for the first time in the year 2010, he shall be entitled to the benefit of 11 marks, while one engaged since 2003 shall be given 18 marks, as against the appointee of 2011 who will have the advantage of only 10 marks. The contract appointees of 2012 and 2013 will have the advantage of 9 and 8 marks respectively."

Note: This clause would be made applicable for the post of Junior Assistant. For the remaining posts the criteria defined in the Information Brochure already available on the website under reference shall apply.

28. Consequent upon adoption of self-certification provisions as required by the Government of India, the college shall process the applications entirely on the basis of information / documents submitted by the candidates duly self-attested. In case the information / documents are found to be false / incorrect by way of omission or commission, the liability for the same shall rest solely with the candidate.
29. The eligible and interested persons are required to apply online through the College website i.e. <https://www.aurobindoe.du.ac.in> by the last date

The submission of hard copy of the online application form duly signed by the applicant along with one passport size photograph affixed thereon and self-attested copies of the certificates / degrees, date of birth, experience, caste / category etc. as proof of having acquired the minimum educational/technical qualification and eligibility is **mandatory** to the following address

**Principal,
Sri Aurobindo College (Evening)
Malviya Nagar, New Delhi-110017.**

The envelope containing all the above documents should be superscribed as "Application for the Post of _____"

(write the name of the post) and Registration No. _____

Admit Card will not be sent by post. The candidate is requiring following the instruction given on the college website for appearing in the written examination/interview.

1. In order to avoid last minute rush, the candidates are advised to apply well in time. The college will not be responsible for any problem such as network problems that may impede last minute applications.

INSTRUCTIONS FOR FILLING ON-LINE APPLICATION FORM FOR NON-TEACHING POSTS:

1. Log on to <https://www.aurobindoe.du.ac.in>
2. Before filling up the form, candidates are advised to carefully go through the Advertisement **Advt. No. SAC(E)/NT/2022-23 dated 13.06.2022** available on the college website and confirm your eligibility with regard to qualification/experience/age etc. before submitting the online application form.
3. Before submission of online form, candidate is advised to scan all the documents for entry purpose.
4. Field with red star (*) marks are mandatory and essential to be filled in by the candidate.



(Prof. Kusum Lata)
Principal (Offg.)

Please click on the link below to apply online:

<https://www.aurobindoe.du.ac.in/non-teaching-recruitment/login>

Scheme of Examination for Direct Recruitment to the post of Section Officer

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

A. Scheme of the Examination:

Written Test		
Paper – I MCQ Type	Time: 2 hours*	Max. marks: 300 marks (150 questions)
Paper-II Descriptive Type	Time: 3 hours*	Max. marks: 200 marks
Total Marks		500 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

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

Paper-II	TEST COMPONENTS	DURATION: 3hours	
		MARKS	
	Descriptive Type	200	
	TOTAL	200	

C. 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 neighbouring 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.

(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.

Paper - II:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

Topic	Marks allocated
Basic knowledge of the Constitution of India and working of its political system	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
Basic knowledge of the administration in institutions of Higher Education	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Knowledge and application of Office Procedures, Rules & Regulations	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
English/Hindi with special reference to skill in noting/drafting	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Situation Test essay, where the candidates reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
Essay	50 marks (500 words)

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 and Paper II separately 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. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of $\frac{1}{4}^{\text{th}}$ of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify both the Papers I and II separately. The Merit list shall be drawn on the basis of combined scores of both the papers.
7. 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.

Scheme of Examination for Direct Recruitment to the post of Senior Assistant

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of **Senior Assistant** by direct recruitment:

A. Scheme of the Examination:

Written Test		
Paper – I MCQ Type	Time: 2 hours*	Max. marks: 300 marks (150 questions)
Paper-II Descriptive Type	Time: 3 hours*	Max. marks: 200 marks
Total Marks		500 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

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

Paper-II	TEST COMPONENTS	DURATION: 3hours	
		MARKS	
	Descriptive Type	200	
	TOTAL	200	

C. 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 neighbouring 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.

(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.

Paper - II:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

Topic	Marks allocated
Basic knowledge of the Constitution of India and working of its political system	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
Basic knowledge of the administration in institutions of Higher Education	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Knowledge and application of Office Procedures, Rules & Regulations	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
English/Hindi with special reference to skill in noting/drafting	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Situation Test essay, where the candidates reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
Essay	50 marks (500 words)

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 and Paper II separately 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. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of $1/4^{\text{th}}$ of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify both the Papers I and II separately. The Merit list shall be drawn on the basis of combined scores of both the papers.
7. 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.

SRI AUROBINDO COLLEGE (EVENING)

(University of Delhi)

Malviya Nagar, New Delhi-110017

Phone No.: 41751306

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

APPLICATION FORM FOR NON-TEACHING POSTS

Form No.: _____

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. (a) Whether belongs to any : _____ (Yes / No)
reserved category

If yes, name of the category : _____ OBC/SC/ST/PwD(OH/HH)

(b) Whether applying under any : _____ (Yes / No)
reserved category as per
advertisement

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)

4. 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
		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 : MS Word Email
know and work with confidence (✓) 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
(for applicant in employment)

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)

GENERAL INSTRUCTIONS

1. Applicants should fill particulars in his/her own hand writing neatly and clearly.
2. Latest passport size photograph should be pasted at specified place.
3. Self attested photocopies of all relevant certificates, degrees, mark-sheets, testimonials etc. in support of age, educational qualifications, experience etc. must be enclosed.
4. Candidates belonging to /applying under any reserved category
OBC*/SC/ST/PwD(OH/VH/HH) must attach self attested photocopy of caste/category certificate, issued by the competent authority. The certificate should be issued in the name of candidate.
* OBC candidates only from the Central List of OBCs' having non-creamy layer status are eligible.
5. Applicants in employment should get their application endorsed from their employer.
6. The envelope containing application form should be super scribed as:

"Application for the post of"
name of the post
7. Application should be addressed to:

**The Principal
Sri Aurobindo College (Evening)
Malviya Nagar,
New Delhi-110017**
8. Hard Copy of the application be submitted in person or by post/courier within 10 days of the last date for submitting applications.
9. Incomplete application, unsigned application, application without photograph pasted at appropriate place, application without self attested certificates and testimonials in support of educational qualification, experience and category; and application reaching after the last date by post/courier will be rejected.
10. No TA/DA will be paid for attending the prescribed tests and interview.