



दूरभाष / Phone : 41751306
Email Id: sriaurobindoeven@yahoo.com

SRI AUROBINDO COLLEGE (Evening)

(UNIVERSITY OF DELHI)
MALVIYA NAGAR, NEW DELHI - 110017.

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

Ref. No. SAC(E)/Cont.Rect./2022/01

Dated: 27/03/2022

NOTICE

FOR APPOINTMENT OF NON-TEACHING STAFF ON CONTRACTUAL BASIS

Applications are invited on the prescribed application form available on college website i.e. <https://www.aurobindoe.du.ac.in> for appointment of following Non-Teaching Staff on contractual basis as per details given hereunder:

S.No.	Nomenclature of Post	No. of Post	Salary (per month)	Age limit	Term of Appointment
1	Multi-Tasking Staff (MTS)-Office Attendant	01	Basic Pay of Rs.18000 plus Dearness Allowance as applicable from time to time	30 years	Six months
2	Multi-Tasking Staff (MTS)-Safaikaramchari	01			

Application completed in all respect along with self-attested copies of all relevant documents must reach the office of the Principal, Sri Aurobindo College (Evening) latest by 11th April, 2022.

The qualification and selection criteria is as under:

1. **Essential Qualification:**

Should have passed 10th or ITI equivalent

Desirable: Experience of working in the Office and Maintenance of Office.

2. **Selection Criteria:**

The selection will be made on the basis of written test (Objective-MCQ) as per scheme of examination as prescribed by the University of Delhi in the Recruitment Rules (Non-Teaching employees) 2020.

The eligible candidates will be informed about the date and time of the test through College website/E-mail.

(Prof. Kusum Lata)
Officiating 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 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)

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
		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)

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. In case of downloaded application, the prescribed fee should be payable through demand draft payable at Delhi in favour of “**Principal, Sri Aurobindo College (Evening)**”.
8. Application should be addressed to:

**The Principal
Sri Aurobindo College (Evening)
Malviya Nagar,
New Delhi-110017**
9. Application can be submitted in person or by post/courier. In any case application should be submitted/reach (if by post or courier) on or before the last date for submitting applications.
10. 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.
11. No TA/DA will be paid for attending the prescribed tests and interview.