



SRI AUROBINDO COLLEGE (Evening)
(UNIVERSITY OF DELHI)
MALVIYA NAGAR, NEW DELHI - 110017.

श्री अरविन्द महाविद्यालय (सांध्य)
(दिल्ली विश्वविद्यालय)
मालवीय नगर, नई दिल्ली-110017
27.01.2023

Ref.SAC(E)/2022/351

NOTIFICATION

Applications are invited for the post of **Administrative Officer** (purely on deputation basis). Candidates meeting the eligibility criteria are required to fill the prescribed application form given herewith and send the same alongwith relevant documents latest by **06-02-2023**.

Administrative Officer: 01 (UR) in pay Level-10 of Rs. 56100/- - Rs. 177500/- (as per 7th CPC)

ELIGIBILITY CONDITIONS:

Among the Section Officer/Private Secretary/Senior Personal Assistant in the pay scale of Rs. 9300-34800 with Grade Pay of Rs. 4600/- (as per 7th CPC)/ Level 7 (as per 7th CPC) with at least 3 years in regular service in the cadre.

The Selection will be based on the performance of the candidates in the interview/viva-voce and past service records (ACR / APAR)

PAY BAND AND GRADE PAY

Pay Matrix (Level-10) entry pay of Rs. 56100/- as per 7th CPC.

NOTE:

- Candidates shall have to bring no objection certificate (NOC) from the present employer at the time of interview.
 - Duly filled Application Form.
 - Attested photocopies of ACR/APARs of the last three years.
- The said deputation post shall be governed by the terms and conditions of Indian Foreign Service Rules (IFS) as applicable to the employees of the University of Delhi.
- The period of Deputation is initially for one year and extendable as per the requirement of the College.

Contd.....p/2

4. The incumbent should possess good communication skill, analytical skills and good aptitude for drafting/noting in English/Hindi languages. And should be able to coordinate/liaison with other divisions/departments and participate in discussions with Senior Functionaries and Academicians. He/she is expected to handle independently one or more functions related to Educational Administration / Examination / General Administration / Purchase / Establishment / Accounts / Finance / HR / Legal / Project Management.
5. Any other administrative tasks/assignments may be given by the Principal from time to time.

HOW TO APPLY:

Application format and other information are available on the college website (<https://aurobindoe.du.ac.in>). The eligible candidates may apply for the above post with attested copies of essential qualifications and experience certificates. The duly completed application form with required documents should reach to the office of the Principal, Sri Aurobindo College (Evening), Malviya Nagar, New Delhi – 110017, latest by **06-02-2023** by post or by hand.

IMPORTANT INSTRUCTIONS FOR THE CANDIDATES:

1. **Information regarding interview to the eligible candidates will be communicated through e-mail only.**
2. **Only shortlisted candidates will be called for the interview.**
3. **The college reserves the right to change the nature or number of post advertised or to abolish the post without assigning any reason thereof.**
4. **The college reserves the right to fill or not to fill any / all the post advertised.**
5. **Any addendum to the posts advertised, corrigendum will be notified on the college website only.**
6. **If at any point, the candidate is found to be ineligible, his/her candidature will stand cancelled.**
7. **Candidates are also advised to monitor the college website before coming to the interview.**
8. **Canvassing in any form shall be considered as disqualification to the above post.**

S/d

(Prof. Vipin Kumar Aggarwal)
Principal (Offg.)



दूरभाष / Phone : 41751306
ईमेल / Email: 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)/2022/350

27.01.2023

NOTIFICATION

Applications are invited for engagement as a Consultant against the posts of Senior Personal Assistant (Pay Level 7 – Pay Matrix 7th CPC) in the College as per details given below:

ELIGIBILITY:

Employees retired from secretarial/administrative cadres of Central Govt./ State Govt. /Autonomous Bodies/University system etc. in the minimum Pay Level 6 (Pay Matrix as per 7th CPC) having good knowledge of Govt. Rules/administrative matters/computer operating etc.

MINIMUM EDUCATIONAL QUALIFICATIONS:

Graduate from a recognized University.

CONSULTANCY FEE:

As per University norms.

Interested candidates who fulfill the above qualifications and criteria may send their detailed bio-data containing contact address, email ID/Telephone No., name of Department where from retired/post held at the time of retirement/Grade Pay/Pension fixed etc. to the Principal, Sri Aurobindo College (Evening), Malviya Nagar, New Delhi- 110017 or email ID- principal@aurobindoe.du.ac.in before 06.02.2023

- Eligible candidates may be called for a personal interaction.
- College has all rights to cancel the above advertisement without assigning any reason.
- Date of interview will be notified on college website.

S/d

(Prof. Vipin Kumar Aggarwal)
Principal (Offg.)



SRI AUROBINDO COLLEGE (EVENING)
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 _____
Permanent Address _____

8. Do You belong to Scheduled Caste / Scheduled Tribe/ OBC (central List), PwD (VII, 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) w.p.m. _____ (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	
---------	--	----------	--	---------------	--

E-MAIL		BROWSING	
--------	--	----------	--

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.