



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)/2017/48

Dated: 25.04.2017

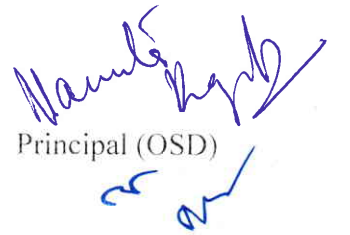
NOTICE

Applications are invited for the following posts in Sri Aurobindo College (Evening), Malviya Nagar, New Delhi-110017 on contract basis for a period of six months which may be renewed for a further period six months on consolidated salary as per University rules:

<u>Post(s)</u>	<u>No. of Posts</u>
1. Senior Personal Assistant	01
2. Assistant	01
3. Professional Assistant (Library)	01
4. Semi Professional Assistant (Library)	02
5. Library Assistant (JLIA)	01
6. Library Attendant	01
7. Lab Attendant (Psychology)	01
8. Computer Lab Attendant	01
9. MTS Office	01

Note:

1. All the recruits will be required to appear in a written/skill test to adjudge their basic knowledge as requirement of the post. The selection shall be based on the performance of the candidate in the written/skill test.
2. Application complete in all respect along with the attested copies of testimonials should reach the Principal, Sri Aurobindo College (Evening), Malviya Nagar, New Delhi-110017, on or before **16-05-2017**
3. The number of posts advertised may vary and the College reserves the right not to fill up some or all the posts advertised, modify or withdraw partial or full advertisement, if the circumstances so warrant.


Principal (OSD)

Eligibility Criteria:

SR. NO. 1- POST: SENIOR PERSONAL ASSISTANT

Educational Qualification:

Essential:-

1. A Bachelor Degree from a recognized University.
2. At least three years post qualification experience working as Private Secretary/ Personal Assistant/ Stenographer/ Executive Assistant/ Executive Secretary in a Government Department/ University/ Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government.
3. Skill test norms:
 - a) Dictation: 10 minutes @ 100 w.p.m.
 - b) Transcription: 40 w.p.m. (English) or 55 w.p.m. (Hindi) on computer.
 - c) Computer proficiency viz. Typing Skill, Word Processing, spread sheet, Internet, E-mail communication etc.

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.

Age limit: 35 years (Relaxation of age as per University of Delhi rules)

SR. NO. 2- POST: ASSISTANT

Educational Qualification Required:

Essential:

1. A Graduate from a recognized University in any discipline with working knowledge of computer, and Diploma/ Certificate of minimum 6 months duration in Computer Application/ Office Management/ Secretarial Practice/ Financial Management/ Accounts or equivalent discipline.

Or

Graduate Degree in Computer Application/ Office Management/ Secretarial Practice/ Financial Management/ Accounts or equivalent discipline from a recognized University.

2. Minimum 2 years of Administrative Experience

Age Limit: 30 years (Relaxation of age as per University of Delhi rules)

SR. NO.3- POST: PROFESSIONAL ASSISTANT (LIBRARY)

Essential Qualification:

1. M.Lib.Sc./M.L.I.Sc. or equivalent with 50% marks;
OR
Master's Degree in Arts/ Science/ Commerce or any other discipline with 50% and B.Lib.Sc./B.Lib.Sc. with 50% marks.
2. Computer Science paper at Graduate/ PG level or six months Computer Science course from a recognized institution.

Age Limit: 35 years (Relaxation of age as per University of Delhi rules)

SR. NO.4- POST: SEMI PROFESSIONAL ASSISTANT (LIBRARY)

Essential Qualification:

1. Graduate in Arts/Science/Commerce or any other discipline or any other higher qualification with 50% marks.
2. B.Lib.Sc./B.Lib.Sc. with 50% marks.
3. Course in computer application at Graduate/ PG level or six months Computer Science course from a recognized institution.

Age Limit: 35 years (Relaxation of age as per University of Delhi rules)

SR. NO.5- POST: LIBRARY ASSISTANT

Essential Qualification:

1. Passed Sr. Secondary or equivalent examination conducted by State Board of Education/ University/ Govt. recognized institutions.
2. Certificate in Library Science/ Library and Information Science from a recognized institution.
3. Computer Course at Sr. Secondary Level or Basic Course in Computer Science/ Word Processing from a recognized institution

Age Limit: 30 years (Relaxation of age as per University of Delhi rules)

SR. NO.6- POST: LIBRARY ATTENDANT

Essential Qualification:

Passed 10th or equivalent examination from any State Education Board or Govt. recognized institution.

Desirable:

1. Certificate in Library Science/ Library & Information Science.
2. Computer as a subject at Secondary level or Basic Course in Computers from any institution.

Age Limit: 30 years (Relaxation of age as per University of Delhi rules)

SR. NO. 7- POST: COMPUTER LAB. ATTENDANT –M.T.S.

Educational Qualification Required:

Essential:

Should have passed Matriculation (10th) or equivalent examination with science subjects from a recognized board.

Age Limit: 27 years (Relaxation of age as per University of Delhi rules)

SR. NO. 8- POST: COMPUTER LAB. ATTENDANT –M.T.S.

Educational Qualification Required:

Essential:

Should have passed Matriculation (10th) or equivalent examination with science subjects from a recognized board.

Age Limit: 27 years (Relaxation of age as per University of Delhi rules)

SR. NO. 9- POST: OFFICE ATTENDANT –M.T.S.

Educational Qualification Required:

Essential:

Should have passed Matriculation (10th) or equivalent examination from a recognized board.

Age Limit: 27 years (Relaxation of age as per University of Delhi rules)