

Aryabhatta College

Formerly Ram Lal Anand College (Evening)
UNIVERSITY OF DELHI

Online Applications are invited for the following permanent Non-Teaching posts at the College.

Name of the post	No. of Posts	UR	SC	OBC	PwD	Max. Age	Pay Band+GP (Rs.)
Section Officer	02	01	01	-	-	35	9300-34800+ GP 4600
Instructor (OMSP)	01	-	-	-	01(OH)		9300-34800+ GP 4600
Senior Technical Assistant (Computer)	01	01	-	-	-	35	9300-34800+ GP 4200
Professional Assistant	01	01	-	-	-	35	9300-34800+ GP 4200
Senior Assistant	02	02	-	-	-	30	9300-34800+ GP 4200
Semi Professional Assistant	02	02	-	-	-	35	5200-20200+ GP 2800
Assistant	02	01	01	-	-	30	5200-20200+ GP 2400
Library Assistant	01	01	-	-	-	30	5200-20200+ GP 2000
Junior Assistant	04	01	01	01	01(VH)	27	5200-20200+ GP 1900
MTS-Library Attendant	08	04	01	03	-	27	5200-20200+ GP 1800
MTS-Computer Lab Attendant	01	01	-	-	-	27	5200-20200+ GP 1800

Abbreviation: UR- Unreserved, SC- Scheduled Caste, OBC- Other Backward Class, PwD- Person with Disabilities, OH- Orthopaedic Handicapped, VH- Visually Handicapped.

NOTE:

Candidates fulfilling the eligibility criteria are required to fill the online Application Form available on the college website www.aryabhattachcollege.ac.in. Only PwD candidates will have option to fill the form offline which is available on the college website.

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 qualifications are as per the University of Delhi/UGC Norms.

The application fee is Rs. 200/-for General/OBC category and Rs. 100/- for SC/ST and Nil for PwD candidates. Payment should be made online while filling and submitting the application. The fee is non-refundable. The date of submission of online form is from 07.11.2015 to 28.11.2015. Those in service should apply through proper channel.

For detail, please see the website www.aryabhattachcollege.ac.in or www.du.ac.in.

Any addendum/ dedendum/ corrigendum shall be posted on the college/DU website only.

PRINCIPAL

QUALIFICATIONS AND OTHER DETAILS ARE MENTIONED BELOW

ESSENTIAL QUALIFICATIONS FOR NON-TEACHING POSTS

1. SECTION OFFICER : (PB-2) Rs. 9300 – 34800 + 4600 GP

Essential:

1. Graduate with minimum 50% marks or Post Graduate with minimum 50% marks, and Diploma / Certificate of minimum 6 months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent Discipline.

OR

Graduate Degree with minimum 50% marks in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.

2. Minimum 6 Years of Administrative Experience

Maximum Age Limit: 35 years

2. INSTRUCTOR (OMSP) : (PB-2) Rs. 9300 – 34800 + 4600 GP

Essential:

1. Degree of a recognized University;
2. Certificate of higher or lower grade in English Shorthand and Typewriting of an examining body other than U.P.S.C.;
3. Teaching experience in
 - (a). English Shorthand through common words
 - (b). Vertical, horizontal or higher frequency word pattern of teaching typewriting and
 - (c). General English;
4. Aptitude for teaching English shorthand and Typewriting;
5. Minimum of 10 years' service as English Stenographer.

3. SENIOR TECHNICAL ASSISTANT (COMPUTER):(PB-2) Rs.9300–34800 +4200 GP

Essential:

MCA or M.Sc. (Computer Science/IT) from a recognized University / Institute with one year experience or B.Tech. /B.E. (Computer Science / Information Technology / ECE) or equivalent degree with one year experience in relevant area.

Maximum Age Limit: 35 years

Note:- All the direct recruits will be required to appear in a written/practical test to adjudge their professional/technical knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written/ practical test and interview

4. PROFESSIONAL ASSISTANT (LIBRARY):(PB-2) Rs. 9300 – 34800 + 4200 (GP)

Essential:

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.L.I.Sc with 50% marks.

2. Computer Science paper at Graduate/PG level or Six months Computer Science course from a recognized institution.

Maximum Age Limit: 35 years

5. SENIOR ASSISTANT : (PB-2) Rs. 9300 – 34800 + 4200 (GP)

Essential:

1. Graduate with minimum 50% marks or Post Graduate with minimum 50% marks from a recognized University in any discipline with working knowledge of computers, and Diploma / Certificate of minimum 6 months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline.

OR

Graduate Degree with minimum 50% marks in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.

2. Minimum 4 Years of Administrative Experience.

Maximum Age Limit: 30 years

**6. SEMI PROFESSIONAL ASSISTANT (LIBRARY):
(PB-1) Rs.5200–20200+2800 (GP)**

Essential:

1. Graduate in Arts/Science/Commerce or any other discipline or any other higher qualification with 50% marks.

2. B.Lib.Sc / B.L.I.Sc with 50% Marks.

3. Course in computer application at Graduate or PG Level or 6 months computer course from a recognized institution.

Maximum Age Limit: 35 years

7. ASSISTANT : (PB-1) Rs. 5200 – 20200 + 2400 (GP)

Essential:

1. A Graduate from a recognized University in any discipline with working knowledge of computers, 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

Maximum Age Limit: 30 years

8. LIBRARY ASSISTANT : (PB-1) Rs. 5200-20200+ 2000 (GP)

Essential:

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.

Maximum Age Limit: 30 years

9. JUNIOR ASSISTANT : (PB-1) Rs. 5200 – 20200 + 1900 (GP)

Essential:

1. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board /University / Institution with at least 50% marks or a Graduate from a recognized University, 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. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

Maximum Age Limit: 27 years

10. MTS-LIBRARY ATTENDANT: (PB-1) Rs. 5200 – 20200 + 1800 (GP)

Essential:

1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution
2. Certificate in Library Science/Library & Information Science from a recognized Institution.

Desirable:

Computer as a subject at Secondary level or Basic course in Computers from any Institution

Maximum Age Limit: 27 years

11. MTS-COMPUTER LAB ATTENDANT: (PB-1) R s . 5200 – 20200 + 1800 (GP)

Essential:

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

Desirable:

Computer as a subject at Secondary level or Basic course in Computers from any Institution.

Maximum Age Limit: 27 years

**INSTRUCTIONS FOR FILLING ON-LINE APPLICATION FORM FOR
NON-TEACHING POSTS.**

1. Log on to www.aryabhattachcollege.ac.in
2. Before filling up the form, candidates are advised to carefully go through the Advertisement available on the college/ DU's website and confirm their eligibility with regard to qualification/ experience/age etc. before submitting the online application form.
3. Candidates are required to pay the Application Fee online as given below:

<u>Category</u>	<u>Amount</u>
UR/OBC	Rs. 200/-
SC/ST	Rs. 100/-
PwD	Nil

4. Once you click the "Submit" button, no more changes can be made. Please be sure to review your application carefully before submission.
5. A separate on-line application form has to be submitted for each post.
6. Candidature may be cancelled if more than one application is submitted for the same post.
7. After submission of on-line form, a confirmation page (Application form) will open which will have all the information entered by the candidate with his/her registration number. Candidates need to keep it for future reference.
8. The last date of submission of online application form is 28.11.2015 till 11:59:59 p.m. for this advertisement.
10. College will accept the application form through online mode only. Applications other than online mode will not be accepted.
11. The eligible and interested persons are required to apply on-line in the format available on the college website www.aryabhattachcollege.in. Applications other than online, will not be accepted.
12. In case any candidate is found to have furnished false information with regard to qualification, category, etc. or is found to have withheld/concealed information in his/her application form, his/her candidature will be cancelled and legal proceedings may also be initiated against him/her.
13. The date of written examination for each post will be notified on the college website. Applicants are required to check the college website on regular basis.
14. Admit Cards will not be sent by Post. Every eligible candidate may download his/her Admit Card having Roll No. of candidate for appearing in the written examination from the college website (www.aryabhattachcollege.ac.in).

15. Candidates are required to furnish correct/exact email ID and Mobile No. for College correspondence.
16. In order to avoid last minutes rush, the candidates are advised to apply early enough, College will not be responsible for any network problem or any other such type of problem.

GENERAL INSTRUCTIONS TO THE CANDIDATES:

1. Candidates are required to appear in a written test/practical test/skill test to adjudge the basic knowledge as per the requirement of the post. Those candidates, who will qualify the written examination/skill test or any other test applicable to that post, will be called for interview. The selection shall be based on the performance of the candidate in the written test and interview.
2. College reserves the right to conduct written test for all the posts.
3. The posts will be filled as per the Recruitment Rules of the University of Delhi. The qualification and other service conditions shall be such as prescribed by the University of Delhi/U.G.C. from time to time.
4. The upper age-limit as prescribed for direct recruitment shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Physically Challenged, Ex-Servicemen and other specified categories of person in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
5. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates applying for direct recruitment through open advertisement provided they have rendered at least three years regular service in the University and its Colleges.
6. The upper age-limit prescribed for direct recruits shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they rendered 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 rendered at least three years regular service in the same or allied field.
7. 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 services rendered by them one time exemption provided they have put at least one year of services.
8. The age limit for the posts advertised shall be determined as on last date of submission of applications.
9. Applications fee is to be deposited through online as per the details given below:-

Category	Amount
UR/OBC	Rs. 200/-
SC/ST	Rs. 100/-
PwD	Nil

10. Candidate belonging to SC/ST/OBC/PwD categories should keep ready an attested copy of certificates issued by competent authority in the prescribed format as stipulated by Government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section. An Ex-serviceman candidate has to produce a copy of the discharge certificate/pension payment order and documentary proof of rank last/ presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defense services.
11. Candidates should possess the prescribed educational qualification and experience as on the closing date of application.
12. Candidates serving Government/Public Sector Undertakings are required to send their applications through proper channel.
13. Applications which do not meet the criteria given in this advertisement and/or incomplete applications are liable to summarily rejected.
14. 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.
15. The number of posts advertised may vary, and the college reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.
16. Application fee once paid shall not be refunded under any circumstances.
17. All candidates should have fulfilled the minimum eligibility on the closing date of submission of application.
18. Candidates called for written test/ interview shall do so at their own expenses. No. TA/DA shall be paid.
19. The candidates are instructed to carefully read the eligibility criteria along with the General Instructions as well as the detailed instructions to fill the online form.
20. The College shall not be responsible for any delay/loss due to postal or technical reasons.
21. Applications received without complete information or without requisite fees shall be rejected.
22. The college shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are false or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the college.

23. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the college reserves right to modify/cancel/withdraw any communication made to the candidate.
24. The eligible and interested persons are required to apply on-line on the college website **www.aryabhatacollege.ac.in**. Applications other than on-line mode will not be accepted.
25. Candidates from PwD category can send their Application through offline mode to the Principal, Aryabhata College, Benito Juarez Road (Anand Niketan), New Delhi-110021 latest by 28th November, 2015. Application form is available on College website.

Sd/-
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