



SRI AUROBINDO COLLEGE

(University of Delhi)
MALVIYA NAGAR, NEW DELHI - 110017
E-mail : principal@aurobindo.du.ac.in
Website : www.aurobindo.du.ac.in

Phone : 011-26692986
Fax : 011-26691014

श्री अरविन्द महाविद्यालय

(दिल्ली विश्वविद्यालय)

मालवीय नगर, नई दिल्ली-110017

Ref. No. SAC/2023/380

Dated

30-10-2023

NOTIFICATION

Applications are invited on plain paper in prescribed format along with self-attested testimonials and a passport size photograph in a sealed envelope superscribed "Application for the post of _____" for the following non-teaching posts on **contractual basis** as per University of Delhi rules and regulation from time to time. The applications should be sent to the **Principal, Sri Aurobindo College (Day), Malviya Nagar, New Delhi** latest by **10-11-2023 before 5.00 p.m.** by post or by hand:

Sl. No.	Post Name	No. of Post	category	Age Limit	Salary / Level
1.	Junior Assistant	05	UR - 2, OBC - 2, ST - 1	27	Rs. 19900 + D.A. (Level - 02)
2.	Library Attendant / MTS Library	08	UR - 1, OBC - 3, ST - 1, EWS - 1, PwBD - 2 (LV-1, (LD-1)*)	30	Rs. 18000 + D.A. (Level - 01)
3.	MTS Office	03	All category	30	Rs. 18000 + D.A. (Level - 01)

*LV: Low Vision, LD: Locomotors Disability including leprosy cured, dwarfism, acid attack victim, cerebral palsy and muscular dystrophy

(Date and Time of written examination will be announced separately on the college website)

POST: Junior Assistant (Age relaxation will be allowed as per the guidelines of University of Delhi)

Essential QUALIFICATION:

1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / University / Institution.
2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

POST: Library Attendant (Age relaxation will be allowed as per the guidelines of University of Delhi)

Essential QUALIFICATION:

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.

Note: The incumbent is generally expected to undertake the following duties:-

1. Dusting: books, periodicals (both loose and bound volumes), documents in other media, shelves, chairs, tables, etc.
2. Shelving and Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media.
3. Assist in Opening / Closing of the Library;
4. Manning the Check Point/ Property Counter;
5. Shelf rectification: Putting, rectifying and shifting of books, periodicals (both loose and bound volumes), and documents in other media, the signage according to classification scheme followed in the library.
6. Arrangement of chairs, tables in respective units, sections and in the reading halls.
7. Assisting users in searching books, periodicals (both loose and bound volumes), and documents in other media and finding /tracing of misplaced books and periodicals (both loose and bound volumes) etc.
8. Library services for users with special needs;
9. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media: Depending on the requirements stamping, opening of the packets, pasting, book plate, book label, book pocket, book tag, due date slip and writing on the spine tags.
10. Undertaking Xeroxing work, preparing sets of cyclostyled / Xeroxed copies of sets documents for circulation;
11. Shifting of books and periodicals, and documents in other media from respective sections to the Stacks and other places.
12. Searching out the damaged books and periodicals, mending them and preparing them for binding;
13. Pasting of bar code labels and magnetic strips on books, periodicals etc.
14. Covering and removing the dust covers from the computer while closing and opening the library unit, section respectively.

15. Collection of parcels from Rail, Road and Air etc.
16. Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post Office/Departments & Administration, Finance, dispatch, messenger's job etc.)
17. Attending holiday and weekend and shift duties.
18. All other such jobs and duties as the case may be assigned from time to time even in other spheres of functioning of the institution concerned.


POST: Multi Tasking Staff (M.T.S.)

Essential QUALIFICATION:

- (1) 10th pass or ITI equivalent

IMPORTANT INSTRUCTIONS:

1. All the candidates will be required to appear for a written test (also typing test for JACT) to adjudge their ability of expression and knowledge. The selection will be based on the performance of the candidates in written test.
2. **The college reserves the right to change the nature and/or number of post advertised or to abolish the post without assigning any reason thereof.**
3. The college reserves the right to fill or not to fill any / all the post advertised.
4. Any addendum and corrigendum will be notified on the college website only.
5. If at any point, the candidate is found to be ineligible, his/her candidature will stand cancelled.
6. **Candidates are also advised to monitor the college website before coming to the test venue and are required to report at the test venue an hour before the commencement of the test.**
7. For scheme of examination, please visit the college website www.aurobindo.du.ac.in.
8. No TA/DA will be paid for attending the Test.
9. Canvassing in any form shall be a disqualification.
10. Please note no separate letters are being issued by the college


Principal (Offg.)
प्रिन्सिपल (ऑफग.)
PRINCIPAL (OFFG.)
श्री अरविन्द महाविद्यालय
SRI AUROBINDO COLLEGE
मालवीय नगर, नई दिल्ली-17
Malviya Nagar, New Delhi-17