Ref. No. : AC/Advt (NT)/2024/001   **21.12.2024**

RECRUITMENT ADVERTISEMENT

Online applications are invited for the following permanent Non-Teaching posts in the pay level mentioned below with allowances permissible under the University rules. :-

S. No	Name of the post	Pay Level	UR	SC	ST	OBC	EWS	PwBD	Total
1.	Semi Professional Assistant	5	1	-	-	-	-	-	1
2.	Assistant	4	1	-	-	-	-	-	1
3.	Junior Assistant	2	1	-	-	-	-	-	1
4.	Library Attendant	1	1	-	-	-	-	-	1

UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Classes, EWS-Economically Weaker Section, PwBD-Person with Benchmark Disabilities,

For complete details, Instructions, General Conditions, Eligibility Criteria, Scheme of Exam, and application form, please visit the college website **http://www.aryabhattacollege. ac.in** or Delhi University website **www.du.ac.in**. Those in service should apply through proper channel. College reserves the right to fill or not to fill the above mentioned post(s).

The fee for each application is Rs. 1000/- for Unreserved candidates and no fee for Women candidates. The fee shall be accepted online on our College Website. The link for depositing the fee has been given on our College Website i.e. www.aryabhattacollege.ac.in

The link for the online application will be active **w.e.f. 21.12.2024.** The number of posts Unreserved/reserved may increase or decrease as per DU/UGC rules. Eligibility criteria and qualification are as per the University of Delhi/UGC norms. The fee is non-refundable. Any addendum / corrigendum shall be posted on the college website only. It shall be the responsibility of the candidate to monitor the same. The recruitment of above mentioned post(s) shall be subject to the approval of UGC and University of Delhi.

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

The last date for submission of application will be **10.01.2025.**

(Prof. Manoj Sinha)
PRINCIPAL

प्राचार्य / Principal
आर्यभट्ट महाविद्यालय / Aryabhatta College
दिल्ली विश्वविद्यालय / University of Delhi
बेनिटो हुआरेज रोड / Benito Juarez Road
नई दिल्ली-110021 / New Delhi-110021

QUALIFICATIONS AND OTHER DETAILS

1. **SEMI PROFESSIONAL ASSISTANT** : **PAY LEVEL -05**

   Essential:

   1. Graduate in Arts/Science/Commerce or any other discipline OR any other higher qualification.

   2. B. Lib. Sc./B.L.I. Sc. 3. Course in computer application at Graduate or PG level or 6 months. Computer course from a recognized/registered institution.

   Maximum Age Limit: 30 years

2. **ASSISTANT** : **PAY LEVEL -04**

   Essential:

   1. A Bachelor's Degree from any recognized Institute/University.
   2. Two Year experience as Junior Assistant/Equivalent posts in University/ Research Establishment/Central State Govt./PSU/Autonomous Bodies or equivalent pay package in reputed private companies/corporate banks with a minimum annual turnover of at least Rs. 200/-Crores or more.
   3. Speed in English typing @35 w.p.m. or Speed in Hindi @ 30 w.p.m.

   Note:
   The candidate should have proficiency in Computer Operations.

   Maximum Age Limit: 32 years

3. **JUNIOR ASSISTANT** : **PAY LEVEL -02**

   Essential:

   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.

   Maximum Age Limit: 27 years

4. **LIBRARY ATTENDANT** : **PAY LEVEL -01**

   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: 30 years

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. The selection shall be based on the performance of the candidate in the written test/Practical test/skill test applicable as per recruitment rules.

2. 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.

3. The upper age limit prescribed for Direct Recruitment shall be relaxed in case of candidates belonging to the reserved categories in accordance with the instructions received from the Government of India in this regard from time to time as applicable to Central Government establishments.

4. The upper age-limit prescribed for direct recruits in the schedule shall also be relaxed up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years' regular service in organization(s) under Government Departments/ Statutory, or Autonomous bodies/Universities or their affiliated or constituent colleges /Public Sector Undertakings.

5. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates of the University/college(s). The upper age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University or its College(s) provided they have put in at least one year of service. (The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served).

6. The age limit for the posts advertised shall be determined as on last date of submission of applications.

7. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the College shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.

8. Application fee is to be paid online as per the details below :-

Category	Amount
UR	1000
Women	Nil

9. Those who are in employment with state/Central Govt/PSU, must submit a "NO OBJECTION CERTIFICATE" from the employer at the time of upload. Failure to submit/upload NOC by due date will lead to cancellation of candidature.

10. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the College shall process the applications entirely on the basis of the information/ documents submitted by the candidates duly self-attested. In case the information / documents are found to be false/incorrect, the responsibility and liability shall be sole responsibility of the candidate.

11. Candidates should possess the prescribed educational qualification and experience as on the closing date of application.

12. Applications which do not meet the criteria given in this advertisement and/or incomplete online applications are liable to be summarily rejected.

13. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/information while submitting the application.

14. 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.

15. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the College reserves the right to modify/withdraw/cancel any communication made to the applicant.

16. Application fee once paid shall not be refunded under any circumstances.

17. Candidates called for written test/ practical test/skill test shall do so at their own expenses. No. TA/DA shall be paid.

18. The candidates are instructed to carefully read the eligibility criteria along with the General Instructions before applying for the post.

19. Candidates applying for more than one post must apply separately for each post.

20. The College shall not be responsible for any delay due to technical reasons.

21. In case of the huge number of applications, scrutiny of the eligibility criteria etc. may not be undertaken at the time of Recruitment Examination. Therefore, the applications shall be accepted provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible as per advertisement published/uploaded by the College before applying, otherwise their candidature will be cancelled at any stage if any information or claim is not found substantiated including when the scrutiny of documents is undertaken by the College.

22. Applications received without complete information or without requisite fees shall be rejected.

23. 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.

24. Those who wish to apply are advised to visit the college website **www.aryabhattacollege.ac.in** or University of Delhi website www.du.ac.in.

(Prof. Manoj Sinha)
PRINCIPAL