

RECRUITMENT ADVERTISEMENT

Online applications are invited for the following permanent Non-Teaching posts in the pay scale 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.	Director of Physical Education	10	1	-	-	-	-	-	1
2.	Instructor (OMSP)	7	-	-	-	-	-	1 (LD)	1
3.	Senior Personal Assistant	7	1	-	-	-	-	-	1
4.	Junior Assistant	2	1	-	1	1	1	1 (VI)	5
5.	Library Attendant	1	2	-	1	-	-	-	3

UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Classes, EWS-Economically Weaker Section, PwBD-Person with Benchmark Disabilities, VI – Visual Impairment including Blindness (B) and Low Vision (LV), LD - Locomotor Disabilities including Cerebral Palsy (CP), Leprosy Cured (LC), Dwarfism (Dw), Acid Attack Victim (AAV), Muscular Dystrophy (MDy).

For complete details, Instructions, General Conditions, Eligibility Criteria, Scheme of Exam, and application form, please visit the college **website** <http://www.aryabhattachcollege.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. 500/- for Unreserved candidates, Rs. 300/- for OBC (NCL)/ EWS Candidates and no fee for Women/SC/ST/PwD 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.aryabhattachcollege.ac.in

The link for the online application will be active **w.e.f. 05.03.2022**.

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.aryabhattachcollege.ac.in or www.du.ac.in.

The last date for submission of application will be **25.03.2022**.

PRINCIPAL

QUALIFICATIONS AND OTHER DETAILS

1. DIRECTOR IN PHYSICAL EDUCATION : ACADEMIC PAY LEVEL-10

Eligibility (A or B) :

A.

- (i). A Master's degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed)
- (ii). Record of having represented the University / College at the Inter-University /Inter-Collegiate competitions or the State and/ or National Championships.
- (iii) Besides fulfilling the above qualifications, the candidate must have cleared the National eligibility Test (NET) conducted by the UGC or the CSIR. (exemption from NET shall be granted in accordance with the Note.)
- (iv) Passed the physical fitness test conducted in accordance with the provisions laid down hereunder.

OR

- B. An Asian Game or Commonwealth Games medal winner who has a degree at least at Post graduation level.

Physical Fitness Test Norms

- a) subject to the provisions of these regulations, all candidates who are required to undertake the physical fitness test are required to produce a medical certificate certifying that she/he is medically fit before undertaking such tests.
- b) on the production of such certificate mentioned in subclause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

Norms for Men			
12 minutes run/walk test			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1800 metres	1500 metres	1200 metres	800 metres

Norms for Women			
8 minutes run/walk test			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1000 metres	800 metres	600 metres	400 metres

Note:

The National Eligibility Test (NET) shall be the minimum eligibility for appointment.

Provided that, candidates who have been awarded a Ph.D. Degree in accordance with the UGC (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree) Regulations 2009 or UGC (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree) Regulations 2016 and their subsequent amendments from time to time, as the case may be shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment.

Provided further that the award of degree to candidates registered for the M.Phil/Ph.D programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of the NET for recruitment and appointment subject to the fulfillment of the following conditions:

- a) The Ph.D degree of the candidate has been awarded in the regular mode only.
- b) The Ph.D. thesis has been awarded by at least two external examiners;
- c) An open Ph.D viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D work out of which at least one is in a referred journal.
- e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars/sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.

The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University Concerned.

2. SENIOR PERSONAL ASSISTANT : PAY LEVEL-07

Essential:

1. A Bachelor Degree from a recognized University.
2. At least 03 years of experience working as Private Secretary/ Personal Assistant/ Stenographer/ Executive Assistant/ Executive Secretary in a Government Department/ Universities/ Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government.

3. Skill test norms

- (a) Dictation: 10 minutes at an average speed of 100 w.p.m.
- (b) Transcription: 40 minutes (English) or 55 minutes (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

3. INSTRUCTOR (OMSP) : PAY LEVEL-07

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.

4. 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

5. 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	500
OBC/EWS	300
SC/ST/PwBD/Women	Nil

9. Candidates applying under any of the reserved category viz. SC/ST/OBC(NCL) will be considered subject to submission of valid Caste certificate on a prescribed format issued by the competent authority. The valid NCL-OBC certificate must be issued after 01.04.2021. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer.

Application under EWS category will be considered subject to submission of Income and Assets certificate issued by the competent authority and subject to verification of genuinity of the certificate by the issuing authority. The valid EWS certificate must be issued after 01.04.2021. A valid EWS certificate will be the one which has been issued by the competent authority, as prescribed by the GOI/DOPT, on or before the last date of submission of online application. Candidates who fail to produce valid EWS certificate will not be considered for reservation under this category. They will however, be considered for UR category. Therefore, EWS candidate must ensure that they have a valid EWS certificate on or before the last date of submission of application.

An Ex-serviceman candidate has to produce a copy of the discharge certificate/pension payment order and documentary proof of rank last/ presently held. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services.

In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.

10. 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.
11. 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.
12. Candidates should possess the prescribed educational qualification and experience as on the closing date of application.
13. Applications which do not meet the criteria given in this advertisement and/or incomplete online applications are liable to be summarily rejected.

14. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/information while submitting the application.
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. 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.
17. Application fee once paid shall not be refunded under any circumstances.
18. Candidates called for written test/ practical test/skill test 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 before applying for the post.
20. Candidates applying for more than one post must apply separately for each post.
21. The College shall not be responsible for any delay due to technical reasons.
22. 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.
23. Applications received without complete information or without requisite fees shall be rejected.
24. 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.
25. Those who wish to apply are advised to visit the college website www.aryabhatacollege.ac.in or University of Delhi website www.du.ac.in.

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