

Aryabhatta College

(University of Delhi)

Benito Juarez Road, Anand Niketan, New Delhi-110021.

Website: www.aryabhattachcollege.ac.in

Applications are invited in the prescribed Form for filling up one post of Administrative Officer (unreserved) on permanent basis in the Pay Band of Rs. 15600-39100(PB-3) + GP: 5400/-.

Essential :

Good academic record plus Masters degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale (5% relaxation in marks for SC/ST category).

Desirable: 1. At least three years experience in supervisory or equivalent cadre in a Group B post in a Government Department/University/Educational or Research Institution/Teaching and/or Research experience along with proven administrative capabilities.

2. LL.B or MBA or CA/ICWA or MCA or M.Phil/Ph.D qualification.

Age Limit: 35 years

Last date for receipt of applications at the college will be 15 days from the publication of this advertisement. For complete detail of the advertisement, application fee and application form, please visit the website www.aryabhattachcollege.ac.in or www.du.ac.in. Any addendum/ corrigendum shall be posted on the College / University of Delhi website only.



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Essential Qualification

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Note:-

1. The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate/liaise with other divisions/departments and participate in discussions with senior functionaries and Academicians.
2. He is expected to handle independently one or more functions related to Educational Administration/ Examinations/ General Administration/ Purchase /Establishment /Accounts & Finance/Project management/HR/Legal.
3. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidates in written test and interview.
4. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard.
5. All the direct recruits should possess working knowledge of computers.



General instructions for candidates:

1. Prescribed Application Form can be downloaded from the college website. Candidates must apply in the prescribed form of the college. Applications not submitted in the prescribed form will be rejected.
2. The upper age limit prescribed for direct recruits shall be relaxable upto 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 same or allied field in organization(s) under Government Departments/ Statuary or Autonomous bodies/ Universities/ affiliated or constituent colleges under the University/Public Sector Undertakings (PSUs).
3. The upper age limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates provided they have rendered at least three years regular service in the University.
4. The upper age limit for the post advertised shall be determined as on the closing date of the applications.
5. Candidates serving in Government/Autonomous Bodies/PSUs etc. are required to send their application through proper channel.
6. The college reserves the right not to fill up the post.
7. Before applying for the post, candidates should ensure that he/she fulfills the eligibility and other criteria mentioned in this advertisement. The college will be free to reject applications at any stage of the recruitment process, if the candidate is found ineligible for the post.
8. Candidates should possess the prescribed qualification and experience as on the closing date of application. Candidates are required to produce specific certificates as per eligibility conditions. Further, merely fulfilling the minimum qualification or eligibility criteria does not entitle a candidate to be necessarily considered or called for the test/interview. More stringent criteria may be applied for short-listing the candidates in case the number of applications is large for the post advertised.
9. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the College shall process the application entirely on the basis of information/documents submitted by the candidate duly self-attested. In case, the information/documents are found to be false/ incorrect by way of omission or commission, the responsibility and liability shall be sole responsibility of the candidate.
10. Application Fee is to be deposited as per the detail given below:-

<u>Category</u>	<u>Amount</u>
UR/OBC	Rs. 500/-
SC/ST/PwD/Women candidates	Nil

The fee once paid will not be refunded under any circumstances.

The Application Fee can be paid through Demand Draft drawn in favour of “**Aryabhata College**” payable at **New Delhi**. Candidate should write his/her name, date of birth and Mobile Number on the back of the Demand Draft.



11. The College shall verify the antecedents or documents submitted by the candidate at the time of appointment or during the tenure of the service in case it is detected that the documents submitted by the candidate 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.
12. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after issue of appointment letter, the college reserves the right to modify/cancel/withdraw any communication made to the candidate/s.
13. No TA/DA shall be paid to any candidate for appearing in the Written Test/Interview.
14. The College shall not be responsible for any delay/loss due to postal or technical reasons.
15. Applications received without complete information/documents or without requisite fee shall be rejected.
16. Duly filled Application Form along with the requisite Fee and attested/ self-attested copies of educational certificates (starting from matriculation onwards), experience, caste/category etc. in a sealed envelope superscribed as "Application for the post of Administrative Officer" must reach the College office by 25.03.2017 at the following address preferably through Speed Post: -

**The Principal,
Aryabhatta College
Benito Juarez Road, Anand Niketan,
New Delhi-110021.**

