

**MAITREYI COLLEGE**  
**(UNIVERSITY OF DELHI)**  
**Bapu Dham Complex, Chanakya Puri, New Delhi – 110 021**

**General Instructions for Applicants (Advertisement for Principal)**

1. The direct recruitment to the Post of Principal of the College shall be on the basis of the merit through All India advertisement and selections by the duly constituted Selection Committee.

Application should possess the prescribed qualifications and experience as on the closing date of application, as prescribed by the College. Applicants are required to produce specific certificates as per eligibility conditions.

The applications received shall be screened as per screening guidelines attached with the advertisement for short listing and recommending the applicants to be called for interview.

Merely fulfilling the minimum qualifications or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview.

Publications 'under submission' or submitted to referees will not be considered towards calculation of points for publication criteria. Further, all the items for which points are claimed should be strictly in accordance with the screening guidelines attached with the advertisement.

The minimum Points requirement for shortlisting of applicants for the post of Principal will be as indicated in the screening guidelines attached herewith.

2. Application fees and forms are to be submitted as per details given below:-

- Fees for Principal: Rs. 2000/-.
- Fees once paid will not be refunded under any circumstances.

**Application forms have to be filled only in online mode, as available on the website of the College along with the present advertisement, within the prescribed time limit indicated in 'the advertisement. No offline forms would be accepted. Payment should be made online only, through credit/debit card/Net Banking.**

Applications with incomplete information or without requisite fee shall be rejected.

3. 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 information / documents uploaded with the application. In case the information/documents are found to be false / incorrect by way of any omission or commission, the responsibility shall lie solely with the applicant who shall be liable for action as per law.

**The shortlisted candidates called for interview should report along with all the testimonials / certificates in original along with photo ID. A set of photocopy of**

**certificates / testimonials with respect to the qualifications and experience indicated in the online application form, duly certified by the applicant should be submitted at the time of interview.**

4. Applicants serving in Government / Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit 'No Objection Certificate' from the employer, at the time of interview, if not uploaded with the online application earlier.
5. All correspondence from the College including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the online application form.
6. Canvassing in any form will be treated as a disqualification.
7. Applications which do not meet the eligibility criteria given in this advertisement and / or are incomplete in any respect shall be summarily rejected.
8. Applications must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material/ information while submitting the online application and uploading self-certified copies / testimonials.
9. The College also reserves the right to consider names of suitable candidates who may not have applied for the post.
10. The College shall verify the documents submitted by and antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found that the documents/ Information submitted by the candidate are false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the college.
11. 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.
12. 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.
13. No TA/DA shall be paid to the candidates for attending interview.
14. The College reserves the right to offer the post at a level lower than that advertised/applied, or on contract basis, depending upon the qualifications, experience and performance of the candidate, wherever applicable.
15. Last date for submission of application is as indicated in the present advertisement uploaded on the College website.
16. In case of any dispute, legal jurisdiction will be Delhi.

**CHAIRMAN, GOVERNING BODY**

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