



# UNIVERSITY OF DELHI

## General Instructions for Applicants

1. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed by the University from time to time for the respective post. The advertised post carries admissible pay scale plus admissible allowances. Applicants are required to produce specific certificates as per eligibility conditions.
2. Merely fulfilling the minimum qualifications or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview.
3. Application fees and online forms are to be submitted as per details given below:

Rs.500/- for UR/OBC category.

- No application fee will be charged from applicants from SC, ST, PwD and Women Applicants.
  - Fees once paid will not be refunded under any circumstances.
  - Applications with incomplete information or without requisite fee shall be rejected.
4. The upper age limit prescribed for the advertised post shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with Disabilities, Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
  5. The upper age-limit shall also be relaxable 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 same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/ affiliated or constituent colleges under the University/Public Sector Undertakings.

“Regular service” means service rendered by an employee in the Cadre on regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extant approved by the competent authority.

6. 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.

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/Colleges 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).

7. The upper age limit for the posts advertised shall be determined as on closing date of advertisement. Documents for seeking age relaxation should be submitted at the time of written examination/interview (if applicable) also even if the same has been submitted earlier.
8. The reservation for applicants from OBC (non-creamy layer), SC, ST, and Persons with Disability (PwD) categories will be applicable as per UGC norms. Applicants seeking reservation benefits available for SC/ST/OBC/PwD categories must upload the necessary documents justifying the claim of respective reservation as per Govt. of India lists/rules/norms. The certificate uploaded should be in the format prescribed by the Union Government and should be digitally verifiable.

Applicants applying for the post(s) reserved for OBC must upload certificate of OBC (non-creamy layer) in the prescribed form issued by Competent Authority. Latest Certificate in accordance with instructions issued by the Union Government in this respect from time to time should be uploaded. Applicants should ascertain that they belong to the reserved categories (caste) enlisted in the Central List. The certificate should also be digitally verifiable.

If the relevant certificates for respective reserved categories are **not** uploaded with the application, the application shall be rejected and no appeal against its rejection will be entertained.

9. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the University 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 omission or commission, the responsibility shall lie solely with the applicant and the applicant shall be liable for action as per law.
10. 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 application form, duly certified by the applicant should be submitted at the time of interview.

11. Applicants serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit their applications through proper channel. The candidates may however submit their applications as advance copy and may submit 'No Objection Certificate' along with vigilance clearance at the time of interview subject to fulfilling the eligibility conditions. Further, these applicants will have to get their APAR's for the past five years forwarded at the following address in sealed cover:

Address: D.R. (Recruitment), Room No. 217, 1<sup>st</sup> Floor, New Administrative Block, North Campus, University of Delhi, Delhi-110007.

12. All correspondence from the University including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form.
13. Canvassing in any form will be treated as a disqualification.
14. Applications which do not meet the eligibility criteria given in this advertisement and / or are incomplete in any respect shall be summarily rejected.
15. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the application and self-certified copies/testimonials.
16. The number/category/recruitment mode of posts advertised may increase/decrease/change, and the University reserves the right not to fill up some or all posts advertised, if the circumstances so warrant.
17. The candidates are required to provide the names and contact details of two persons who are familiar with their work performance and can provide references relating to their suitability of post. One of the referees must be their current/most recent employer. References from friends or relatives will not be accepted. A mail would be sent inviting their report.
18. Candidates covered under the old pension scheme in their present department/organization shall be eligible for counting of their past service for pensionary benefits, subject to fulfilling the eligibility conditions.
19. The University reserves the right to offer the post at a level lower than that advertised/applied, or on contract/deputation basis, depending upon the qualifications, experience and performance of the candidate, wherever applicable.
20. The University 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 University.

21. 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 University reserves the right to modify/withdraw/cancel any communication made to the applicant
22. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
23. No TA/DA shall be paid to candidates for attending interview.
24. Last date for submission of application is as indicated in the present advertisement uploaded on the University website.

**REGISTRAR**