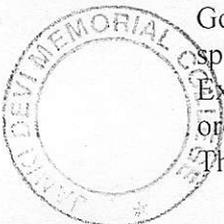


## GENERAL INSTRUCTIONS FOR THE CANDIDATES:

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.
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 as prescribed for direct recruitment shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List Non-Creamy Layer), Physically Challenged, Ex-Servicemen and other specified categories of person in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
4. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates applying for direct recruitment through open advertisement provided they have rendered at least three years regular service in the University and its Colleges.
5. The upper age-limit prescribed for direct recruits 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 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 adhoc promotion or appointment in a cadre post through due procedure followed by regularization to the extent approved by the competent authority.

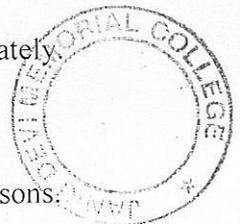
6. The upper-age limit shall also be relaxable in respect of persons who are already working on contract/daily wages/adhoc basis in the Delhi University/Colleges to the extent of services rendered by them, one time exemption, provided they have put at least one year of service.
7. The age limit for the posts advertised shall be determined as on closing date of advertisement.
8. Application fee (UR/OBC Rs. 200/-, SC/ST/PwD/Women Candidates-Nil) in the form of Demand Draft in favour of Principal, Janki Devi Memorial College, New Delhi, is to be deposited alongwith Application Form. Fees once paid will not be refunded under any circumstances.
9. Candidates belonging to SC/ST/OBC/PwD categories should keep ready an attested copy of certificates issued by competent authority in the prescribed format as stipulated by Government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section. An Ex-serviceman candidate has to produce a copy of the discharge certificate/pension payment order and documentary proof of rank last/ presently held (substantive as well as acting). Those who are still in defence service should submit a certificate from a competent authority



that they will be relieved from defense services. The PwD candidates with 40% and above of relevant disability shall only be considered.

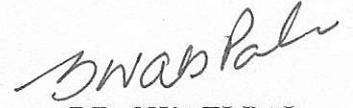
The Disability Certificate will be issued by competent authority duly authorized by the Central Government or State Government.

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 by way of omission or commission, 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. Candidates are required to produce specific certificates as per eligibility conditions.
12. Candidates serving in Government/Public Sector Undertakings are required to send their applications through proper channel:
13. Applications which do not meet the criteria given in this advertisement and/or incomplete applications/other than on prescribed form and/or without requisite fees shall summarily be rejected.
14. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/information while submitting the application and self-certified copies/ testimonials.
15. The nature and number of posts advertised may change with the approval of competent authority.
16. The college reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.
17. Candidates called for written test/ practical test/skill test shall do so at their own expenses. No TA/DA shall be paid.
18. No correspondence or personal enquiries shall be entertained by the College.
19. The candidates are instructed to carefully read the eligibility criteria along with the General Instructions as well as the detailed instructions before applying for the post.
20. Candidates applying for more than one post must apply separately and pay fee separately.
21. Canvassing in any form will be treated as disqualification.
22. The College shall not be responsible for any delay/loss due to postal or technical reasons.
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 at any stage without prejudice to any other action initiated by the college.

24. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the college reserves right to modify/cancel/withdraw any communication made to the candidate.
24. Those who wish to apply are advised to see the college website [www.jdm.du.ac.in](http://www.jdm.du.ac.in) or University of Delhi website [www.du.ac.in](http://www.du.ac.in).
25. Applications complete in all respect should reach by post to the "Principal, Janki Devi Memorial College, Sir Ganga Ram Hospital Marg, New Delhi-110060" on or before 15.04.2017 upto 4:00 p.m. in a sealed envelope superscribed as 'Application for non-teaching post \_\_\_(Name of the Post)'. Please note that application shall not be accepted in person.



**DR. SWATI PAL**  
**PRINCIPAL (OFFICIATING)**

प्राचार्या/Principal  
जानकी देवी मेमोरियल महाविद्यालय  
Janki Devi Memorial College  
सर गंगा राम हॉस्पिटल मार्ग नई दिल्ली-110060  
Sir Ganga Ram Hospital Marg, New Delhi-110060

