

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. Those candidates, who will qualify the written examination/skill test or any other test applicable to that post. The selection shall be based on the performance of the candidate in the written test.
- 2 College reserves the right to conduct written test for all the posts.
- 3 All 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.
- 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 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 rendered at least three years regular service in the same or allied field.
- 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 as per letter Ref.no. Estab.II(i)/16/2012/14 dated 17/02/2016.
- 7 The upper age limit for the posts advertised shall be determined as on last date of submission of applications.
- 8 Applications fee is to be deposited as per the details given below:-

S. No.	Category	Amount
(a)	UR/OBC	Rs. 500/-
(b)	SC/ST	Rs. 250/-
(c)	PwD	Nil

- 9 Candidate belonging to SC/ST/OBC/PwD categories should keep ready an attested copy of certificates issued by competent authority in the prescribed format as stipulate 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) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services.

- 10 Candidates should possess the prescribed educational qualification and experience as on the closing date of application.
- 11 Candidates serving Government/Public Sector Undertakings are required to send their applications through proper channel.
- 12 Applications which do not meet the criteria given this advertisement and/or incomplete applications are liable to summarily rejected.
- 13 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.
- 14 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.
- 15 Fees once paid shall not be refunded under any circumstances.
- 16 All candidates should have fulfilled the minimum eligibility on the closing date of submission of application.
- 17 Candidates called for written test/ skill test shall do so at their own expenses. No. TA/DA shall be paid.
- 18 The candidates are instructed to carefully read the eligibility criteria along with the General Instructions as well as the detailed instructions to fill the online form.
- 19 The College shall not be responsible for any delay/loss due to postal or technical reasons.
- 20 Applications received without complete information or without requisite fees shall be rejected.
- 21 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.

- 22 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.