

# लेडी श्री राम कॉलेज फॉर वुमन

## LADY SHRI RAM COLLEGE FOR WOMEN

### General Instructions for Applicants (Non-Teaching Posts)

1. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed in the enclosed advertisement. The advertised post carries admissible scale plus allowances.
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 forms are to be submitted as per details given below:  
General (Unreserved)/OBC/EWS Category Rs. 1000/-  
SC/ST Category Rs.800/-  
For Women and PwBD candidates – Nil
4. Applications with incomplete information or without requisite fee shall be rejected.
5. Fees once paid will not be refunded under any circumstances.
6. The reservation for applicants from SC, ST, EWS, OBC (non-creamy layer), and Persons with Benchmark Disability (PwBD) categories will be applicable as per UGC/Central Government norms.
  - Applicants seeking reservation benefits available for SC/ST/OBC/EWS/PwBD categories must attach the necessary documents justifying the claim of respective reservation as per Govt. of India lists/rules/norms. The certificate attached should be in the format prescribed by the Union Government and should be digitally verifiable.
  - In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be attached with the application.
  - Applicants applying for the post(s) reserved for OBC must attach certificate of OBC (non-creamy layer) in the prescribed form issued by Competent Authority. The certificate should be of the current financial year, in accordance with instructions issued by the Union Government in this respect from time to time. Certificate must be valid foremployment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered.
  - Applicants applying for the post reserved for EWS must attach their EWS Status certificate in prescribed form issued by the competent authority. The certificate should be of the current financial year. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise.

7. If the relevant certificates for respective reserved categories are not attached with the application, the application may be rejected and no appeal against its rejection will be entertained.
8. 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.
9. 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.
10. "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.
11. 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 College/University.
12. 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).
13. The upper age limit for the posts advertised shall be determined as on closing date of advertisement. The Documents for seeking age relaxation should be submitted at the time of written examination (if applicable) also even if the same has been submitted earlier.
14. Consequent upon the 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 attached 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 strict action as per law.
15. The Shortlisted candidates called for written examination/skill test (as applicable) should report along with all the testimonials/certificates in original along with photo ID. A set of photocopies 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 the interview.

16. Applicants serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit send their applications through proper channel. They are also required to submit their application through proper channel. Further, they are requested to submit their 'No objection Certificate' along with Vigilance clearance at the time of the skill test, if not submitted earlier.
17. All correspondences from the College including the notice for written test/skill test, if any, shall be sent only to the e-mail address provided by the applicant in the application form. This would also be notified on the website of the College.
18. Canvassing in any form will be treated as a disqualification.
19. Applications that do not meet the eligibility criteria given in this advertisement and/or are incomplete in any respect shall be summarily rejected.
20. Applicants must NOT furnish any false, tampered, or fabricated particulars, or suppress any material/information while submitting the application and self-certified copies/testimonials.
21. The number/category of posts advertised may vary, and the College reserves the right not to fill up some or all posts advertised if the circumstances so warrant.
22. The College reserves the right to offer the post at a level lower than that advertised/applied, depending upon the qualifications, experience, and performance of the candidate, wherever applicable.
23. 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.
24. 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. In case of any dispute/ambiguity that may occur in the selection process, the College's decision shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
25. No TA/DA shall be paid to candidates for attending the written test/skill test.
26. The last application submission date is indicated in the present advertisement uploaded on the College website.

**PRINCIPAL**