

GENERAL INSTRUCTIONS TO THE CANDIDATES:

1. As per directive of the University of Delhi vide its OM No. Estab. IV/047/2016/01/RR-OM dated 02.12.2016, it has been decided to discontinue interviews for recruitments to all Group 'C', Group 'D' (which are now reclassified at Group 'C') posts and for non-gazetted posts of Group 'B' Category and all such equivalent posts in the light of DoPT OM No. 39020/01/2013-Estt (B) – Part dated 29.12.2015.

Accordingly, selection for the above posts (EXCEPT LIBRARIAN AND ADMINISTRATIVE OFFICER) shall be based on performance of the candidates in the written test / skill test / practical test, etc.

2. The recruitment of the above mentioned posts will be subject to the approval of UGC and University of Delhi.

3. Candidates are required to appear in written test/practical test/skill test to adjudge the basic knowledge as per the requirement of the post.

4. All the posts shall be filled as per the Recruitment Rules of the University of Delhi. The qualifications and other service conditions shall be such as prescribed by the University of Delhi/U.G.C. from time to time.

5. 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), Physically Challenged, 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 of Delhi.

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.

7. 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.

8. 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 atleast 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).

9. The upper age limit for the posts advertised shall be determined as on last date of submission of applications.

10. All candidates should have fulfilled the minimum eligibility i.e. educational qualifications, experience etc. on the last date of submission of applications.

11. Application fee should be submitted through online mode only as per the details given below:

Category	Fee (Rs.)
UR/ OBC	500/- (for each applications)
No Application fee shall be charged from SC/ ST/ PwD candidates	
No Application fee shall be charged from Women Candidates of all categories	

Fees once paid shall not be refunded under any circumstances.

12. Candidate can pay their above said fee through any of the following online transfer mode

- NEFT
- IMPS
- UPI app.
- Paytm

to the following account:

Name of the Account Holder	PRINCIPAL HANSRAJ COLLEGE
BRANCH IFSC CODE	CNRB0002848
TYPE OF BANK ACCOUNT	S/B ACCOUNT
BANK ACCOUNT NUMBER	2848101017260

Candidate must attach payment receipt before submission of the Final Form. Payment receipt (jpeg file type) can be of the following nature :

- Screen shot of successful transfer receipt of the fee indicating 'transaction reference number' clearly.
- Screen shot / photocopy of bank passbook indicating clearly the transaction details of fee.
- Screen shot of payment receipt if paid through Paytm/ UPI app.

Approval of your fee payment may take one day from actual date of payment. Candidate has to verify the status of their form before taking the print out of online submitted form.

13. 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) at the time of appointment. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services.

14. It is the responsibility of the candidate to assess his / her own eligibility for the post for which he / she is applying in accordance with the advertisement. If it is detected at any time in future (during the process of selection or even after appointment) that the candidate was not eligible as per the prescribed qualification, experience, etc., which could not be detected at the time of selection for whatever reason, his / her candidature / appointment shall be liable to be cancelled / terminated as per rules.

15. Candidates serving Government/Public Sector Undertakings are required to send their applications through proper channel.

16. Applications which do not meet the criteria given in this advertisement and/or incomplete applications are liable to summarily rejected.

17. 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 etc.

18. The number or/and nature of posts advertised may increase or decrease/vary, and the college reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.

19. The candidates applying under PwD category are required to submit the Disability Certificate in the format prescribed by the Government of India, Department of Personnel and Training vide OM No. 36035/3/2004-Estt(Res) dated 29.12.2005. The format is available at the website www.persmin.nic.in. Only such persons would be eligible for reservation in services / posts under VH / OH / HH categories who suffer from not less than 40% of disability.

20. Candidates called for written test/skill test etc. shall do so at their own expenses. No TA/DA shall be paid.

21. Any addendum/corrigendum/notification shall be posted only on the college website. It shall be the responsibility of the candidates to visit the college website <http://www.hansrajcollege.ac.in> on regular basis.

22. A separate on-line application form has to be submitted for each post. Candidature may be cancelled if more than one application is submitted for the same post.

23. Please note that all future correspondence regarding the date of written examination/Skill test etc. shall be uploaded on the college website only or/and sent to the email I.D. provided by the candidates. Candidates should ensure that the email I.D. provided by them is correct in all respects. The candidates should check their email (including spam) and college website on a regular basis. If any information is delayed due to technical reasons, the college would not be responsible for the same.

24. Admit Cards will not be sent by Post. Eligible candidates may download his/her admit card for appearing in the written examination from the college website <http://www.hansrajcollege.ac.in>

25. Applications received without complete information or without requisite fees shall be rejected.

26. 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/information submitted by the candidate 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.

27. Merely appearing in the examination/skill test/practical etc. does not guarantee that candidate fulfills the requisite criteria. 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.

28.

FOR PwD CATEGORY

• **Only offline applications will be accepted for the post of MTS - Library [VH].**

• Candidates for the posts of Librarian (HH), Professional Assistant (Library) (OH), Laboratory Assistant (OH) and MTS Laboratory Attendant (HH) may apply either online or offline mode but they are required to apply through only one mode.

• Offline Application Forms for PwD candidates to apply for the post of Librarian [reserved for HH category], Professional Assistant (Library) (reserved for OH category), Laboratory Assistant (reserved for OH category), MTS – Library (reserved for VH category) and MTS – Laboratory Attendant (reserved for HH category) are available at the college website <http://www.hansrajcollege.ac.in>

29. The last date of submission of online application form for all categories (including PwD category) is 14 days from the date of publication of this Advertisement in the Hindu or two weeks from the date of publication of this Advertisement in Employment News or 09.03.2018 till 23:59:59 whichever is later for this advertisement.

30. The eligible and interested applicants are required to apply on-line at the college website <http://www.hansrajcollege.ac.in> Applications other than on-line mode (except PwD category) will not be accepted.

31. Applicants are required to submit the hard copy of online form after approval duly signed by the applicants alongwith one self attested passport size photograph and self-attested copies of educational, date of birth, experience, caste certificates etc. to :

The Principal
Hansraj College
Mahatma Hansraj Marg, Malka Ganj
Delhi - 110007

latest by 13.03.2018 till 5.00 p.m. by Speed Post only.

The envelope containing Hard Copies should be superscribed as “APPLICATION FOR THE POST OF _____”. Both submission of the online application as well as subsequently the hard copy of online form is mandatory along with the testimonials/certificates/application fee. If hard copies are not received by the college till the prescribed date and time, the online application of the candidate is liable to be cancelled.

32. Candidate may keep the copy of his/her form for future reference and will bring the same also on the day of his/her examination alongwith attested copies of testimonials/certificates.

33. In order to avoid last minutes rush, the candidates are advised to apply early enough, college will not be responsible for any network problem or any other such type of problem.

(Dr. Rama)
Offg. Principal