

**HANSRAJ COLLEGE**  
**UNIVERSITY OF DELHI**  
**MAHATMA HANSRAJ MARG, MALKA GANJ, DELHI-110007**

**INSTRUCTIONS FOR APPLYING ONLINE:**

1. Please visit to the College website “<http://www.hansrajcollege.ac.in>”
2. The candidates are instructed to read carefully, the detailed general instructions before filling the online form.
3. Applications shall be accepted online only.
4. Before filling up the form, candidates are advised to carefully go through the eligibility criteria regarding qualification / experience / age etc.
5. Before filling the online application form, the following should be kept ready :
  - Scanned photograph.
  - Valid email id.
  - Valid Mobile No.
  - Scanned Signature.
  - Payment receipt (as mentioned in the para 12 of General Instructions to the candidates) of paid fee as applicable
6. Candidates are advised to keep the valid email id (to be entered compulsorily in the application form). No change in the email id will be allowed once entered.
7. After submission of online form a status page will open indicating pending/ approved status of your application(s) regarding the payment verification. Candidate need to take a print of the approved application form and send it along with the following documents in a cover super scribing “application for the post of .....” to The Principal, Hansraj College, University of Delhi, Mahatma Hansraj Marg, Malkaganj, Delhi - 110007 so as to be received in the college through Speed Post only by the last date.
8. In case the hard copy of the online application form along with the documents is not received by the college by the last date, the candidature of such candidates will be rejected and no objection will be entertained for the same.
10. Application received without requisite documents shall be rejected summarily.
11. Consequent upon adoption of self-certification provisions as required by the Govt. of India the college shall process the application entirely based on information / documents submitted by the candidates. In case the information / documents are found to be false / incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
12. 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 technical glitch.
13. Only short listed candidates who are found apparently eligible based on the details given by the applicant will be called for the written test and / interview as the case may be. The list of eligible and non-eligible candidates will be put on college website.
14. The date of written examination for each post will be notified on the college website. Candidates are required to check the college website on regular basis.
15. Admit cards will not be sent by post. Every eligible candidate may download his/her admit card having roll number of candidate for appearing in the written examination from the college website.