

IMPORTANT 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, has been decided to discontinue interviews for recruitments at 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.
2. All the posts shall be filled as per the Recruitment Rules of the University of Delhi. The qualification and other service conditions shall be as prescribed by the University of Delhi from time to time.
3. Before filling application form, please scan and store the following documents as separate files. The same needs to be uploaded as required during the 'On-line Application' process.

Sr. No.	Name of the Document	Type	Maximum Size
1.	Passport size photograph (Mandatory)	JPEG	100 KB
2.	Signature (Mandatory)	JPEG	100 KB
3.	Community/Caste Certificate (only if the applicant belongs to OBC/SC/ST) – Self Attested Copy	JPEG / PDF	500 KB
4.	Physically handicapped certificate showing extent of disability – from Authorized/ Competent Authority (in case of PwD candidates) – Self Attested Copy	JPEG / PDF	500 KB
5.	Class X Mark sheet/ Certificate , for proof of Date of Birth (Mandatory) – Self Attested Copy	JPEG / PDF	500 KB
6.	Proof of essential educational qualification(s) – Self Attested Copy	JPEG / PDF	500 KB
7.	No objection Certificate from the parent department/ present employer (for those, who are working/ serving in any Government/Semi Govt./ Public Sector Undertakings/ Autonomous Bodies)	JPEG / PDF	500 KB
8.	Experience Certificate (wherever needed)	JPEG / PDF	500 KB

***Please ensure that the scanned document files listed above are legible and readable.**

4. 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 in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
5. All rules and regulations / orders on relaxation for PwD candidates in qualification, eligibility, age, etc. as issued by the Government of India and adopted by the University of Delhi will be followed.
6. 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 that they have rendered at least three years regular service in the college.
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 have rendered regular service in the same or an allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/affiliated or constituent colleges under the University/Public Sector Undertakings. They should have rendered at least three years regular service in the same or an allied field.

8. 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 the services rendered by them. This is a one-time exemption available to those who have put in at least one year of service.
9. The upper age limit for the posts advertised shall be determined as on the last date of online submission of applications.
10. Candidates should have fulfilled the minimum eligibility (educational qualifications and experience) on the closing date of submission of application.
11. Those who are already employed under Central/ State Govt./ Semi Govt./ PSU/ Autonomous Bodies are required to submit their applications through proper channel, failing which application will be rejected. Thus, persons employed under Central/ State Govt./ Semi Govt./ PSU/ Autonomous Bodies must upload a No Objection Certificate (NOC) from their current employer in support of their application(s).
12. Relaxation in the required minimum qualifications for all the advertised posts shall be provided as per rules framed by the University of Delhi.
13. Candidates belonging to SC/ST/OBC/PwD categories should keep ready attested copies of the certificates issued by the competent authority in the prescribed format as stipulated by the Government of India. In case of candidates belonging to the OBC category, the certificate should specifically contain a clause that the candidate does not belong to the creamy layer section.
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 the 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. If a candidate is applying for more than one post, a separate online application form has to be submitted for each post. Candidature may be cancelled if more than one application is submitted for the same post.
16. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information while submitting the application.
17. 4% seats are reserved for PwD category. The candidates applying under PwD category are required to upload 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.
18. The candidates appointed under PWD will be adjusted against the vacancy of respective categories of SC/ST/OBC/Unreserved (UR).
19. Applications which do not meet the criteria given in this advertisement and/or are found incomplete are liable to be summarily rejected. Fees once paid shall not be refunded under any circumstances.
20. The number of unreserved/reserved 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. Any consequential vacancies arising at the time of selection may also be filled from the available candidates who have applied against this advertisement.
21. All expenses for appearing in written test/s, practical or skill test (if any) or for interview (wherever applicable) shall

be borne by the candidates themselves. **No TA/DA shall be paid.**

22. Please note that all future correspondence regarding the date of written examination/s, interview, 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) & college website i.e. www.shivajicollege.ac.in on a regular basis. If any information is delayed due to technical reasons, the college would not be responsible for the same.
23. The college shall verify the antecedents of the candidate and the documents submitted by him / her at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are false or that the candidate has suppressed relevant information, then his/her services shall be liable to 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 the issue of appointment letter. The College reserves the right to modify/cancel/withdraw any communication made to the candidate.
25. Consequent upon adoption of self-certification provisions as required by the Government of India, the college shall process the applications entirely on the basis of 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 liability for the same shall rest solely with the candidate.
26. The eligible and interested persons are required to apply on-line through the prescribed link given below by 16-03-2019 till 23:59 P.M. Applications other than on-line mode will not be accepted.
27. Application fee should be submitted through online mode only as per the details given below:

Category	Fee (₹)
UR/OBC	500/-
SC/ST	250/-
All PwD and Female Candidates are exempted from payment of application fee.	

28. Admit cards will not be sent by post. Admit Card(s) is/ are available for download (for printing) on the College Website from 18.03.2019 and will be 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) & college website i.e. www.shivajicollege.ac.in on a regular basis. If any information is delayed due to technical reasons, the college would not be responsible for the same.
29. In order to avoid last minute rush, the candidates are advised to apply well in time. The college will not be responsible for any problem such as network problems that may impede last minute applications.

Please click on the link below to apply online:

<http://www.shivajicollege.ac.in>

30. In case of any technical problem, please send us an email at ntsrecruitment.shivaji@gmail.com, discrepancy received on aforesaid email id only will be entertained.