दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI

General Instructions for Applicants

1. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed by the University from time to time for the respective post. The advertised post carries admissible scale plus admissible allowances. Applicants are required to produce specific certificates as per eligibility conditions.

2. Application fees and forms are to be submitted as per details given below:

   General/Unreserved - Rs. 1,000/-
   OBC (NCL), EWS, Female - Rs. 800/-
   SC, ST, PwBD - Rs. 600/-

   - Applications with incomplete information or without requisite fee shall be rejected.
   - Fees once paid will not be refunded under any circumstances.
   - The applicants who had applied for the posts of Senior Assistant and Assistant advertised vide Advt. No. R&P/311/2024 dt. 12.12.2024 are exempted from the application fee.

3. **AGE RELAXATION:**

   a. 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.

   b. 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 the applicant has 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.
   "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 extent approved by the competent authority.

   c. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates of the University/college(s).

   Further, one-time exemption in the upper age limit in respect of persons who are already working on contract/daily wages/ad hoc basis in the University or its

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College(s) provided they have put in at least one year of service is extended to all such persons irrespective of their age at the time of joining the University in respective category.

Note: This exemption is extended only to the contract/daily wages/ad hoc employees appointed directly by the University or its affiliated / constituent Colleges. It shall not be applicable to the employees working on contract basis in project-based assignments or through outsourced agencies in the University or its Colleges.

d. The upper age limit for the posts advertised shall be determined as on closing date of advertisement. Documents for seeking age relaxation should be submitted at the time of written examination/interview/skill test/document verification (if applicable) also even if the same has been submitted earlier.

4. There would be a further relaxation of 05% in marks wherever a percentage has been prescribed for the minimum qualifying education degree for the applicants belonging to SC, ST, OBC(NCL) and PwBD categories.

However, SC/ST/OBC(NCL)/PwBD candidates who opt to apply as General Category Candidates will not be eligible for age relaxation or relaxation in cut off marks which are otherwise allowed to those belonging to these categories. Further, reserved category candidates (SC/ST/OBC(NCL)/PWD) who become eligible by virtue of age relaxation applicable in their case, will be considered only for reserved seats of the category to which they belong even if they have the merit to be considered otherwise for the UR vacancies.

5. **CASTE/ CATEGORY CERTIFICATES:**

(i) Candidates applying under any of the reserved categories viz. SC/ST/OBC(NCL) will be considered subject to submission of valid Caste certificate on a prescribed format issued by the competent authority. The vacancies are being advertised in financial year 2026-2027, therefore, NCL-OBC certificate issued from 01.04.2026 will be considered valid. Candidates applying under the OBC category must produce the valid caste certificate in the form at provided by the DoP&T vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2/2013-Estt(Res-I) dated 31.03.2016. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of the Govt. of India. Their Sub-caste should also match with the entries in the Central List of the OBC, failing which their candidature as OBC candidate will not be considered. They will however be treated as General Category candidate. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer. The certificate submitted should be digitally verifiable.

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(ii) The vacancies advertised under the EWS Category are as per the instructions issued by the DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM. No. 36039/1/2019-Estt (Res), dated 31.01.2019. Application under the EWS category will be considered subject to submission of Income and Assets certificate in a prescribed format issued by the competent authority and subject to verification of genuinity of the certificate by the issuing authority. As per the 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. Therefore, a valid EWS certificate will be the one which has been issued by the competent authority, as prescribed by the GOI/DOPT, on or before the last date of submission of online application but not earlier than 01.04.2026. Candidates who fail to produce a valid EWS certificate will not be considered for reservation under this category. They will however, be treated as General Category candidate. Therefore, EWS candidate must ensure that they have a valid EWS certificate on or before the last date of submission of application.

(iii) 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 uploaded with the application.

6. Those who are in employment with state/Central Govt/PSU, must submit a "NO OBJECTION CERTIFICATE" from the employer at the time of verification of documents or as asked to upload. Failure to submit/upload NOC by due date will lead to cancellation of candidature.

7. Canvassing in any form will be a disqualification.

8. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.

9. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.

10. All correspondences from the University including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form.

11. The number/category/recruitment mode of posts advertised may increase/decrease/change, and the University reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.

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12. The University reserves the right to offer the post at a level lower than that advertised/applied, or on contract/deputation basis, depending upon the qualifications, experience and performance of the candidate, wherever applicable.

13. In case of any advertent/inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the applicant.

14. In anticipation of the huge number of applicants, scrutiny of the eligibility criteria, etc. may not be undertaken at the time of Recruitment Examination. Therefore, the applications shall be accepted provisionally. The candidates are advised to go through the requirements of educational qualification, age, etc. and satisfy themselves that they are eligible as per the advertisement published/uploaded by the University before applying, otherwise their candidature will be cancelled at any stage if any information or claim is not found substantiated including when the scrutiny of documents is undertaken by the University.

15. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the application and self-certified copies/testimonials.

16. Based on the declaration made by the candidate in their Online Registration Form/Application Form, they will be provisionally declared eligible to appear in the Recruitment Examination. However, a preliminary scrutiny will be made based on information provided in the application form before declaration of results. All Selection will be made in order of merit. Qualified/selected candidates are subject to multi-stage document verification in online/offline mode as prescribed including verification from original and others. If anyone is found not fulfilling the prescribed qualification/experience etc. claimed and any other eligibility criteria as per the advertisement published/uploaded, at any stage of process, his/her candidature will be treated as cancelled without any further notice.

17. Candidates will be allowed to appear in the test provisionally. Mere appearing in the Recruitment Test and Qualifying the test is not the criteria for calling for Interview/Skill Test (as applicable). It will be subject to fulfilment of all eligibility qualification/conditions and verification of documents. Further, in case it is found that the documents/information submitted by the candidate are false or the candidate has suppressed relevant information, the services/candidature of the candidate shall be terminated without prejudice to any other action initiated by the University.

18. No TA/DA shall be paid to candidates for attending the written test/skill test.

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19. The last date for submitting application is indicated in the present advertisement uploaded on the University website.

20. In order to avoid last minute rush, the applicants are advised to apply early. In case of any persistent technical issue, the applicants can mail the concern to the email id **non_teaching_rec@admin.du.ac.in**

REGISTRAR

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