



## UNIVERSITY OF DELHI

### General Instructions for Applicants (Director, DUCC)

1. Applicants should possess the prescribed qualification and experience as on the closing date of application. The advertised post carries admissible pay scale plus allowances as per University Rules.
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 may be submitted as per details given below:
  - Rs.2000/- for applicants from UR/OBC category.
  - No application fee will be charged from applicants from SC, ST, PwD and Women Applicants.
  - The fee, if applicable, is acceptable only in online mode and should be submitted along with the online application form.
  - Fees once paid will not be refunded under any circumstances.
  - Applications with incomplete information or without requisite fee shall be rejected.
4. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the University 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 responsibility and liability shall be sole responsibility of the candidate.
5. The Shortlisted candidates called for interview should report along with all the testimonials/certificates in original along with photo ID. A set of photocopy 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 interview.
6. Applicants serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit their applications through proper channel Further they are requested to submit their 'No objection Certificate' along with Vigilance clearance at the time of interview, if not submitted earlier.
7. All correspondence 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.
8. Canvassing in any form will be treated as a disqualification.
9. Applications which do not meet the eligibility criteria given in this advertisement and / or are incomplete in any respect shall be summarily rejected.

10. 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.
11. The University reserves the right not to fill up post advertised, if the circumstances so warrant.
12. It will be open to the University to consider names of suitable candidates who might not have applied.
13. The University 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 University.
14. 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 University reserves the right to modify/withdraw/cancel any communication made to the applicant.
15. 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.
16. No TA/DA shall be paid to candidates for attending interview.
17. Last date for submission of application is as indicated in the present advertisement uploaded on the University website.

**REGISTRAR**