



# RAM LAL ANAND COLLEGE

## General Instructions for Applicants

1. Applicants should possess the prescribed qualifications and experience as on the closing date of application, as prescribed by the University from time to time for the respective posts. All the above posts carry UGC pay scales plus admissible allowances. Applicants are required to produce specific certificates as per eligibility conditions. The posts are being advertised keeping in view the broad areas of specialization in subjects. However, the College concerned may have specific requirement of specialization.

The applications received shall be screened as per screening guidelines attached with the advertisement for short listing and recommending the applicants to be called for interview.

Merely fulfilling the minimum qualifications or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview.

**Publications ‘under submission’ or submitted to referees will not be considered towards calculation of points for publication criteria. Further, all the items for which points are claimed should be strictly in accordance with the screening guidelines attached with the advertisement.**

The minimum Points requirement for shortlisting of applicants for the post of Assistant Professor will be as indicated in the screening guidelines attached herewith.

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

- Fees for Assistant Professor (if applicable)
- Rs. 500/- for UR/OBC category.
- No application fee will be charged from applicants from SC, ST, PwD and Women Applicants.
- Fees once paid will not be refunded under any circumstances.

**Application forms have to be filled only in online mode, as available on the website of the College/University along with the present advertisement, within the prescribed time limit indicated in the advertisement. No offline forms would be accepted. Payment should be made online only, through credit/debit card/Net Banking.**

Applications with incomplete information or without requisite fee shall be rejected.

Applicants applying for more than one post/department must apply separately and pay fees separately.

3. The reservation for applicants from OBC (non-creamy layer), SC, ST, and Persons with Disability (PwD) categories will be applicable as per UGC norms. Applicants seeking reservation benefits available for SC/ST/OBC/PwD categories must upload the necessary documents justifying the claim of respective reservation as per Govt. of India lists/rules/norms. The certificate uploaded should be in the format prescribed by the Union Government.

In case the applicant wants to claim benefits under the PwD 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.

Applicants applying for the post(s) reserved for OBC must upload certificate of OBC (non-creamy layer) in the prescribed form issued by Competent Authority. The certificate should be of the current financial year, in accordance with instructions issued by the Union Government in this respect from time to time. Applicants should ascertain that they belong to the reserve categories (caste) enlisted in the Central List.

If the relevant certificates for respective reserved categories are **not** uploaded with the application, the application shall be rejected and no appeal against its rejection will be entertained.

4. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the University/College shall process the applications entirely on the basis of information/documents uploaded with the application. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility shall lie solely with the applicant and the applicant shall be liable for action as per law.

**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 online application form, duly certified by the applicant should be submitted at the time of interview.**

5. Applicants serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit 'No Objection Certificate' from the employer, at the time of interview, if not uploaded with the online application earlier.
6. All correspondence from the College including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the online application form.
7. Canvassing in any form will be treated as a disqualification.
8. Applications which do not meet the eligibility criteria given in this advertisement and / or are incomplete in any respect shall be summarily rejected.
9. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the online application and uploading self-certified copies/testimonials.

10. The number/category of posts advertised may vary, and the College reserves the right not to fill up some or all posts advertised.
11. Any consequential vacancies arising at the time of Interview may also be filled up from the available shortlisted candidates.
12. The College 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.
13. 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 College reserves the right to modify/withdraw/cancel any communication made to the applicant.
14. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the College shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
15. No TA/DA shall be paid to candidates for attending interview.
16. Last date for submission of application is as indicated in the present advertisement uploaded on the University website.
17. In case of any dispute, legal jurisdiction will be Delhi.

**Principal**