

RAMANUJAN COLLEGE
(University of Delhi)
Kalkaji, New Delhi – 110019.

GENERAL INSTRUCTIONS TO THE CANDIDATES :

- 1 The earlier advertisement published in Times of India & NBT dated 12.02.2014, Employment News dated 22.02.2014 and Corrigendum in Times of India & NBT dated 26.08.2015 & Employment News 29.08.2015 and Advertisement in Hindustan Times dated 31.01.2016 and Employment News dated 30.01.2016 respectively regarding filling up the vacant posts of the Non-teaching staff may be treated as cancelled. Those who had already applied may apply afresh.
2. As per directive of the University of Delhi Vide its OM No. Estab. IV/047/2016/01/RR-OM dated 02.12.2016, it has been decided to discontinue interviews for recruitments to 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.

Accordingly, selection for the above posts shall be based on performance of the candidates in the written test / skill test / practical test, etc.

- 3 The recruitment of the above mentioned posts will be subject to the approval of the UGC & University of Delhi.
- 4 Candidates are required to appear in a written test/practical test/skill test to adjudge the basic knowledge as per the requirement of the post.
- 5 All the posts shall be filled as per the Recruitment Rules of the University of Delhi. The qualification and other service conditions shall be such as prescribed by the University of Delhi/U.G.C. from time to time.
- 6 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 of person in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
- 7 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 they have rendered at least three years regular service in the University and its Colleges.
- 8 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 rendered 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 rendered at least three years regular service in the same or allied field.

- 9 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 services rendered by them. One time exemption available to those who have put put at least one year of services.
- 10 The upper age limit for the posts advertised shall be determined as on last date of submission of applications i.e. 22.09.2017.
- 11 All candidates should have fulfilled the minimum eligibility (education qualifications and experience) on the closing date of submission of application i.e. 22.09.2017.
- 12 Application fee should be submitted through online mode only as per the details given below:-

Category	Fee
UR/OBC (No Application fee shall be charged from Women Candidates of all categories.)	₹ 250/- (for each application)
No Application fee shall be charged from the SC/ST/PwD/ candidates	
No Application fee shall be charged from Women Candidates of all categories as per the University Office Memorandum Estab.IV/042/2015/77 dated 23.12.2016.	

- 13 Candidate belonging to SC/ST/OBC/PwD categories should keep ready an attested copy of certificates issued by competent authority in the prescribed format as stipulate by Government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section. An Ex-serviceman candidate has to produce a copy of the discharge certificate/pension payment order and documentary proof of rank last/ presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services.
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 Candidates serving Government/Public Sector Undertakings are required to send their applications through proper channel.
- 16 Applications which do not meet the criteria given this advertisement and/or incomplete applications are liable to summarily rejected.
- 17 Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/information while submitting the application and self-certified copies/testimonials.

- 18 The number of 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.
19. The candidates applying under PwD category are required to submit 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. Only such persons would be eligible for reservation in services / posts under VH / OH / HH categories who suffer from not less than 40% of disability.
- 20 Candidates called for written test/skill test etc. shall do so at their own expenses. No. TA/DA shall be paid.
- 21 Any addendum/corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same.
- 22 A separate on-line application form has to be submitted for each post. Candidature may be cancelled if more than one application is submitted for the same post.
- 23 Please note that all future correspondence regarding the date of written examination/Skill test 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 on a regular basis. If any information is delayed due to technical reasons, the college would not be responsible for the same.
- 24 Admits Cards will not be sent by Post. Every eligible candidate may download his/her admit card having roll no. of candidate for appearing in the written examination from the college website (**www.rcdu.in**)
- 25 Applications received without complete information or without requisite fees shall be rejected. Fees once paid shall not be refunded under any circumstances.
- 26 The college shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are false or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the college.
- 27 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 right to modify/cancel/withdraw any communication made to the candidate.
- 28 The eligible and interested persons are required to apply on-line on the college **website www.rcdu.in**. Applications other than on-line mode, will not be accepted. Applications are also required to submit the hard copy of online form duly signed by the applicants alongwith one passport size photograph (pasted on the hard copy of online form)) and self-attested copies of the certificates, date of birth, experience, caste etc. to Ramanujan College, Kalkaji, New Delhi – 110019 latest by 25.09.2017 till 5.00 p.m.. Both submission of the online application as well as subsequently the hard copy of online form is mandatory along with the testimonials/certificates/application fee. Candidate may keep the copy of his/her form for future reference.

- 29 After submission of on-line form, , candidates need to print the hard copy of online form and paste the recent passport size photograph on this form, sign it and send it to following address latest by 25.09.2017 till 5.00 p.m.

The Principal
Ramanujan College
(University of Delhi)
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- 30 The last date of submission of online application form is 22.09.2017 till 11:59:59 p.m. for this advertisement.
- 31 In order 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 such type of problem.

**Sd/-
Principal**