

General instruction to Candidates

1. Before filling up the form, candidates are advised to carefully go through the Advertisement **Advt. No. ARSD/NT/2022/01** available on the college website and confirm their eligibility with regard to qualification/ experience/age etc. before submitting the online application form.
2. The link for the online application will be active w.e.f 22.03.2022 and the last date for submission of application will be 11.04.2022 or two weeks from the date of publication in Employment News whichever is later.
3. Applicants are advised to go on link <https://dunt.uod.ac.in> available on College website for filling up of form. They have to register themselves and after this, they may apply for post.
4. Applicants are required to upload their photograph (20-100 KB) and other documents DOB/10th Cert./PAN/I.D. NOC, Experience, UG & PG etc. should be (100 – 500 KB).
5. In case of any query candidates may contact on email helpdesk@arsd.du.ac.in
6. Application Fee once paid shall not be refunded under any circumstances
7. Candidates called for written Test/Practical Test/Skill Test etc shall do so at their own expenses. No TA/DA shall be paid.
8. Candidates applying for more than one post must apply separately for each post.
9. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed by the University of Delhi 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.
10. The recruitment of the above mentioned posts will be according to the regulations & guidelines of UGC/University of Delhi.
11. All the posts shall be filled as per the Recruitment Rules 2020 (NT) of the University of Delhi. The qualification and other service conditions shall be as prescribed by the University of Delhi / U.G.C. from time to time.
12. Application under EWS category will be considered subject to submission of Income and Assets Certificate issued by the Competent Authority and subject to verification of genuinity of the certificate by the issuing authority. The valid EWS certificate must have been issued after 01.04.2021. 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. Candidates who fail to produce valid EWS certificate will not be considered for reservation under this category. They will however, be considered for UR category. Therefore, EWS candidate must ensure that they have a valid EWS certificate on or before the last date of submission of Application.
13. An Ex-serviceman candidate has to produce a copy of the discharge certificate/pension payment order and documentary proof of rank last/presently held. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services.
14. In case the information/documents are found to be false/incorrect, the responsibility and liability shall be sole responsibility of the candidate.
15. The upper age limit for the posts advertised shall be determined as on the last date of online submission of applications, i.e. **11.04.2022** or two weeks from the publication of advertisement in Employment News whichever is later.
16. The candidates applying under PwBD 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 VI / LD / HI categories who suffer from not less than 40 percent of disability.

17. 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 (except Librarian) shall be based on performance of the candidates in the written test / skill test / practical test, etc.

18. **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 of Delhi.
- 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 they have 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.
- 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).
- D. The upper age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University or its College(s) provided they have put in atleast one year of service. (The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served).
- E. The upper age limit for the posts advertised shall be determined as on closing date of advertisement.
- F. The above provisions are summarized in the table given below:-

Sr. No.	Category	Age Relaxation permissible beyond the Upper age limit (prescribed in the section for qualifications)
1	SC/ST	5 Years
2	OBC (NCL)	3 Years
3	PWD	10 Years
4	Ex-Servicemen and commissioned Officers including ECO/SSCOs	5 Years
5	Permanent Employee in Government Departments/Statutory Autonomous bodies/Universities/affiliated or	5 years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in the Government Departments/Statutory or autonomous bodies/Universities/affiliated or



	constituent colleges under the University/Public Sector Undertakings.	constituent colleges under the University/Public Sector Undertakings.
6	Departmental candidates of University of Delhi and its Colleges	Upper age limit shall not be insisted upon.
7	Persons who are already working on contract/daily wages/ad-hoc basis in the University of Delhi or its College(s)	Upper age limit will be relaxed to the extent of service rendered by them in the University of Delhi or its colleges provided they have put in atleast one year of service.

However, SC/ST/OBC (NCL)/PWBD candidates who opt to apply for unreserved vacancies will not be eligible for age relaxation or relaxation in cut off marks which are otherwise allowed to those belonging to these categories. Further, reserve 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 UR.

19. Caste/Category Certificates

- (i) Candidates applying under any of the reserved category viz. SC/ST/OBC (NCL) will be considered subject to submission of valid Caste certificate on a prescribed format issued by the competent authority. Valid NCL-OBC certificate issued during the period from 01.04.2021 to 31.03.2022 **or closing date of application will be considered valid.** Candidates who have NCL-OBC certificate issued before or after this period will not be considered valid for this advertisement. Candidates applying under OBC category must produce the valid caste certificate in the form as 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 Central List of Govt. of India. Their Sub-caste should also match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered. They will however be treated as UR candidate. The OBC certificate should clearly show that the applicant does not belong to the Creamy layer. The certificate submitted should be digitally verifiable.
- (ii) 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.

20. Those who are in employment with state/Central Govt./PSU, must submit a **"No Objection Certificate"** from the employer at the time of submission of online application. Failure to submit/upload NOC will lead to cancellation of candidature.

21. Canvassing in any form will be a disqualification.

22. 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.

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



24. Candidates are advised to visit College website www.arsdcollege.ac.in regularly for any update regarding this recruitment.
25. The number/category etc. of posts advertised may increase/decrease/change, and the College reserves the right not to fill up some or all posts advertised, if the circumstances so warrant.
26. 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.
27. 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 advertisement published/uploaded by the College before applying, otherwise their candidature will be cancelled at any stage if any information or claim is not found substantiated when the scrutiny of documents is undertaken by the College.
28. 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.
29. Based on the declaration made by the candidate in their online 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 & 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.

APPLICATION PROCESS:

1. The posts carry usual allowance as admissible to Central Government Servant of similar status.
2. The aspiring applicant satisfying the eligibility criteria in all respect can submit their application only through ONLINE mode. The Online Applications can be submitted through website i.e. www.arsdcollege.ac.in as per instructions given on the College Website. No documents including the on-line application form are required to be sent in Physical form. However, all the applicants are advised to keep a copy of confirmation page of their application with them, along with proof of payment for their record.
3. Those applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling all the eligibility criteria as on the closing date of online submission of applications. Required educational qualification/ experience should be completed on or before last date of online submission of application. Recruitment Rules of Delhi university as amended from time to time will be applicable for selection.
4. The candidate must ensure that images of the photo and signature should be as per the Guidelines mentioned in the "**Application Form**" and are clearly visible in preview at the time of filling of application in online mode. If photo/signature image is not as per instructions given in the "**Application Form**" in that case, your application will be



rejected. Due diligence and care should be taken while uploading images of photo and signature.

In order to fill the application form candidates are required to apply online as per procedure detailed below. The Application Form other than online mode will not be accepted. Before filling and submitting the online form, candidates should read the advertisement carefully. Candidates must follow the instructions strictly as given in the advertisement and on College website. Application Forms not complying with the instructions are liable to be rejected.

The candidates are advised to ensure the following points before filling the Online Application Forms:

- i. The candidates shall ensure their eligibility before filling the Online Application Form. If found not eligible at a later stage, he/she stands rejected and no claim will be entertained.
- ii. The Candidate must ensure that e-mail address and Mobile Number provided in the **Online Application Form are of their own (which cannot be changed later)** as communication may be sent by college through e-mail or SMS. **The Candidate should check their email (including spam) and College website on a regular basis.**
- iii. Online submission of application may be done by accessing the College official website: **www.arsdcollege.ac.in.**
- iv. Online Application form cannot be withdrawn once it is submitted successfully.
- v. Application Form of candidates who do not fulfil the eligibility criteria shall be rejected.
- vi. A candidate is allowed to submit only one Application Form for one post for which he/she is eligible, with online payment of prescribed fee. If a candidate submits more than one Application Form for one or more posts, his/her candidature for those post(s) are likely to be cancelled.
- vii. Request for change in any particular in the Application Form shall not be entertained under any circumstances.

Payment of Fee	
Fee Payable by Candidates	
UR, OBC, EWS	Rs. 500/-
SC, ST	Rs. 300/-
PWBD, FEMALE	Nil

1. Application will be treated as complete only if the fee has been transacted successfully, else the form will be cancelled.
2. In case a candidate is found providing incorrect information or the identity is proved to be false at any time/stage in the future, the candidate shall face penal action as per the law and their candidature would be treated as cancelled.
3. The Candidates are not required to send/submit hard copy of Confirmation page to College office. However, they are advised to retain the hard copy of the Confirmation Page, and a proof of fee submitted for future need.
4. Candidates must note that mere deduction of fee from the bank account is not a proof of fee payment. The payment should be supported by updated fee and generation of Confirmation page as proof of successful submission of Application Form.



5. Generation of Confirmation Page confirms the final submission of Application Form, if Confirmation page has not been generated, this means that Application Form has not been submitted successfully.

Note

- (i) To avoid any kind of inconvenience or last minute rush or unforeseen difficulties, candidates are advised to submit Online Application Form without waiting for the last date. College will not be responsible for network problems or any other problem of this nature in submission of online application during the last day.

