



UNIVERSITY OF DELHI

Frequently Asked Questions (Director DUCC)

The applicants may go through the FAQs section for any relevant query/information on the advertisement.

- **Which are the mandatory fields in the application?**

Mandatory fields are indicated by a red star (*) adjacent to the name of the field.

- **Can only Indian citizens apply for the posts advertised positions?**

Yes, only Indian citizens can apply.

- **What is the application fee for different categories?**

Application fees are to be submitted as per details given below:

Fees for the advertised post

- Rs.2000/- for UR/OBC/EWS category.
- No application fee will be charged from applicants from SC, ST, PwBD category and Women applicants.
- Fees once paid will not be refunded under any circumstances.
- No application fee shall be charged from applicants, who had applied for the same post in the preceding advertisement (The applicant shall have to provide the relevant details/proof of his/her having applied for the post against the advertisement referred herein).

- **What is the mode of application for the post?**

Application forms have to be filled only in online mode, as available on the website of the University alongwith the present advertisement, within the prescribed time limit indicated in the advertisement. No offline forms would be accepted.

- **What if the candidate does not get the NOC at the time of filling up the**

form?

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. The NOC should also indicate the vigilance clearance from the parent department.

- **Does fulfilling the eligibility criteria suffice for getting an interview call?**

Mere fulfilment of the required qualification or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview.

- **What are the documents required to be submitted by the shortlisted candidates at the time of interview?**

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 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 valid photo ID (Aadhaar/Voter Id/Driving License/Passport). A set of self-attested photocopy of certificates/testimonials with respect to the qualifications, experience and category as applicable, indicated in the online application form, duly certified by the applicant should be submitted at the time of interview.

An indicative list of such documents is as follows:

- Proof of Date of Birth (Class 10th Certificate);
- Caste Certificate, if applicable;
- PwBD Certificate, if applicable;
- Certificates/testimonials for all the academic Degrees/Diplomas/Certificate Courses, as indicated in the online proforma by the applicant;
- Experience Certificate duly issued by the parent office, which should clearly indicate the break period, if any;
- No Objection Certificate from the employer including vigilance clearance if applicable;

- Research Publications in original etc. as per uploaded or filled in the application form;
- Ph.D. dissertations/thesis, if applicable;
- Any other certificate including academic/research distinction;
- **How to convert GPA into percentage in the Academic Section Tab of the online application?**

The applicants are required to provide their credits/marks of graduation, post-graduation, M.Phil., and Ph.D. Degree in percentage only. Those having credits in the form of grade or GPA, would be required to convert the same into percentage as per the conversion formula provided in the guidelines of the University/Institute granting the degree. A copy of the respective guidelines will have to be uploaded along with the concerned degree.

- **Which date should be considered as the date of award of Degree (M.Phil./Ph.D.)?**

The date of notification of the result by the University/Institution would be considered as the date of award of the Degree (M.Phil./Ph.D).

- **How will the candidate get the interview call?**

The status of short-listing will be made available on the dashboards of the respective applicants for information. A notice to this effect indicating the schedule for the interview would also be published on the website of the University.

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 online application form.

The applicants are, therefore, advised to visit the website for updates in this respect. Telephonic queries on this issue shall not be entertained.

- **What should be done if the University website link stops or hangs?**

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 their problem at the email id registrar@du.ac.in or estabiv@yahoo.co.in.

- **How can Persons with Benchmark Disabilities (PwBD) access and fill the online application form?**

Such applicants may fill the online application form by using assistive

technology. In particular, the visually impaired applicants may use screen reading software such as JAWS or NVDA to fill the application form. Those unable to use computer may take human assistance to fill the application form.

PwBD applicants can also contact the office of Nodal Officer (PwD) of the University. The contact details are as under:

Phone Nos. 011-27001184, +919871495050, +919811426337

E-mail: nodalofficerpwddu@gmail.com

- **Is it possible to change/update the information provided by the applicant in the online application form once submitted?**

No. The applicant must take care to ensure that inputs provided by the applicant should be correct and accurate.
