



UNIVERSITY OF DELHI

General Instructions for Applicants (Registrar)

1. All applicants are required to apply online in the prescribed format with complete, correct information and attachments. The applicant will be solely responsible for the authenticity of the submitted information. Applicants are required to fill the application form as available on the University website www.du.ac.in. **The details regarding qualifications and experience are available on the University website www.du.ac.in, along with this advertisement. The applicants are required to read these details carefully before filling up the form.**
2. Applicants should possess the prescribed qualifications and experience as on the closing date of application, as prescribed by the University from time to time.
3. Officers of the Central Services/All India Services, who are otherwise eligible for this position, may also apply.
4. Application forms have to be filled only in online mode, as available on the website of the University along with the present advertisement, within the prescribed time limit indicated in the advertisement. No offline forms would be accepted. There will be no application fee for applying to this post.
5. Mere fulfillment of the qualification or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview.
6. 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**.
7. 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 solely be of the applicant and the applicant shall be liable for action as per law.
8. The screened 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.

9. 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 and integrity certificate from the parent department. In case the applicant wishes to be considered on deputation, APARs for the last five years is required.
10. 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.
11. Applications which do not meet the eligibility criteria given in this advertisement and / or are incomplete in any respect shall be summarily rejected. Before applying online, applicants are advised to go through detailed notice available on the website of the University.
12. 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.
13. The University further reserves the right to not fill up the post mentioned in the advertisement at its discretion without assigning any reason thereof.
14. The University will verify the 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 is 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.
15. In case of the any inadvertent mistake in the process of selection, which may be detected at any stage even after the issuance of offer letter, the University reserves right to modify/withdraw/cancel any communication made to the applicants.
16. 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.
17. No TA/DA shall be paid to candidates for attending interview.
18. The last date for submission of the form shall be as specified in the advertisement.
19. Canvassing in any form will be treated as a disqualification.
20. Any dispute regarding the recruitment will fall under the jurisdiction of Delhi.

Important Note

1. The entire onus of the content/authenticity of the information being uploaded in the form of application and its attachments shall exclusively rest with the applicant in terms of eligibility for recruitment and for subsequent selection through due process.
2. The University shall, in no way, be responsible for any error/omission/commission/suppression of relevant information by the applicant knowingly/unknowingly/overtly/covertly while filling up the application form and uploading the documents required therein.
3. In case the applicant gets screened/shortlisted/selected/appointed on the basis of the credentials furnished by him/her which are, on scrutiny, found to be incorrect/inadmissible/forged/fabricated/falsified, his/her candidature shall be liable to be cancelled at any stage of the recruitment/at any time during the tenure of the service and appropriate legal action under applicable law shall be initiated against the applicant.
4. The University reserves the right to modify/withdraw/cancel any communication made to the applicant. In case of any dispute arising out of such a situation, the decision of the University shall be final and binding on the applicant.

REGISTRAR