

GENERAL INSTRUCTIONS TO THE CANDIDATES

1. All the posts shall be filled as per the Recruitment Rules 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.
2. 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), Persons with disabilities, Ex- Servicemen and other specified categories in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
3. 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 that they have rendered at least three years regular service in the University and its constituent Colleges.
4. 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 have rendered regular service in the same or an allied field in organization(s) under Government Departments / Statutory or Autonomous bodies / Universities / affiliated or constituent colleges under the University / Public Sector Undertakings. They should have rendered at least three years regular service in the same or an allied field.
5. 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 the services rendered by them. This is a one time exemption available to those who have put in at least one year of service.
6. The upper age limit for the posts advertised shall be determined as on the last date of submission of application.
7. Candidates should have fulfilled the minimum eligibility (educational qualifications and experience) on the closing date of submission of application.
8. Candidates belonging to SC / ST / OBC and Persons with disabilities categories should mention their category specifically in their applications and attach certificate of proof issued by the competent authority. In case of candidates belonging to the OBC category, the certificate should specifically contain a clause that the candidate does not belong to the 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 services should submit a certificate from a competent authority that they will be relieved from defence services.
9. 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.

10. All the candidates who are applying for more than one post are required to fill up separate application forms.
11. Applications which do not meet the criteria given in this advertisement and / or are found incomplete are liable to be summarily rejected.
12. Candidates should not furnish any particulars which are false, fabricated or tampered with or suppress any material / information while submitting the application.
13. The number of unreserved / reserved posts advertised may vary, and the college reserves the right to cancel/partially fill any vacancy without assigning any reason whatsoever.
14. Applications received without complete information or without requisite fees shall be liable to be rejected. Fees once paid shall not be refunded under any circumstances.
15. All expenses for appearing in written test/s, practical or skill test (if any) shall be borne by the candidates themselves. No. TA / DA shall be paid.
16. **Please note that all future correspondence regarding the date of written examination/s, skill test/s, 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.**
17. The college shall verify the antecedents of the candidate and the documents submitted by him / her at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are false or that the candidate has suppressed relevant information, then his / her services shall be liable to be terminated without prejudice to any other action initiated by the college.
18. 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 the right to modify / cancel / withdraw any communication made to the candidate.
19. Visually Handicapped (Candidates applying under PwD category must have disability of at least 40%).
20. Application fee must be submitted in form of Demand Draft in favour of Principal, Shyam Lal College, Payable at Delhi, as per the details given below:-

Category	Fee (Rs.)
UR/ OBC	250/-
SC/ST	100/-

No application fee shall be charged from PwD, Women candidates.

21. On the date of examination candidates should bring with them a proof of Photo identity - Pan Card, Voter Card, Driving License, Aadhar card alongwith admit card.
22. Candidates already in service must apply through proper channel.
23. Merely fulfilling the minimum eligibility conditions does not entitle the candidate to be called for the test.
24. Application duly completed in all respects, with attested or self-attested copies of certificates of educational qualification etc. should reach the undersigned upto 11.04.2018 or within two weeks form the date of publication of this advertisement in The Employment News whichever is later. Applications received thereafter will not be entertained and the college will not be responsible for any postal delay
25. Candidates may note that only prescribed application form downloaded from www.shyamlal.du.ac.in will be accepted. Application forms may be submitted to college office from 10:00 a.m. to-5.00 p.m. on all working days.

Sd/-
Principal