

## GENERAL INSTRUCTIONS TO THE CANDIDATES

1. All the posts will be filled as per the Recruitment Rules (Non-Teaching Employees) 2020 (Under Ordinance XXII-D) of the University of Delhi. The qualifications and other service conditions shall be such as prescribed by the University of Delhi from time to time. Application Fee once paid shall not be refunded under any circumstances.
2. Candidates applying for more than one post must apply separately for each post.
3. 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.
4. The posts carry usual allowance as admissible to Central Government Servant of similar status.

5. **AGE RELAXATION:**

- A. The upper age limit prescribed for Direct Recruitment shall be relaxed in case of candidates belonging to the reserved categories in accordance with the instructions received from the Government of India in this regard from time to time as applicable to Central Government establishments.
- B. The upper age-limit prescribed for direct recruits in the schedule shall also be relaxed up to a maximum of five years or the number of years in service (in completed years) whichever is less provided they have rendered at least three years regular service in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities or their affiliated or constituent colleges /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 College / University.
- 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 at least 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.

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	05 Years
2	OBC (NCL)	03 Years
3	PwBD	10 Years
4	PwBD + OBC (NCL)	13 years
5	PwBD + SC / ST	15 years
6	Ex-Servicemen and commissioned Officers including ECO/SSCOs	05 Years

7	Permanent Employee in Government Departments/Statutory or Autonomous bodies/Universities/affiliated or constituent colleges under the University/Public Sector Undertakings.	05 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.
8	Departmental candidates of the University & its affiliated colleges.	Upper age limit shall not be insisted upon.
9	Persons who are already working on contract/daily wages/ad-hoc basis in the University of Delhi or its College(s)	The upper age limit will 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 at least one year of service.

\* The age relaxation shall be subject to the condition that the maximum age of the applicant on the crucial date shall not exceed 56 years.

6. There would be a relaxation of 05% in marks wherever a percentage has been prescribed for the minimum qualifying education degree for the applicants belonging to SC, ST, OBC(NCL)/PWD category.

However, SC/ST/OBC (NCL)/PwBD candidates who 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 who are 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.

#### **7. 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. The vacancies are being advertised in financial year 2022- 2023, therefore, valid NCL-OBC certificate issued during the period from 1.4.2022 to 31.3.2023. Candidates who have NCL-OBC certificate issued before or after this period (i.e. 1.4.2022 to 31.3.2023), will not be considered valid for this advertisement. Candidates applying under OBC category must produce the valid caste certificate in the form at 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 the 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) The vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM. No. 36039/1/2019-Estt (Res), dated 31.01.2019. Application under EWS category will be

considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuineness of the certificate by the issuing authority. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise. Therefore, 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.

- (III) 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.
8. An Ex-serviceman candidate has to produce a copy of the discharge certificate/pension payment order and documentary proof of rank last held. Those who are still in defence service should submit a certificate issued from the competent authority that they will be relieved from defence services, if finally selected by the college.
  9. Those who are in employment with state/Central Govt./PSU, must upload 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.
  10. Canvassing in any form will be a disqualification.
  11. 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.
  12. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
  13. Candidates are advised to visit the College website [lakshmibaicollege.in](http://lakshmibaicollege.in) regularly for any update regarding this recruitment.
  14. The number/category etc. of posts advertised may increase/decrease/change, and the College reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.
  15. 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.
  16. 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. 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.
  17. Candidates called for Interview/written Test/Practical Test/Skill Test etc. shall do so at their own expenses. No TA/DA shall be paid to the candidates.
  18. In case the information/documents are found to be false / incorrect, the sole responsibility and liability shall be of the candidate.
  19. In the case where a vacancy is anticipated, the crucial date for determining eligibility should be

the date on which the vacancy is expected to arise.

20. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information while submitting the application.
21. Applications which do not meet the criteria given in this advertisement and/or are found incomplete are liable to be summarily rejected. Fees once paid shall not be refunded under any circumstances.
22. Please note that all future correspondence regarding the date of written examination/s, interview, etc. shall be uploaded on the college website. 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 i.e. **lakshmbaicollege.in** on a regular basis. If any information is delayed due to technical reasons, the college would not be responsible for the same.
23. 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.
24. Consequent upon adoption of self-certification provisions as required by the Government of India, the college shall process the applications entirely on the basis of information / documents submitted by the candidates duly self-attested. In case the information / documents are found to be false / incorrect by way of omission or commission, the liability for the same shall rest solely with the candidate.

**Application Fees: Application fee should be submitted through online mode from through website only as per the details given below:-**

Fee Payable by Candidates	
UR, OBC (NCL) & EWS Candidates	Rs. 500
No application fee will be charged from applicants from SC, ST, PwBD Category and Women applicants.	
<b>Processing charges &amp; GST are to be paid by candidate to concerned Bank/Payment Gateway Integrator as applicable.</b>	

**Admit Card will not be sent by post. The candidates are required to follow the instructions issued on the college website for appearing in the written examination/interview.**

**In order to avoid last minute rush, the candidates are advised to apply well in time. The college will not be responsible for any problem such as network problems that may impede last minute applications.**

## INSTRUCTIONS FOR FILLING ON-LINE APPLICATION FORM FOR NONTEACHING POSTS:

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

1. Before filling up the form, candidates are advised to carefully go through the Advertisement **Advt. No.LBC/NT-Advt./2022/01** available at the college website and confirm their eligibility with regard to qualification/ experience/age etc. before submitting the online application form.
2. Applicants are advised to go to the link given below for filling up online application form. They have to register themselves before applying for the post.

Link for non-teaching post	Link for the post of Librarian
<a href="https://dunt.uod.ac.in/index.php/site/login">https://dunt.uod.ac.in/index.php/site/login</a>	<a href="https://rec.uod.ac.in">https://rec.uod.ac.in</a>

3. The link for the online application will be active w.e.f. **06/12/2022** and the last date for submission of application will be **26/12/2022** or two weeks from the date of publication in Employment News, whichever is later.
4. Before submission of online form, candidate is advised to scan all the documents for entry purpose.
5. The aspiring applicant satisfying the eligibility criteria in all respects can submit their application only through ONLINE mode. The Online Applications can be submitted through the College website [lakshmbaicollege.in](http://lakshmbaicollege.in) as per instructions given on the 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 of the application fee for their record.**
6. 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.
7. 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.
8. 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.**
9. 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 the same post, his/her candidature for that post is likely to be cancelled.
10. Request for change in any particular in the Application Form shall not be entertained under any circumstances.
11. 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 the submission of the online application on the last day.