

## **GENERAL INSTRUCTIONS TO THE CANDIDATES**

1. As per directive of the University of Delhi vide its OM No. Estab. IV/047/2016/01/RR-OM dated 02.12.2016, has been decided to discontinue interviews for recruitments at 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.
2. The post 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 from time to time.
3. All rules and regulations/orders on relaxation for PwBD candidates in qualification, eligibility, age etc. as issued by the Government of India and adopted by the University of Delhi will be followed.
4. 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.
5. Those who are working in Govt./Semi Govt. should apply through proper channel, failing which application will be rejected.
6. Application received after last date **i.e. February 8, 2020 (till 5:30 PM)** will be rejected.
7. The candidates 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](http://www.persmin.nic.in).
8. Applications which do not meet the criteria given in this advertisement and/or are found incomplete are liable to be summarily rejected.
9. All expenses for appearing in written test or skill test (if any) shall be borne by the candidates themselves. No TA/DA shall be paid.
10. Please note that all future correspondence regarding the date of written examination etc. shall be uploaded on the college website only.
11. 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.
12. 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.

13. The duly filled in application form signed by the applicant alongwith one passport size photograph affixed thereon and self-attested copies of the certificates / degrees, date of birth, experience, caste / category etc. as proof of having acquired the minimum educational/technical qualification and eligibility is mandatory to the following address **by 08.02.2020 till 5.30 P.M.** Candidate may keep the copy of his/her form for future reference.

The Principal  
Maitreyi College  
Chanakya Puri  
New Delhi – 110 021

The envelope containing all the above documents should be superscribed as “Application for the Post of Professional Assistant”.

14. Admit Card will not be sent by post. The candidate is required to follow the instruction given on the college website for appearing in the written examination.