



दीन दयाल उपाध्याय कॉलेज DEEN DAYAL UPADHYAYA COLLEGE

(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)

दिल्ली रा. रा. क्षेत्र सरकार द्वारा 100% वित्त पोषित, 100% funded by Govt. of NCT of Delhi
सेक्टर -3, द्वारका, नई दिल्ली Sector-3, Dwarka, New Delhi - 110078
दूरभाष/Tel. 011- 41805580, 45051037, Website: <https://ddu.collegedu.ac.in>



GENERAL INSTRUCTIONS TO THE CANDIDATES:

(Ref. :Advt. No. DDUC/NT/2025/1 dated: 12.02.2025)

1. Candidates are required to appear in a written test/practical test/skill test to adjudge the basic knowledge as per the requirement of the post. Those candidates, who will qualify the written examination/skill test or any other test applicable to that post, will be called for interview (if applicable). The selection shall be based on the performance of the candidate in the written test/skill test and interview (if applicable).
2. The recruitment of the above-mentioned posts will be subject to the approval of the UGC & University of Delhi.
3. College reserves the right to conduct written test for all the posts.
4. The posts will be filled as per the Recruitment Rules of the University of Delhi. The qualification and other service conditions shall be such as prescribed by the University of Delhi/U.G.C. from time to time.
5. Selection for the above posts shall be based on performance of the candidates in the Written Test/Skill test etc, if any. As per Delhi University Notification No. CSIII/149/Circular/2016/1285 dated 01.01.2017 (Discontinuation of interview for recruitment at all the junior level posts for non-gazetted posts of Group-B, Group-C and Group-C (Erstwhile Group-D) in the University and its colleges/institutions.
6. The upper age-limit as prescribed for direct recruitment shall be relaxed in case of candidates belonging to the reserved categories (SC, ST, OBC, PwBD & Ex-servicemen) in accordance with the instructions received from the Government of India in this regard from time to time as applicable to Central Government establishments.
7. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates of the University/College(s). 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 rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served). This is a one-time exemption available to those who have put in at least one year of service. No relaxation for outsource personnel.



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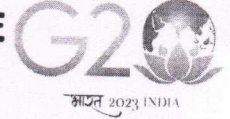
8. The upper age-limit prescribed for direct recruits shall also be relaxed up to a maximum of five years or the number of years (in completed years) whichever is less provided they rendered at least three years of regular service in organization(s) under Government/Departments/Statutory or Autonomous bodies/Universities or their affiliated or constituent colleges/Public Sector Undertakings.
9. The upper age limit for the posts advertised shall be determined as on the date of the Closing of advertisement, i.e. 12.03.2025.
10. Fee Details: Category-wise :
General Rs.1000/-
OBC(NCL)/EWS/Women : Rs. 800/-
SC/ST/PwBD : Rs. 600/-
11. Candidate belonging to SC/ST/OBC/PwBD/EWS categories should keep ready an attested copy of latest certificates issued by competent authority in the prescribed format as stipulated by Government of India from time to time.
 - a In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section. The 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. The Non-Creamy layer-OBC Certificate issued only on or after 01.04.2024 will be considered valid.
 - b Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority as per Govt. of India. Certificate issued only on or after 01.04.2024 will be considered valid.
 - c The candidates applying under PwBD category 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. Only such persons would be eligible for reservation in services/posts under VH/HI/LD-Locomotor Disability including Cerebral Palsy, Leprosy Cure, Dwarfism, Acid attack victims and muscular dystrophy categories who suffer from not less than 40% of disability.



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- d 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.
12. All the documents to be uploaded while filling up the online application form shall be self-attested.
 13. Those who are in employment with state/Central Govt/PSU, must submit a "NO OBJECTION CERTIFICATE" from the employer at the time of verification of documents or as asked to upload. Failure to submit/upload NOC by due date will lead to cancellation of candidature.
 14. Candidates should have fulfilled the minimum eligibility (educational qualifications and experience) on closing date of submission of application, **i.e. 12.03.2025**.
 15. 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.
 16. Candidates serving in Government/Public Sector Undertakings are required to send their applications through proper channel. No Objection Certificate (NOC) and Vigilance Clearance Certificate issued by respective employer will be required at a later stage.
 17. The candidate or/and writer will have to execute an undertaking at the Examination Centre, providing information in respect of the writer (maximum qualification, etc before the start of the test). If any false or suppressed information is detected, the candidate/writer shall be liable to legal action as per rules.
 18. Applications which do not meet the criteria given in this advertisement and/or incomplete are liable to summarily rejected.
 19. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/information while submitting the application and self-certified copies/testimonials.
 20. The number of posts advertised may vary, and the college reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.



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21. Candidates called for written/skill test shall do so at their own expenses. No. TA/DA shall be paid.
22. Merely fulfilling the minimum eligibility conditions does not entitle the candidate to be called for written test/interview. Only short-listed candidates will be called for written test/skill test. The panel can be drawn for future vacancies which may arise in next one year.
23. No application shall be entertained through Email/Fax.
24. Any addendum/corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same.
25. Admit Cards will not be sent by Post (except for PwBD candidates). Every eligible candidate may download his/her Admit Card having Roll No. of candidate for appearing in the written examination from link available on the the college website (<https://dducollegedu.ac.in>).
26. A separate on-line application form has to be submitted for each post. Candidature may be cancelled if more than one application is submitted for the same post.
27. The College shall not be responsible for any delay/loss of Admit Card/Application/Documents due to postal in case of PwBD candidates or technical reasons.
28. Applications received without complete information or without requisite fees shall be rejected. Fees once paid shall not be refunded under any circumstances.
29. The college shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are false or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the college.
30. 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.
31. Please note that all future correspondence regarding the date of written examination/s, Skill test etc shall be uploaded on the college website only or/and sent to the email ID provided by the candidates. Candidates should ensure that the email ID 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.



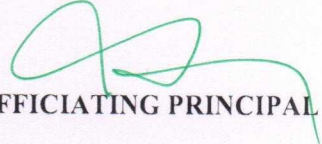
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32. The eligible and interested persons are required to apply on-line on the college website <https://dducollegedu.ac.in>. Applications other than on-line mode will not be accepted except in case of PwBD candidates.
33. In order to avoid last minute rush, the candidates are advised to apply early enough. The college will not be responsible for any network problem or any other such type of problem.
34. Candidates from PwBD category can send their Application through offline mode as well to the Principal, Deen Dayal Upadhyaya College. Sector-3, Dwarka. New Delhi-110078 latest by **12.03.2025** by SPEED POST and the Envelope containing application should be super scribed as "APPLICATION FOR THE POST OF _____". Application form is available on College website.
35. In case of any query/issue, please send a mail at recruitmentnt@ddu.du.ac.in.


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