

**General instructions for the candidates:**

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. The selection shall be based on the performance of the candidate in the written test/Practical test/skill test.
2. The posts will be filled as per the Recruitment Rules of the University of Delhi. The **qualification and other service condition** shall be such as prescribed by the University of Delhi/U.G.C. from time to time.
3. The upper age -limit as prescribed for direct recruitment shall be relaxable in case of candidate belonging to the Scheduled Castes , Scheduled Tribes, Other Backward Classes (Central List Non-Creamy Layer), Person with Disability and other specified categories of person in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
4. 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 they have rendered at least three years regular service in the University and its Colleges.
5. 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 same or allied field in organization (s) under government Departments/Statutory or Autonomous bodies/Universities/affiliated or constituent colleges under the University/Public Sector Undertakings.
6. The upper-age limit shall also be relaxable in respect of persons who are already working on contract/daily wages/adhoc basis in the University of Delhi/Colleges to the extent of services rendered by them, on time exemption, provided they have put at least one year of service.
7. The age limit for the posts advertised shall be determined as on closing date of advertisement

8. Application fee in the form of Demand Draft in favour of **The Principal, Indraprastha College for Women, Delhi** is to be deposited alongwith Application Form. Fees once paid will not be refunded under any circumstances.
9. Consequent upon adoption of self-certification provisions required by the Govt. of India, the College shall process the application entirely on the basis of the 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 responsibility and liability shall be sole responsibility of the candidate.
10. Candidate should possess the prescribed educational qualification and experiences as on the closing date of application, Candidates are required to produce specific certificates as per eligibility conditions.
11. Candidates serving in Government / Public Sector Undertaking are required to send their application through proper channel.
12. Application which do not meet the criteria given in this advertisement and/or incomplete applications/other than on prescribed fro and/or without requisite fees shall summarily be rejected.
13. 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.
14. The nature and number of posts advertised any change with the approval of competent authority.
15. The College reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.
16. Candidate called for written test/practical test/skill test shall do so at their own expenses. No TA/DA shall be paid.
17. No correspondence or personal enquires shall be entertained by the College.
18. The candidates are instructed to carefully read the eligibility criteria along with the General Instructions as well as the detailed instructions before applying for the post.
19. Canvassing in any form will be treated as disqualification.
20. Candidates applying for more than one post must apply separately and pay fee separately.
21. The College shall not be responsible for any delay /loss due to postal or technical reasons.

22. 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 at any stage without prejudice to any other action initiated by the College.
23. 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 right to ~~modify/cancel/withdraw~~ any communication made to the candidate.
24. Those who wish to apply are advised to see College website. [www. Ipcollege.du.ac.in](http://www.Ipcollege.du.ac.in)
25. Application complete in the respect should reach by post to the "The Principal, Indraprastha College for Women, 31 Sham Nath Marg, Delhi: 110054 on or before 30.11.2019 upto 4:00 p.m. in a sealed envelope superscripted as 'Application for non-teaching post (Name of the post).
26. Posts will be filled subject to approval from the competent authorities.



Prof. Babli Moitra Saraf  
Principal