

**Indraprastha College for Women
University of Delhi**

GENERAL INSTRUCTIONS TO 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. 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. College reserves the right to conduct written test for all the posts.
3. 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.
4. Selection for the above posts shall be based on performance of the candidates in the written test/typing test etc. 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-D in the University and its colleges/institutions.
5. Age relaxation will be allowed as per guidelines of University of Delhi/UGC. The link for the same is http://www.du.ac.in/uploads/new-web/17122021_RR2020.pdf
6. The upper age limit for the posts advertised shall be determined as on the last date of the submission of the application, i.e. 18.02.2022
7. Candidate belonging to SC/ST/OBC/PwBD/EWS categories should keep ready an attested copy of certificates issued by competent authority in the prescribed format as stipulated by Government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to 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.
8. All the documents to be uploaded while filling up the online application form shall be self- attested. 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.
9. Candidates should have fulfilled the minimum eligibility (educational qualifications and experience) on closing date of submission of application, i.e. 18.02.2022.
10. 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.

11. 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.
12. Applications which do not meet the criteria given in this advertisement and/or incomplete are liable to summarily rejected.
13. 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.
14. Candidates called for written/skill test shall do so at their own expenses. No. TA/DA shall be paid.
15. 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.
16. No application shall be entertained through Email/Fax.
17. Any addendum/corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same.
18. Admit Cards will not be sent by Post. Every eligible candidate may download his/her Admit Card having Roll No. of candidate for appearing in the written examination from the college website (www.ipcollege.ac.in).
19. 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.
20. Applications received without complete information or without requisite fees shall be rejected. Fees once paid shall not be refunded under any circumstances.
21. 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.
22. 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.
23. The eligible and interested persons are required to apply on-line on the college website www.ipcollege.ac.in. Applications other than on-line mode will not be accepted.