

दौलत राम कॉलेज

(दिल्ली विश्वविद्यालय)

4, पटेल मार्ग, मौरिस नगर, दिल्ली-110007

फोन: 011-27667863

ईमेल : daulatramcollegedu@gmail.com

वेबसाइट : www.dr.du.ac.in



NAAC A⁺ (3.36) & NIRF 26th Rank
A Star Status by GOI.

Daulat Ram College

(UNIVERSITY OF DELHI)

4, PATEL MARG, MAURICE NAGAR,
DELHI-110007

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Email : daulatramcollegedu@gmail.com,

Website : www.dr.du.ac.in

GENERAL INSTRUCTION TO THE CANDIDATES:-

1. The post shall be filled as per the Recruitment Rules (Non- Teaching Employees) 2020 (**under Ordinance XXII- D**) of the University of Delhi. The qualification and other service conditions shall be as prescribed by the University of Delhi time to time.
2. 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/171222021_RR2020.pdf
3. The upper age limit for the posts advertised shall be determined as on the last date of submission of applications.
4. The SC/ST/OBC (NCL) and PwBD candidates who apply for unreserved vacancy will not eligible for age relaxation or relaxation in cut off marks which are otherwise allowed to these belonging to these categories.
5. Applicant 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. Applicants are required to produce specific certificate as per eligibility conditions.
6. Candidates serving in Government/Public Sector Undertaking are required to send their application through proper channel. No objection Certificate (NOC) and Vigilance Clearance Certificate issued by respective employer will be required at a later stage.
7. Merely fulfilling the minimum eligibility condition does not entitle the candidate to be called for written test/ interview. Only short – listed candidates will be called for written test/ interview.
8. 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 service should a certificate from a competent authority that they will be relieved from defence services.
9. It is 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.

10. Application received without complete information or without requisite fees shall be liable to be rejected. Application Fee once paid shall not be refunded under any circumstances.
11. Please note that all future correspondence regarding the date of written examination, interview, etc. shall be uploaded on the college website only.
12. 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.
13. 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.
14. 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.
15. Application Fees: Application fee should be submitted through online mode from through website only as per the detail given below:-

Fee payable by Candidates	Rs. 1000/-
No application fee will be charged from applicants from Women and PwBD applicants.	

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

In order to avoid the last minute rush, the candidates are advised to apply well in time. The college will not be responsible for any technical or logistics problem that may impede last minute application.

16. Any addendum/corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same.

-Sd/-
Prof. Savita Roy
(Principal)

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GENERAL INSTRUCTION FOR FILLING ON- LINE APPLICATION FORM FOR NON-TEACHING 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 with regard to qualification/ experience/age etc. at the before submitting the online application form.
2. Applicants are advised to go 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

Dunt.uod.ac.in

3. The link for the online application will be active w.e.f. **05.06.2024** and the last date for submission of application will be **28.06.2024** or **21 days** 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 Application can be submitted through the College website www.dr.du.ac.in as per instruction 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. Request for change in any particular in the Application Form shall not be entertained under any circumstances.
10. To avoid any kind of inconvenience or last minutes 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 online application on the last day.

-Sd/-
Principal