

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. All the posts 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. The upper age limit prescribed for the advertised post shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with Disabilities, Ex-servicemen and other specified categories of persons 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 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 at least three years 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.
“Regular service” means service rendered by an employee in the Cadre on regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extent approved by the competent authority.
5. 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).

Further, one time exemption in the upper age limit in respect of persons who are already working on contract/daily wages/adhoc basis in the University or its College(s) provided they have put in atleast one year of service is extended to all such persons irrespective of their age at the time of joining the University in respective category.

Note: This exemption is extended only to the contract/daily wages/adhoc employees appointed directly by the University or its affiliated / constituent Colleges. It shall not be applicable to the employees working on contract basis in project based assignments or through outsourced agencies in the University or its Colleges.

6. The upper age limit for the posts advertised shall be determined as on closing date of advertisement. Documents for seeking age relaxation should be submitted at the time of written examination/interview/skill test/document verification (if applicable) also even if the same has been submitted earlier.
7. There would be a further relaxation of 05% in marks wherever a percentage has been prescribed for the minimum qualifying education degree for the applicants belonging to SC, ST, OBC and PwD category.

- However, SC/ST/OBC(NCL)/PWD candidates who opt to apply for unreserved vacancies will not be eligible for age relaxation or relaxation in cut off marks which are otherwise allowed to those belonging to these categories. Further, reserve category candidates (SC/ST/OBC(NCL)/PWD) who become eligible by virtue of age relaxation applicable in their case, will be considered only for reserved seats of the category to which they belong even if they have the merit to be considered otherwise for UR.
8. Relaxation in the required minimum qualifications for all the advertised posts shall be provided as per rules framed by the University of Delhi/UGC.
 9. Candidates applying under any of the reserved category viz. SC/ST/OBC(NCL) will be considered subject to submission of valid Caste certificate on a prescribed format issued by the competent authority. The vacancies are being advertised in financial year 2024- 2025, therefore, valid NCL-OBC certificate issued during the period from 01.04.2024 to 31.03.2025 will be considered valid. Candidates applying under OBC category must produce the valid caste certificate in the form at provided by the DoP&T vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2/2013-Estt(Res-I) dated 31.03.2016. 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. Their Sub-caste should also match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered. They will however be treated as UR candidate. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer. The certificate submitted should be digitally verifiable.
 10. The vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM.No. 36039/1/2019-Estt (Res), dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuinity of the certificate by the issuing authority. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise. Therefore, a valid EWS certificate will be the one which has been issued by the competent authority, as prescribed by the GOI/DOPT, on or before the last date of submission of online application but not earlier than 01.04.2024. Candidates who fail to produce valid EWS certificate will not be considered for reservation under this category. They will however, be considered for UR category. Therefore, EWS candidate must ensure that they have a valid EWS certificate on or before the last date of submission of application.
 11. In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.
 12. **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.**
 13. If a candidate is applying for more than one post, a separate application form has to be submitted for each post. Candidature may be cancelled if more than one application is submitted for the same post.

14. In the case where a vacancy is anticipated, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.
15. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information while submitting the application.
16. **Application received after last date will be rejected.**
17. Candidates serving in any Government / Public Sector Undertakings are required to send their applications through proper channel.
18. Applications which do not meet the criteria given in this advertisement and/or are found incomplete are liable to be summarily rejected. Fees once paid shall not be refunded under any circumstances.
19. The number of unreserved/reserved posts advertised may vary, and the college has reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant. Any consequential vacancies arising at the time of selection may also be filled from the available candidates who have applied against this advertisement.
20. All expenses for appearing in written test/s, practical or skill test (if any) or for interview (wherever applicable) shall be borne by the candidates themselves. **No TA/DA shall be paid.**
21. Please note that all future correspondence regarding the date of written examination/s, interview, etc. shall be uploaded on the college website. Candidates should ensure that the email I.D. provided by them is correct in all respects. The candidates should check their email (including spam) & college website i.e. www.bharaticollege.org on a regular basis. If any information is delayed due to technical reasons, the college would not be responsible for the same.
22. 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.
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 the right to modify/cancel/withdraw any communication made to the candidate.
24. 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.
25. The eligible and interested persons are required to apply online through the College website i.e. www.bharaticollege.du.ac.in by **23.05.2025**. Candidate may keep the copy of his/her form for future reference.

26. Application fee should be submitted through online mode only as per the details given below:-

Category	Fee (Rs.)
UR/OBC/EWS	800/500/500/- respectively (for each application)
No application fee shall be charged from PwBD and Women candidates of all categories as per rules of University of Delhi. Office Memorandum Estab.IV/042/2015/77 dated 23.12.2016	

- Applications with incomplete information or without requisite fee shall be rejected.
- Fees once paid will not be refunded under any circumstances.

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

27. In order to avoid last minute rush, the candidates are advised to apply well in time. The college will not be responsible for any problem such as network problems that may impede last minute applications.
28. The detail of the Co-ordinator for any grievance/complaint regarding the Non-Teaching Advertisement are as follow:
Name : Mr. Parmanand Singh
Email Id: ntrecruitment_grievance2025@bharati.du.ac.in
29. OMSP (Instructor) scheme of Examination will be uploaded very soon

INSTRUCTIONS FOR FILLING ON-LINE APPLICATION FORM FOR NON-TEACHING POSTS:

1. Log on to www.bharaticollege.du.ac.in
2. Before filling up the form, candidates are advised to carefully go through the Advertisement **Advt. No. BC/NT/2025/21 dated 23.04.2025** available on the college website and confirm your eligibility with regard to qualification/experience/age etc. before submitting the online application form.
3. Before submission of online form, candidate is advised to scan all the documents for entry purpose.
4. Field with red star (*) marks are mandatory and essential to be filled in by the candidate.
5. Online form for the post of Librarian and Director Physical Education Filled through link <https://rec.uod.ac.in> and for the post of OMSP (Instructor), Senior Personal Assistant, Junior Assistant, and Library Attendant filled through link <https://dunt.uod.ac.in>.

-SD-
(Prof. Saloni Gupta)
Principal

Please click on the link below to apply online:
http://www.bharaticollege.du.ac.in