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**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, it has been decided to discontinue interviews for recruitments to 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. Accordingly, selection for the above posts shall be based on performance of the candidates in the written test / skill test / practical test, etc.
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 / U.G.C. from time to time.
3. 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](http://www.du.ac.in/uploads/new-web/17122021_RR2020.pdf)
4. The upper age limit for the posts advertised shall be determined as on the last date of submission of applications.
5. 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.
6. 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.
7. Candidates should have fulfilled the minimum eligibility (educational qualifications and experience) on the closing date of submission of application.
8. 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.
9. 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.

10. All the candidates who are applying for more than one post are required to fill up separate application forms along with prescribed fee.
11. The number of unreserved / reserved 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.
12. Applications received without complete information or without requisite fees shall be liable to be rejected. Fees once paid shall not be refunded under any circumstances.
13. All expenses for appearing in written test/s, practical or skill test (if any) or for interview shall be borne by the candidates themselves. No. TA / DA shall be paid.
14. Please note that all future correspondence regarding the date of written examination/s, interview, etc. shall be uploaded on the college website only
15. 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.
16. 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.
17. 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.
18. Any addendum/corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same.

Prof Anju Srivastava  
Principal