

General Instructions for all Candidates for Teaching Positions (Published On 26/07/2019)

1. The candidate must be citizen of India.
2. Qualifications will be applicable for the posts of Professor, Associate Professor and Assistant Professor, prescribed by UGC/AICTE/PCI. In case of difference, DPSRU RRs will be consider as final . The RRs of various posts are given in Annexure-I.
3. Ph.D is an essential qualification for teaching post in pharmacy and it has to be as per UGC Gazette of Ph.D regulation published from time to time. A candidate must submit mark sheet of Pre-Ph.D exam in addition to Ph.D. certificate, if obtained after 2010.
4. The prescribed application form is available on the University website. The non-refundable fee of Rs. 1000/- (Rs.300/- for SC/ST/OBC/PH and Rs. 500/- for female candidates) has to be deposited in the University online through SBI Collect.
5. No application shall be considered, if the prescribed fee has not been paid before the last date of online application. The fee will not be accepted after the last date.
6. Applications should be submitted online on University website www.dpsru.edu.in before the last date **(16/08/2019)** for inviting such applications. All columns must be filled in the online application form. No column should be left blank, instead it should be marked "N.A." wherever not applicable.
7. The short listing of the candidates will be based on the criteria set by the University that is mainly based on merits of educational qualifications, experience and API score as mentioned in criteria III of UGC (Research, projects and Awards etc).
8. Since, the short listing of the candidates will be based on Academic Performance Index (API) prescribed from time to time by the UGC/AICTE especially for research and publication, it is advised that while submitting the application, copies of research paper or details of patent etc must be attached, however, the University has sole right to develop the matrix on its own.
9. The hard copy of the online filled in application form and attested copies of certificates/testimonials and all other documents, educational qualifications, research publications and experience etc. for all the posts shall reach the office of Officiating Registrar by 19th August 2019 before 05:00P.M. positively (In case the closing date happens to be a public holiday the next working day will be the last date for receiving of applications). The University will not be responsible for any postal delay or loss and will not consider hard copies received after the last date.
10. The University reserves the right to increase or decrease the number of posts or it may not fill up any of the posts advertised without assigning any reason, whatsoever .
11. Employment in the University shall be governed by the Acts, Statutes, Rules and Regulations, Service Conditions, as may be notified by the University from time to time.
12. Age limit for direct recruitment posts is relaxable for Govt. servants/SC/ST/OBC/PH etc., as per instructions issued by the Govt. of NCT of Delhi/DPSRU from time to time. Crucial date for determining the age limit shall be the last date for receipt of applications.
13. Fulfilment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment.



14. Reservation benefits will be available to the SC/ST/OBC/PH category candidates as per the details of reservations as per the UGC letter No: F.No 59-6/2012 (CU) dated: 03/June/2016 and notified from time to time.
15. **The OBC candidates must be in possession of filled in prescribed Annexure II, along with his/her caste certificate issued by the Govt. of Delhi and along with Non-creamy layer certificate, issued not earlier than 06 months from the date of closing of receipt of applicant.**
16. Abbreviations used are denoted as under: UR-Un-Reserved (General), SC- Scheduled Caste, OBC-Other Backward Classes, PH - Physically Handicapped.
17. The candidates applying for more than one post shall have to submit separate Online as well as hard copy of the applications form along with related documents & requisite fee for each post.
18. The age shall be determined as on the closing date of receipt of applications.
19. The candidates, working in any organization including Private organizations, claiming previous experience of working in Govt. Department/Autonomous Bodies/ Universities under Central /State Government shall have to enclose a certificate from that Government organization stating no Vigilance or Disciplinary case was pending or contemplated against them. Failure to provide the same shall make them ineligible for consideration to the post.
20. The candidates already working on the regular basis in any college, institution or University shall have to apply through proper channel and enclose **"No Objection Certificate"** from the employer.
21. The experience of any candidate will be considered only if the experience certificate is enclosed.
22. No TA/DA in connection with the submission of application form or appearing in the examination/interview will be paid to the candidate.
23. No enquiry in person or in writing for recruitment shall be entertained.
24. If the qualification possessed by the candidate is equivalent, then the authority (with number and date) under which it has been so treated shall have to be indicated and its copy shall also be attached. The University will have sole right to consider equivalence , if it is other than that prescribed by UGC/PCI/AICTE or DCPTOT.
25. No documents will be accepted or considered by the University after submission of copy of online application form by the candidate and no subsequent request for its change will be considered or granted.
26. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over NCT of Delhi.
27. At any stage, if it is found that candidate doesn't fulfill the eligibility criteria, his/her application will be summarily rejected. Therefore, candidates shall ensure at their end that they fulfill the required eligibility criteria as prescribed in the advertisement for the applied post.
28. In case any dispute over interpretation of any rules, regulation etc. the decision of the Competent Authority of DPSRU, shall be final and binding upon the candidates.
29. Those who have applied in response to previous advertisement need not to apply again. However, they must inform in writing about the post and category for which they have applied on or before 10/08/2019.
30. In the light of these guidelines it is also advised that candidates who have applied before must submit the following if not submitted:-



- 30.1 Pre Ph.D certificate/ Mark sheet (If Ph.D is obtained after 2010).
- 30.2 Clear certificates of experience (date of joining and date of relieving) from the employers with whom they have served).
- 30.3 Reprints/ First page of research paper /patent to authenticate the API Score.
- 30.4 The hard copy of the application should be pages with the index on the first page.
31. ~~30.5~~ The fresh applicant should also consider the guidelines and special attention to point No. 30 while sending the hard copy of the application.



Offg. Registrar, DPSRU

