

## **General Instructions for Non-Teaching Posts (Published on 25/03/2020)**

1. Delhi Pharmaceutical Sciences and Research University is an Autonomous Body under Govt. of NCT of Delhi. The employment of the University shall be governed by the rules and regulations, service conditions, as may be notified by the University from time to time.
2. The candidate must be the citizen of India.
3. Qualifications will be applicable as prescribed by RRs of DPSRU.
4. The prescribed application form is available on the University Web-site. The fee of Rs.300/- (100 for SC/ST/OBC/PH/EXSM and Rs. 150/- for General female candidates) be deposited in the University on-line through SBI Collect.
5. Government employees should apply through proper channel only and an advance copy will not be sufficient for short listing and calling for further selection process.
6. In addition to basic pay, employee shall be entitled to other allowances as per rules and regulations of the University.
7. **The On-Line Registration will be closed by 05.00 PM on-20/03/2020.** The candidature of such applicants who fail to complete the online registration by stipulated date and time will not be considered and no correspondence in this regard will be entertained.
8. The hard copy of the online filled in application form and attested copies of certificates/testimonials and all other documents, educational qualifications etc. for all the posts shall reach the office of Officiating Registrar by **23/03/2020 before 05:00 P.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.
9. The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility in terms of educational qualifications & experience. Applications should be submitted online on University Website [www.dpsru.edu.in](http://www.dpsru.edu.in) before the last date 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.
10. The short listing of the candidates will be based on the criteria set by the University based on merits of educational qualifications.
11. The candidates, working in any organization 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.

12. Mere fulfilling the minimum educational qualification and experience shall not entitle a candidate to be necessarily called for test/interview/further process of recruitment.
13. In case a candidate wishes to apply for more than one post, he/she is required to fill in the form separately through online mode only.
14. The candidate must ensure that their photo, signature and thumb impression should be clearly visible in preview at the time of filling of application in online mode. If photo/signature/thumb impression image is displayed small or not visible in preview on website, that means photo/signature/thumb impression is not as per the University prescribed format and in that case, your application will be rejected, so, be careful while uploading your photo, signature and thumb impression. No subsequent request for its change will be considered or granted.
15. Reservation for the post and Relaxation for age for the reserved category shall be provided as per the Govt. of NCT of Delhi Rules.
  - a. Candidates applying under any of the reserved category will be considered subject to submission of Caste certificate on a prescribed format issued by the Competent Authority at the time of verification of documents.
  - b. Other Backward Classes (OBCs) for the purpose of employment under the University shall be the castes, as defined as OBCs by the **OBC Commission of Delhi notified by the government of NCT of Delhi** from time to time. The OBC candidates are required to submit their latest Non-Creamy Layer Certificate as per Govt. Notification issued by Delhi Govt. only at the time of verification of documents issued by.
  - c. The PWD candidates with less than 40% of relevant disability shall not be considered. Physically Disability Certificate should be issued from a duly constituted and authorized Medical Board.
  - d. The candidates belonging to SC/ST and OBC are free to apply as General candidates also.
16. The original documents of successful candidates will be verified. The shortlisted candidates must bring all original certificates of Essential and Desirable Qualifications along with one set of photocopy, duly attested, viz.: i) 10<sup>th</sup> Certificate showing date of birth.iii) Caste certificate if applied under SC/ST/OBC category issued by the Competent Authority. iii) Disability Certificate, if applied under PWD category. iv) 'No Objection Certificate' if in regular employment. v) Experience Certificate, if any.

17. Those who are in employment must submit a “**No Objection Certificate**” from the employer at the time of Interview/verification of documents, otherwise their candidature will not be considered for the post applied for.
18. The number of posts are tentative and may change on the University’s requirement. The University reserves the right to fill or not to fill post advertised. No correspondence, whatsoever, will be entertained from the candidates regarding test conduct, result and reason for not being shortlisted.
19. In case of large number of applicants, University reserves the right to shortlist applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated.
20. Employment of 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.
21. At any stage, if it is found that candidate doesn’t fulfill the eligibility criteria, will be summarily rejected. Therefore, candidates must ensure at their end that they fulfill the required eligibility criteria as prescribed in the advertisement for the applied post.
22. The dispute, if any with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
23. Initial period of deputation will be one year which may be extended further in consultation with the landing/ borrowing department as per rule. The person appointed on deputation basis will draw the pay and other allowances as per Govt. of NCTD instructions issued from time to time.
24. No TA/DA shall be payable to applicants for any journey performed for attending the test/interview.
25. Canvassing in any form will lead to disqualification.
26. No interim correspondence or personal enquiries shall be entertained by the University.
27. All candidates are advised to visit University website regularly for updation or information regarding recruitment process.
28. Vice-Chancellor, DPSRU reserves the right to amend, add or remove any condition specified above and his decision will be final.
29. If the qualification possessed by the candidate is equivalent, then the authority (with number and date) under which it has been so treated must be indicated and its copy may also be attached.
30. The age shall be determined as on the closing date of receipt of applications.
31. 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.

**Offg. Registrar, DPSRU**