



**ST. STEPHEN'S COLLEGE**  
**UNIVERSITY OF DELHI, DELHI – 110007**

## **General Instructions for Applicants (Advertisement for College Faculty Positions)**

1. All applicants are required to apply online in the prescribed format with complete, correct information and attachments. The applicant will be solely responsible for the authenticity of the submitted information. Applicants are required to fill the application form as available on the link <https://recruitment.ststephens.edu>

The details regarding qualifications, experience, screening guidelines etc. are available on the College website: <https://www.ststephens.edu> under the link **Recruitment of Assistant Professors**.

**The applicants are required to read these details before filling up the form.**

2. Applicants should possess the prescribed qualifications and experience as on the closing date of application, as prescribed by the University for the Colleges from time to time. The posts advertised carry UGC pay scales plus admissible allowances. The posts are being advertised keeping in view the broad areas of specialization in subjects. However, the subject concerned may have specific requirement of specialization.
3. The applications received shall be screened as per screening guidelines attached with this advertisement for shortlisting and recommending the applicants to be called for interview.

Mere fulfilment of the qualification or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview.

Publications 'under submission' or submitted to referees will not be considered towards calculation of marks for publication criteria. Further, all the items for which marks are claimed should be strictly in accordance with the screening guidelines attached with the advertisement.

The minimum score requirement for shortlisting of applicants for the post of Assistant Professor is indicated in the screening guidelines attached herewith.

4. Application fees and application form(s) are to be submitted as per the details given below:
- Fees for Assistant Professor is Rs.500/- for UR category.
  - No application fee will be charged from applicants from PwBD category and Women applicants.
  - Fees once paid will not be refunded under any circumstances.
  - Payment should be made online only, through credit/debit cards.
  - Applicants applying for more than one post/department must apply separately and pay fees separately.
5. In order to avoid last minute rush, the applicants are advised to apply early. In case of any persistent technical issue, the applicants can E-mail their problem at: [recruitment2022@ststephens.edu](mailto:recruitment2022@ststephens.edu)
6. The reservation for applicants from Persons with Benchmark Disability (PwBD) categories will be applicable as per UGC/Central Government norms.
- a) Applicants seeking reservation benefits available for PwBD category must upload the necessary documents justifying the claim of reservation as per Govt. of India lists/rules/norms. The certificate uploaded should be in the format prescribed by the Union Government and should be digitally verifiable.
  - b) 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.
  - c) If the relevant certificates for reserved category are not uploaded with the application, the application may be rejected and no appeal against its rejection will be entertained.
7. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the College shall process the applications entirely on the basis of information/documents uploaded with the application. In case the information/documents are found to be false/ incorrect by way of omission or commission, the responsibility shall lie solely with the applicant and the applicant shall be liable for action as per law.
8. The Shortlisted candidates called for interview should report along with all the testimonials/certificates in original along with valid photo ID (Aadhar/Voter Id/Driving License/Passport). A set of self-attested photocopies of certificates/testimonials with respect to the qualifications, experience, and category as applicable, indicated in the online application form, duly certified by the applicant should be submitted at the time of the interview.

9. Applicants serving in Government/Public Sector Undertakings (including Boards/ Autonomous Bodies ) are required to submit 'No Objection Certificate' from the employer, at the time of the interview, if not uploaded with the online application earlier. The NOC should also indicate the vigilance clearance from the parent department.
10. All correspondence from the College including interview letter, if any, shall be sent only to the E-mail address provided by the applicant in the online application form.
11. Applications which do not meet the eligibility criteria given in this advertisement and / or are incomplete in any respect shall be summarily rejected. Before applying online, applicants are advised to go through the detailed notice available on the website of the College.
12. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material/information while submitting the online application and uploading self-certified copies/testimonials.
13. The College further reserves the right to amend the number of posts or not to fill any of the posts mentioned in the advertisement at its discretion without assigning any reason thereof.
14. Any consequential vacancies arising at the time of the Interview may also be filled up from the available shortlisted candidates.
15. The College will verify the antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found that the documents/information submitted by the candidate is false or the candidate has suppressed relevant information, the services of the candidate shall 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 issuance of the offer letter, the College reserves the right to modify/withdraw/cancel any communication made to the applicants.
17. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the College shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
18. No TA/DA shall be paid to candidates for attending the interview.
19. The last date for submission of the form shall be as specified in the advertisement.

**20.** Canvassing in any form will be treated as a disqualification.

**21.** Any dispute regarding the recruitment will fall under the jurisdiction of Delhi

**PRINCIPAL**

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