हंसराज महाविद्यालय

दिल्ली विश्वविद्यालय

महात्मा हंसराज मार्ग,

मलकागंज, दिल्ली - 110007

दूरभाष : 011-27667458, 27667747

ई-मेल : principal_hrc@yahoo.com

वेबसाइट : www.hansrajcollege.ac.in

HANS RAJ COLLEGE

UNIVERSITY OF DELHI

Mahatma Hansraj Marg

Malkaganj, Delhi – 110007

Tel.: 011-27667458, 27667747

E-mail: principal_hrc@yahoo.com

Website: www.hansrajcollege.ac.in

NAAC ACCREDITED 'A+' GRADE COLLEGE

HRC/NT/2024/01   04.07.2024

NOTICE

"Online applications are invited in the prescribed form at web link https://dunt.uod.ac.in/ for following non-teaching post on Permanent basis.
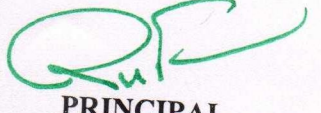
Last date for receipt of application is within 21 days from the date of publication of advertisement in the Employment News. For more details regarding the qualification, instructions to the candidates etc., please refer to the college website www.hansrajcollege.ac.in. Any addendum/corrigendum shall be uploaded on the College website. It shall be the responsibility of the candidate to read the details before filling up the form and to monitor the same.

S. No.	Name of the Post	No. of Vacant posts	Pay Level	UR	OBC	SC	PwBD		Age Limit
							HI	VI (LV)	
1	Laboratory Attendant	07	Pay Level – 01	01	03	01	01	01	30

The candidates are instructed to read carefully the eligibility criteria along with the General instructions before filling up the online application form. The schedule of written test(s) will be uploaded on the College website.

Link for filling in the Online Application Form is given in the General Instructions of this advertisement.

Any addendum/corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same.

PRINCIPAL

ESSENTIAL QUALIFICATION FOR NON-TEACHING POSTS

1. **LABORATORY ATTENDANT**   **Pay Level-01 (Pay Scale Rs. 18000-56900)**
   Total Post: 07 (UR-1, OBC-3, SC-1 & PwBD – 1 (HI), 1(VI(LV))

Essential:

Should have passed 10th or an equivalent examination with science subjects from recognized board.

Note:
The incumbent is generally expected to undertake the following duties:-
1. Assisting in opening and closing of the premises.
2. Manning the entry points/check points/property counter of the laboratory.
3. Dusting of the equipment, computer accessories, furniture (including shelves, chairs, tables, etc.), books, periodicals documents and other items and in general keeping the premises clean.
4. Covering and removing the dust covers from the equipment/computer while closing and opening the Laboratory/Office.
5. Shelving instruments, books, documents, displays etc. and arranging items in designated places.
6. Assisting in stock verifications, searching equipment, documents etc.
7. Undertaking Xeroxing work, printing using computers, preparing sets of Xeroxed/printed copies of sets documents for circulation/examination etc.
8. Preparation of documents (including typing and formatting) using computer.
9. Assisting in maintaining documents and records (including manuals, attendance sheets, allotments and issue registers, student files, etc.).
10. Participation in examination related duties.
11. Participating in the movement and handling of equipment and materials as per the instructions and under supervision of concerned In-charge/concerned faculty member.
12. Assisting in repair and maintenance of equipment (including electronic and electrical items) and civil infrastructure.
13. Undergoing inhouse/central training for laboratory/office works as per instructions.
14. Collection of parcels/equipment/letter from airport, railway stations etc. Delivering of mails, files etc. and movement of files and examination material within and outside the university.
15. Maintaining the safety and security of the laboratory/office.
16. Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post office/Departments & Administration, Finance, Dispatch etc.)
17. Attending holiday, weekend and shift duties as per instructions.
18. All other such jobs and duties as the case may be that are assigned from time to time.

Maximum Age Limit: 30 years (Age relaxation will be allowed as per the guidelines of University of Delhi)

GENERAL INSTRUCTIONS TO THE CANDIDATES

1. Before filling up the form, candidates are advised to carefully go through the Advertisement available on the college website and confirm their eligibility with regard to qualification/ experience/age etc. before submitting the online application form.

2. Applicants are required to register first on the link https://dunt.uod.ac.in/. Once successfully registered the applicants are advised to fill the complete online application form

3. Applicants are required to upload self-attested documents i.e. photograph (recent), educational / technical certificate(s), DOB certificate (class X), Experience Certificate, NOC and any other applicable document etc.

4. Application Fee once paid shall not be refunded under any circumstances.

5. Candidates called for Written Test etc. shall do so at their own expenses, no TA/DA shall be paid to the candidates.

6. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed by the University of Delhi time to time for the respective post.

7. The advertised post carries admissible scale plus admissible allowances. Applicants are required to produce specific certificates as per eligibility conditions.

8. The recruitment of the above mentioned posts will be according to the regulations & guidelines of the U.G.C.

9. All the posts shall be filled as per the Recruitment Rules 2020 (NT) 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.

10. An Ex-serviceman candidate has to produce a copy of the discharge certificate/pension payment order and documentary proof of rank last held. Those who are still in defence service should submit a certificate issued from the competent authority that they will be relieved from defence services, if finally selected by the college.

11. In case the information/documents are found to be false/incorrect, the sole responsibility and liability shall be of the candidate.

12. The upper age limit for the posts advertised shall be determined as on the last date of submission of online applications i.e. within 21 days from the publication of advertisement in Employment News.

13. In case of any query candidates may contact on email ID: 'ntsrecruitment2024@hrc.du.ac.in'.

14. AGE RELAXATION:

A. The upper age limit prescribed for Direct Recruitment shall be relaxed in case of candidates belonging to the reserved categories in accordance with the instructions received from the Government of India in this regard from time to time as applicable to Central Government establishments.

B. The upper age-limit prescribed for direct recruits in the schedule shall also be relaxed up to a maximum of five years or the number of years in service (in completed years) whichever is less provided they have rendered at least three years regular service in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities or their affiliated or constituent colleges /Public Sector Undertakings.

C. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates of the College / University.

D. The upper age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University or its College(s) provided they have put in at least one year of service. (The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served).

E. The upper age limit for the posts advertised shall be determined as on closing date of advertisement.

The above provisions are summarized in the table given below:-

S. No.	Category	Age Relaxation permissible beyond the Upper age limit (prescribed in the section for qualifications)
1	SC / ST	5 Years
2	OBC (NCL)	3 Years
3	PwBD	10 Years
4	PwBD + OBC (NCL)	13 years
5	PwBD + SC / ST	15 years
6	Ex-Servicemen and commissioned Officers including ECO/SSCOs	5 Years
7	Permanent Employee in Government Departments/Statutory or Autonomous bodies/Universities/affiliated or constituent colleges under the University/Public Sector Undertakings.	5 years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in the Government Departments/Statutory or autonomous bodies/Universities/affiliated or constituent colleges under the University/Public Sector Undertakings.
8	Persons who are already working on contract/daily wages/ad-hoc basis in the University of Delhi or its College(s)	The upper age limit will be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University or its College(s) provided they have put in at least one year of service.

However, SC/ST/OBC (NCL)/PwBD candidates who 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 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.

15. **Caste/Category Certificates:**

    i.   Candidates applying under any of the reserved category viz. SC/OBC (NCL) will be considered subject to submission of valid Caste certificate on a prescribed format issued by the competent authority. Valid OBC-NCL certificate issued during the period from 01.04.2024 to 31.03.2025 or closing date of application will be considered valid. Candidates who have OBC-NCL certificate issued before or after this period will not be considered valid for this advertisement. Candidates applying under OBC category must produce the valid caste certificate in the form as 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 (ResI) dated 31.03.2016. The certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes mentioned in 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.

16. Those who are in employment with state/Central Govt./PSU, must upload a "No Objection Certificate" from the employer at the time of submission of online application. Failure to submit/upload NOC will lead to cancellation of candidature.

17. Canvassing in any form will be a disqualification.

18. 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.

19. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.

20. Candidates are advised to visit the College website www.hansrajcollege.ac.in regularly for any update regarding this recruitment.

21. The number/category etc. of posts advertised may increase/decrease/change, and the College reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.

22. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the College reserves the right to modify/withdraw/cancel any communication made to the applicant.

23. In anticipation of the huge number of applicants, scrutiny of the eligibility criteria etc. may not be undertaken at the time of the Recruitment Examination. Therefore, the applications shall be accepted provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible as per advertisement published/uploaded by the College before applying; candidature will be cancelled at any stage if any information or claim is not found substantiated when the scrutiny of documents is undertaken by the College.

24. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material/information while submitting the application and self-certified copies/testimonials.

25. Based on the declaration made by the candidate in their online Application form, they will be provisionally declared eligible to appear in the Recruitment Examination. However, a preliminary scrutiny will be made based on information provided in the application form before declaration of results. All selection will be made in order of merit. Qualified/Selected candidates are subject to multi stage document verification in online/offline mode as prescribed including verification from original & others. If anyone is found not fulfilling the prescribed qualification/experience etc. claimed and any other eligibility criteria as per the advertisement published/uploaded, at any stage of process, his/her candidature will be treated as cancelled without any further notice.

26. No documents including the on-line application form are required to be sent in physical form. However, all the applicants are advised to keep a copy of confirmation page of their application with them, along with proof of payment of the application fee for their record.

27. Those applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling all the eligibility criteria as on the closing date of online submission of applications. Required educational qualification/ experience should be completed on or before last date of online submission of application. Recruitment Rules of Delhi University as amended from time to time will be applicable for selection.

28. The candidate must ensure that images of the photo and signature should be as per the Guidelines mentioned in the "Application Form" and are clearly visible in preview at the time of filling of application in online mode. If photo/signature image is not as per instructions given in the "Application Form", your application will be rejected. Due diligence and care should be taken while uploading images of photo and signature.

29. In order to fill the application form candidates are required to apply online as per procedure detailed below. The Application Form other than online mode will not be accepted. Before filling and submitting the online form, candidates should read the advertisement carefully. Candidates must follow the instructions strictly as given in the advertisement and on the College website. Application Forms not complying with the instructions are liable to be rejected.

30. **Payment of Fee**

Fee Payable by Candidates	
UR, OBC (NCL)	Rs. 500/-
PwBD, SC & FEMALE	NIL
Remarks:	Applicants belonging to ST/EWS category may apply as UR. In that case, they will have to pay Rs. 500/- as application fee

I. Application will be treated as complete only if the fee has been transacted successfully, else the form will be cancelled.

II. In case a candidate is found providing incorrect information or the identity is proved to be false at any time/stage in the future, the candidate shall face penal action as per the law and their candidature would be treated as cancelled.

III. **The Candidates are not required to send/submit hard copy of Confirmation page to the College office. However, they are advised to retain the hard copy of the Confirmation Page, and a proof of fee submitted for future need.**

IV. Candidates must note that mere deduction of fee from the bank account is not a proof of fee payment. The payment should be supported by updated fee and generation of Confirmation page as proof of successful submission of Application Form.

V. Generation of Confirmation Page confirms the final submission of Application Form, if Confirmation page has not been generated, this means that Application Form has not been submitted successfully.

31. **The candidates are advised to ensure the following points before filling the Online Application Forms:**

   i. The candidates shall ensure their eligibility before filling the Online Application Form. If found not eligible at a later stage, he/she stands rejected and no claim will been entertained.

   ii. The Candidate must ensure that e-mail address and Mobile Number provided in the Online Application Form are of their own (which cannot be changed later) as communication may be sent by college through e-mail or SMS. The Candidate should check their email (including spam) and College website on a regular basis.

   iii. Online submission of application may be done by accessing the link https://dunt.uod.ac.in/.

   iv. Online Application form cannot be withdrawn once it has been submitted successfully.

   v. Application Form of candidates who do not fulfil the eligibility criteria shall be rejected.

   vi. A candidate is allowed to submit only one Application Form for one post for which he/she is eligible, with online payment of prescribed fee. If a candidate submits more than one Application Form for the same post, his/her candidature for that post is likely to be cancelled.

   vii. Request for change in any particular in the Application Form shall not be entertained under any circumstances.

   viii. To avoid any kind of inconvenience or last minute rush or unforeseen difficulties, candidates are advised to submit Online Application Form without waiting for the last date. College will not be responsible for network problems or any other problem of this nature in the submission of the online application on the last day.

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