

Jagat Taran Girls' Degree College, Allahabad

General Instruction for Candidates Applying for the Posts of Assistant Professor/ College Librarian.

For any query mail to: onlinejtgdc@gmail.com or call to mobile No: 9453590804

1. **Application fees:** Non-refundable application fees is Rs. 1000/- (Rupees One Thousand only) for General/ OBC's and 500/- for SC/ST. PWD candidates are exempted from fees.
2. **Last Date :** The completed application forms along with all documents, fees etc as required must be finally submitted online till 10th November 2017. **The applications sent in hard copies shall not be entertained.**
3. Online application form is available at Faculty Recruitment Application Portal on college website: www.jtgdc.org or **103.228.143.176/jtgdc .**
4. Any corrigendum/ changes/updates shall be available only on our website: **www.jtgdc.org.**
5. The candidates must upload self attested copies of all relevant testimonials /documents. The original certificates will be required at the time of interview.
6. The candidates must carefully read this document and "Steps Involved in the application forms" before filling up the application form. The candidates are also advised to visit the website www.jtgdc.org regularly for further information related to the recruitment process.
7. **Minimum Educational Qualification:** All applicants must fulfill the essential requirements of the post and other conditions stipulated in the UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITY AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION 2010 AND UGC IV AMENDMENT REGULATIONS 2016 amended from time to time even after the publication of advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No inquiry asking for advise regarding eligibility will be entertained.
8. The college reserves the right to withdraw any advertised post(s) or partial or full advertisement at any time without giving any reason. The number of vacancy may change at the discretion of the college.
9. Mere eligibility will not entitle any candidate for being called for interview. In case the applicants are more in number, a Screening Committee may short-list the most suitable candidates to be called for the interview. A written test may be conducted before the interview for any of the posts at the discretion of the competent authority. Screening and short listing of candidates for interview will be done as per Guidelines approved by the University of Allahabad.
10. Reservation for the candidates shall be given as per the Government of India (GOI) norms.

11. A relaxation of 5% shall be provided at the graduate and masters level for the Differently Abled/ Other Backward Classes (Non-creamy layer) categories for the purpose of eligibility and for assessing good academic positions. The eligibility marks of 55% (or an equivalent grade in a point scale wherever a grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
12. Only matriculation/ SSC certificate/ passing certificate issued by the concerned education board will be considered as proof of date of birth.
13. Candidates belonging to SC/ST/OBC/PWD category should submit proper caste certificate/ Medical certificate as per the proforma of Govt. of India (which should not be more than 6 months old from the last date of submission of application). The certificate should, among others, specifically mention that he/she does not belong to the persons/ sections (creamy layer) as mentioned in Col. 3 of the schedule to the Department of Personnel & Training in the Govt. of India OM No./36012/22/93-Estt. (SCT) dated 8/9/93 at the time of test/ interview, in case of OBC candidates.
14. Candidates belonging to OBC category, but coming in creamy layer will not be entitled to the benefits of reservation and should apply as General Category candidate.
15. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment. The college reserves the right to reject any application without assigning any reason whatsoever.
16. Only the short listed candidates will be called for interview. The college shall not pay any cost for attending the interview.
17. Any legal proceeding in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Allahabad and courts/ tribunals/ forums at Allahabad only shall have sole and exclusive jurisdiction to try any such cause/ dispute.
18. The college reserves the right to Revise/ Reschedule/ Cancel/ Suspend the recruitment process without assigning any reason. The decision of the college shall be final and no appeal shall be entertained.
19. The posts carry usual allowances i.e. DA, HRA and Transport Allowance etc. as admissible as per rule of University of Allahabad. In addition to the emoluments, benefits such as New Pension Scheme, Leave Travel Concession, Reimbursement of Medical Expenses for self and dependents, Conveyance Advance, Children Education Allowance etc. shall be admissible as per Prevalent Rules of University of Allahabad.
20. Candidates desirous of applying for more than one post should submit separate application for each post along with requisite application fee.
21. The employed candidates of Govt./ Private Universities/ Colleges/ Autonomous bodies should apply online. However, they may produce the NOC from their organization at the time of interview with an unambiguous certificate that (i) no vigilance case is pending/being contemplated against him/her (ii) the applicant will be relieved within one month of receipt of appointment offer, if he is selected. List of Major/ Minor penalties, if any, imposed during the last 10 years may be asked to submit at any time.

22. The period of experience in the requisite discipline/ area of work wherever prescribed shall be counted w.e.f. the date of acquiring the prescribed minimum educational qualifications required for the post.
23. The decision of the college and University of Allahabad in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/ interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/ her agency.
24. Applications received without the requisite documents, fees, and after the prescribed date will not be entertained.
25. Incomplete, unsigned applications and those not accompanied with copies of certificates and application fee, will be summarily rejected.
26. Canvassing in any form and or/ bringing in any influence will be treated as a disqualification for the post.
27. The date of determining the eligibility of all candidates in every respect shall be the normal closing date for receipt of Applications.
28. Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as the college may require.
29. The college reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/ cancel the recruitment exercise for any/ all the posts at any stage.
30. The candidates holding Ph.D. degree prior to coming into force the UGC Ph.D. Regulations 2009, are required to submit certificate from the concerned university that they fulfill specified criterion.
31. The date of the Interview shall be uploaded on college website and communicated to the candidates by E-mail/SMS.
32. 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 submitted by the candidates. In case the information/ documents is found to be false/ incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidates.
33. Candidates may be asked to submit documents in support of their qualifications/ publications/ experience at any stage, if required.
34. The College shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected at any stage that the documents submitted by the candidates are fake or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the college.
35. 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/ withdraw/ cancel any communication made to the candidates.
36. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the college shall be final.
37. No interim correspondence shall be entertained from the candidates. All correspondence from the college, including interview call, if any, shall be sent to the email address supplied by the candidates.

38. Publications 'under submission' or submitted to referees will not be considered towards points for publication criteria.
39. The college shall not be responsible for any delay/ loss due to technical reasons.

Principal

