

GENERAL IMPORTANT INSTRUCTIONS

1. The candidate must be a citizen of India.
2. The candidates are requested to read Eligibility Criteria and Qualifications before applying online for any post(s) advertised. The candidate must be eligible ~~on the date of publication of the advertisement~~ on the last date of submission of online application i.e. July 15th, 2018 as per the prescribed qualifications and eligibility. The Qualifications, Research and Academic Performance and Selection Criteria for teaching posts are available at University website i.e. www.dcrustm.ac.in. The candidates must apply **ONLINE** only. No other mode of application shall be accepted.
3. The post of Professor(s), Associate Professor(s) and Assistant Professor(s) will be placed in the Pay Scale of Rs. 37400-67000 + Rs. 10000 A.G.P., Rs. 37400-67000 + Rs. 9000 A.G.P. and Rs. 15600-39100 + 6000 A.G.P. respectively as per UGC norms (as per 6th pay commission).
4. Application fee is to be paid online on the University's online application submission portal. Applicant must check his/her eligibility before depositing the fee. The Fee details are as under:-

Sr. No.	Categories of candidates	Fee
1.	For General category (Male) For General category (Female)	Rs. 1000/- Rs. 500/-
2.	For SC/ST/BC-A/BC-B/ESM/DESM/PH category (Male) For SC/ST/BC-A/BC-B/ESM/DESM/PH category (Female)	Rs. 250/- Rs. 125/-
Note: i) Application fee once deposited with the application form will neither be transferable nor refundable/adjustable in any case. ii) Candidates other than Haryana domiciles will be considered in General Category		

5. The candidature of any applicant will be considered unless he/she applies online at University portal upto July 15, 2018 by 5.00 p.m. and submits the printout of online application together with proofs of all claims upto July 23, 2018 by 5.00p.m. in the office of

REGISTRAR,
Deenbandhu Chhotu Ram University of Science & Technology,
Murthal, Sonapat, Haryana, Pin- 131039

In case of Associate Professor, three sets of best three research publications, and in case of Professor, three sets of best five research publications have to be submitted compulsorily alongwith printout of application form. The names of the Post, Advt. No., Name of the Department must be mentioned on the top of envelop. University will be not responsible for any postal delay.

6. After applying for any post and payment of application fee, the applicant has to take a printout of the application form. Self-attested hard copy of online submitted application form and photocopies of certificates and documents uploaded on the website along with all original documents will have to be produced at the time of document scrutiny/ interview.
7. The benefit of reservation will be given only to Haryana domiciles. The candidates of SC/ST/BC-A/BC-B/ESM/DESM/PH are required to submit SC/ST/BC-A/BC-B/ESM/DESM /PH Certificate duly issued by the Competent Authority of Haryana only. Only such PH candidates would be eligible for reservation who suffer 40% relevant disability or more.

The dependent sons/daughters of ESM who fulfil all conditions of qualifications, age etc. prescribed for posts will be considered on merit for the posts reserved for ESM if

suitable ESM candidates are not available. ESM/DESM candidates of Haryana claiming benefit will have to produce the fresh Eligibility Certificate from the concerned Zila Sainik Board to the effect that his/her father has not availed the benefit of re-employment in any Government Service, Autonomous Body, Public Sector Undertaking including Para-Military Forces, in view of State Government instructions at the time of interview. Mere dependent certificate will not be entertained. ESM candidates should also produce attested photocopy of identity card issued by concerned Zila Sainik Board at the time of interview.

8. If, number of applications received in a particular subject is large, the University may decide to conduct a screening test for short listing the candidates. The number of candidates to be called for Document Verification and Interview shall be 20 for single vacancy and 10 for each additional vacant post (category wise).
9. The number of posts may vary, depending on requirement and availability. Any post advertised here may be withdrawn at any stage without assigning any reason.
10. Those in Government/Semi-Government/Corporation or Autonomous Body will have to upload a scanned copy of No Objection Certificate (NOC) from the current employer to the website and the same will have to be produced at the time of interview, failing which the applicant will not be allowed /considered for interview. No need to submit NOC by the candidates who are working on regular basis in this University.
11. The Candidates, who have applied previously for teaching posts against Advt. No. 34/2012 (**except where advertised posts had been filled**), Advt. No. 12/2013, Advt. No. 01/2014, Advt. No. 15/2014, Advt. No. 16/2014 and Advt. No. 02/2017 published in various leading newspapers and not applied for fee refund at the time of Advt. No. 02/2017, may apply online for refund of application fee in the prescribed form available on the University website www.dcrustm.ac.in. Last date for applying for refund of fee will be 30.06.2018.
12. The candidates are advised to visit the University website regularly for any updates/corrigendum/amendment/new instructions/ Scrutiny/Selection process.
13. University may seek hard copy of relevant document(s) from the candidates at the time of scrutiny, if required.
14. Incomplete application and printout of application form alongwith relevant documents received after 5.00 p.m. of July 23, 2018 shall be rejected.
15. **Action against candidates found guilty of misconduct:-**
Candidates are warned that they should not furnish any particulars that are false, tampered/fabricated or should not suppress any material information while filling up the application form. Concealment of facts or supply of false information will result in cancellation of candidature, at any stage, in addition to legal action.
16. The candidates for the post of Associate Professor and Professor must enter the relevant score in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS) **as given in the Annexure to the Application Form.**
17. No TA/DA shall be paid to the candidates for attending the written test/interview.
18. The period of time taken by candidates to acquire M. Phil., and/or Ph.D. degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions. *However, the period of active service spent on pursuing Research Degree i.e. for acquiring Ph.D. degree simultaneously without taking any kind of leave may be counted as teaching experience for the purpose of direct recruitment or promotion to the post of Associate Professor and above. (For more details, refer UGC D.O. No. F. 17-8/201 3(PS) dated March 1, 2016 on UGC website)*
19. Appointment orders issued by the University shall be provisional and subject to verification of character/antecedent from police verification, original documents, veracity of caste certificate, experience certificate and other relevant documents.
20. If, a candidate found ineligible at any stage of selection/norms his/her candidature will summarily be cancelled.

INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

1. Candidates should go through all the necessary information available on the website <http://www.dcrustm.ac.in/> before filling the application form online. The candidates must fill all information carefully as it will not be possible to change/ update at later stage.
2. For each post, separate application form has to be filled from the beginning.
3. Open the University website <http://dcrustm.ac.in/> go to 'QUICK LINKS' section and go to 'Recruitment' where you will find link for application.
4. Start filling the application form online. First press the button 'Apply Online'. Select the post you are applying for.
5. Select the post from use drop down window for which you are applying. Press the button 'Proceed' to go to next page.
6. Fill your name, email-id and mobile number. On pressing the button 'Submit', your control number and password will be generated. These will be sent to you through SMS on your registered mobile and e-mail id. These will be required to log-in again.
7. Now you will be directed to the main Application page. For your convenience, this page is divided into a number of sections viz. Personal Details, Qualification Details, Employment Status, Fee Details and Research Activity.
8. You are required to upload your photo and signature in a correct JPEG format to avoid inconvenience. File size of photograph, signature and other documents must be less than 250 KB. All uploads must be in JPEG/PDF format and must be clearly visible and of good quality.
9. Candidate will be required to fill the Appraisal (API) Details. For convenience it is also divided into various sections. The candidate must upload self-certified copies of proof or all relevant information which has a bearing on eligibility and Selection Criteria. For example, all academic qualifications, PhD/JRF etc. details, experience details and information submitted for claim of API Score etc. For publications, the candidates may attach up to three relevant pages or paper/ books/ policy papers etc. clearly showing the title Name of the Candidate, ISBN/ISSN number etc.
10. You are advised to fill each section completely before moving to next section. Ensure that the mandatory Fields marked * are Filled. After completing one section press button 'Proceed' to move to the next section. If any of the mandatory Fields are not filled then you will not be permitted to go to the next section. Your cursor will go to the Field which is left blank. Message box in red will show the discrepancy.
11. Complete all sections and press 'Confirm'. Until you press 'Confirm' button, you will be able to edit any information you have filled. However, once you press 'Submit Form' button, the on-line application form will be locked.
12. After locking the online application form, editing is not allowed. If you found something to re-edit in your application form, you are required to apply again as a fresh applicant.

KEY DATES			
Sr. No.	Activities	Date	Time
1.	Last date of online filling and submission of application form	July 15, 2018	5.00 PM
2.	Last date of submission of printout of application form alongwith relevant documents	July 23, 2018	5.00 PM