

## **DESH BHAGAT UNIVERSITY, MANDI GOBINDGARH**

### **GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION FOR RECRUITMENT OF TEACHING AND NON – TEACHING POSTS**

1. Candidates are required to follow the instructions before applying for any post.
2. The recruitment to the posts of Professors, Associate Professors and Assistant Professors in Desh Bhagat University shall be on the basis of merit through selections by the duly constituted Selection Committees as per UGC/AICTE/DBU norms.
3. All appointments made shall be provisional and subject to verification of certificates. The University shall verify the documents and antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case, it is found at any point of time that any documents / information submitted by the candidate is false or the candidate has suppressed any relevant information, the services of the selected candidate shall be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Panel Code for production of false certificates.
4. Mere fulfilling eligibility conditions will not entitle any candidate to be called for interview. Stringent criteria will be applied for short-listing the candidates. The University reserves the right to place reasonable limit on the total number of candidates to be called for interview.
5. This advertisement contains department wise vacant positions. However, each department may require a particular specialization; therefore, the University reserves the right to shortlist/select candidates as per requirement of specialization/research area.
6. For regular teaching posts, the term ‘good academic record’ means the candidate must have obtained at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master’s degree level, or an equivalent degree from an Indian/Foreign University; and at least 50% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Bachelor’s degree level or an equivalent degree from an Indian/Foreign University.
7. Candidates who have been awarded Ph.D. from foreign Universities should enclose “Equivalence Certificate”, issued by the Association of Indian Universities, New Delhi, without

which their candidature will not be considered. However, the persons who have acquired Ph.D. degree from Foreign University through nomination by the Ministry of Education's (earlier known as MHRD) foreign scholarship programme will be exempted from the Equivalency Certificate.

8. All the qualifications and experience will be counted up to the last date of applications. Any additional qualification and experience acquired after the closing date will not be taken into account at the time of screening/selection.

9. The University reserves the right to withdraw any advertised post at any time without assigning any reason. The right is also reserved with the University either to fill or not to fill the post and the decision of the University in this regard will be final.

10. The University may increase or decrease number of advertised posts without prior notice. 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 University reserves the right to modify/withdraw/cancel any communication made to the applicant.

11. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.

12. Higher initial pay may be considered for exceptionally qualified and deserving candidates if recommended by the selection committee.

13. Applicants not found suitable for higher positions may be considered for lower position in the same area of specialization.

14. The reservations/relaxations to SC/ST/OBC-NCL/PWD/EWS candidates will be provided as per the existing Govt. of India/UGC rules. The SC/ST/OBC-NCL/PWD/EWS candidates must send the relevant certificate as per format prescribed by the Government of India. OBC certificate (Non Creamy Layer) and EWS certificate should be issued on or as per latest rules and regulations. If the relevant certificates for respective reserved categories are not sent with the application, the reservation/relaxation will not be considered.

15. A candidate belonging to any reserved category who desires to be considered for any unreserved post also besides the posts under reserved category, will have to submit separate request for unreserved posts and reserved posts.

16. Application along with detailed Resume/CV should be sent by Post/E-Mail.

17. Any candidate belonging to SC/ST/OBC-NCL/PWD, who wish to apply for any unreserved post, will not be given any relaxation of marks (10th/12th/Degrees/Diploma/NET etc.) and age etc.

18. In case the applicant wants to claim benefits under the PwD category, the applicant's relevant disability should be as per latest rules and regulations. Proof to this effect in the form of a valid Disability Certificate must be attached with the application.

19. The process of selection may be by a presentation/ seminar/interview or a combination thereof.

20. The University shall not be responsible for any postal delay. Applications received late, incomplete or without signature, fee and other enclosures, may be summarily rejected.

21. It is the responsibility of the candidate to assess his own eligibility for the post for which he/she is applying in accordance with the prescribed qualification or experience as per UGC/AICTE/DBU rules and regulations etc. In case the candidate, who do not meet the minimum eligibility criteria and still apply, will do so at their own risk and cost. Please note that the University is not responsible for incorrect entries and fee, once paid, will not be refunded in any circumstances.

22. The University will not send any information by post. The University will not be responsible for any loss of email sent, due to invalid/wrong email ID mentioned by the candidates or for delay/ non receipt of information related to call letter for document verification/interview etc. Therefore, it is the responsibility of the candidate to provide correct email ID & Mobile No. and regularly check email, SMS and website [www.deshbhagatuniversity.in](http://www.deshbhagatuniversity.in) .in from time to time.

23. Any change of address from the one given in the application form should be immediately communicated to the University.

**24. The applicants are advised to list their proposed, ongoing and completed research projects and write a short paragraph on the teaching philosophy and strategy he/she plans to pursue.**

25. The applicants serving in Government/Semi-Government organizations/Public Sector Undertakings/Autonomous Organizations must send the NOC issued by their employer. In case the candidate is unable to get NOC from his/her employer due to whatsoever reasons at the time of application, he/she may send an advance copy of the form and NOC may be submitted at time

of interview, failing which his/her candidature will not be considered and he may not be allowed to appear in the interview.

26. Retired persons can be considered for these posts.

27. In case of in-service candidates from private sector, relieving letter from the employer at the time of joining must be submitted.

28. Candidates shall have to produce original documents at the time of interview.

29. Canvassing in any form will lead to cancellation of candidature.

30. The University reserves the right to place the curriculum vitae of any person for any post for the consideration of Selection Committee; to consider “in-absentia” or interview through “Video Conferencing”.

31. The University may transfer any employees to any of its campuses/offices.

32. Applicants are required to submit applications through speed post/ registered post and retain duly signed print out of the copy of application form and resume along with all the Qualification/ Experience/ Caste certificate/ proof of claim/NOC for interview, if called for.

33. For general queries & information, please contact:

### **Manager HR**

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