

General Instructions to the Candidates

1. Applications can be submitted till this advertisement is kept open on the University Website www.ggu.ac.in. However, candidates are requested to apply at the earliest possible as the Screening Committee will scrutinize the applications for interview on the basis of requirement. *When sizeable number of applications are received and the University decides to hold interview as per requirement for a particular post under a particular Department, closing date for that particular Department /Post will be notified through the University website only. Candidates are advised to visit University website from time to time and remain updated.*
2. Candidate must enclose a non-refundable application fee of Rs. 500 (Exempted for SC/ST/PH candidates) in the form of Demand Draft drawn on any nationalized bank in favour of The Registrar, Guru Ghasidas Vishwavidyalaya, Bilaspur(C.G.) payable at Bilaspur(C.G.) or receipt of fee deposited, if deposited online through University portal.
3. The candidates who had applied earlier against the Advertisement No.20/Rec/Adm/2016 dated 29-07-2016 and 81/Rec/Adm/2019 dated 08.03.2019 **have to apply again**, submitting a fresh application as per the positions & eligibility mentioned in the advertisement. Such candidates shall be exempted from the application fees however the details of earlier application and application fee earlier submitted have to be given in the application form.
4. No TA/DA shall be paid to the candidates for attending the interview. However, the SC/ST candidates will be paid second class railway/bus fare by shortest route by cheque.
5. *Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on date of closing for a particular post.*
6. A relaxation of 5% (i.e. from 55% to 50%) of marks at master's level and 5% relaxation at graduate level under the term of "Good Academic Record" at par with SC/ST/OBC (non-cremylayer) candidates and to the physically and visually handicapped candidates for appointment as Assistant Professors. The relaxation of 5% to the categories mentioned above are permissible based on only the qualifying marks without including any grace mark procedures.
7. A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master's Degree prior to 19th September 1991.
8. A relaxation of the minimum marks at the PG level from 55% to 50% for appointment as Assistant Professor may be provided to the candidates who have cleared the JRF examination conducted by UGC/CSIR only, prior to 1989, when the minimum marks required to appear for JRF exam were 50%.
9. The candidature for the post of Associate Professor and/or Professor shall not be considered if they do not enclose their application in the prescribed format with duly filled Performance Based Appraisal System (PBAS) proforma annexed herewith (Annexure-VI).

10. Application fees once paid shall not be refunded under any circumstances.
11. The University will not be responsible for postal delay in receipt of the application forms of the candidates.
12. (i) Application incomplete in any respect, (ii) without substantial proof of statements/information filled in application form shall not be considered.
13. No deletion / alteration will be permitted in the application form after submission of applications. However, candidates are allowed to update the information till university notifies the closing date on the University website.
14. The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his services shall be terminated.
15. The University reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates. The number of positions is thus open to change.
16. 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 University reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
17. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
18. Applicants who are in employment should route their applications through proper channel.
19. Candidates should send self attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications. Originals should not be sent along with the application but these must be produced at the time of interview.
20. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
21. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
22. Canvassing in any form will be a disqualification.
23. No interim correspondence shall be entertained.
24. The rules of UGC/ Govt. of India in regard to Pay & Allowances, Leave, Pension and P.F. shall be followed subject to amendments if any, from time to time.
25. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
26. The University will have the right to relax any of the conditions such as experience, age, etc., in deserving cases of all posts, if so permitted by the UGC or Central Universities Act 2009. If any candidate is recommended for appointment in relaxation of any of the prescribed conditions relating to age, experience etc, it shall be so stated and recorded.

27. When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it may do so giving reasons there-for.
28. Number. of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number and/or nature of posts at the time of selection and make appointments accordingly. Separate application for each post is required
29. The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle him for being called for interview. The University may design its own criteria for shortlisting and will have the right to restrict the candidates and shortlist most suitable candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that may deem fit.
30. University may call any suitable person(s) to appear in the Interview who may not have applied in response to the University's Notification.
31. The Selection Committee, after considering the candidate for the post applied for may, if it is of the opinion that he or she will be suitable choice for the next lower post, make such recommendations.
32. The Chairman Selection Committee shall have the power to lay-down the procedure in respect of any matter not mentioned ABOVE.
33. In cases of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted to the Courts in Bilaspur (C.G.) which is the headquarters of the University.
34. Mere eligibility will not entitle any candidate for being called for interview. More stringent criteria may be applied for short-listing the candidates to be called for interview. Applicants having higher qualification and merit will be given preference.
35. Applications for teaching positions are welcome throughout the year. This is a rolling advertisement for teaching positions. Candidates who meet the prescribed qualifications need not wait for any formal announcement of recruitment to submit an application. The University will process applications received as per requirement from time to time.
36. University reserves the right to consider and invite exceptionally suitable candidates in absentia.
37. The University may Draw a panel in the form of a waiting list to fill up a post. In case a candidate on higher merit regrets to join within a period of one year or resigns/ dies after joining, within a period of one year, the offer shall be made to next candidate on the merit, if otherwise in order, to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy.
38. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the University shall process the applications entirely on the basis of information/ documents submitted by the candidates. In case the information/ documents are found to

be false/ incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.

39. The list of short-listed candidates for interview or any other information related to date, time and venue of interview/ written examination shall be published on the University website i.e. www.ggu.ac.in only.
40. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the University reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
41. Candidates must write their e-mail ID neatly and correctly for mailing written examination/ interview/ appointment letter as attachment. The e-mail date will be considered as the official date of dispatch and receipt of communication. Candidates not having an e-mail ID must create an ID and check it regularly for further communication.
42. The University reserves the right to revise/reschedule/cancel/suspend the recruitment process without assigning any reason. The decision of the University shall be final and no appeals shall be entertained.
43. For references, UGC/AICTE/NCTE/RCI Guidelines / NORMS (WHEREVER APPLICABLE AND AS AMENDED FROM TIME TO TIME) MAY BE DOWNLOADED FROM UGC/AICTE/NCTE/RCI WEBSITES.
44. Duly filled-in applications in the prescribed format should reach to the Registrar, Guru Ghasidas Vishwavidyalaya, Bilaspur (CG) throughout the duration of the advertisement by **registered/Speed post only.**

Only the applicants residing abroad (not residing in India) may send their applications, through E-mail at registrar@ggu.ac.in. However such candidates are required to produce the duly filled in application forms with requisite fee deposition details and supporting documents at the time of interview/appointment as case may be. The applications received through e-mail from such candidates who are residing in India will not be entertained
45. **Any change or amendment in this advertisement shall be displayed on the university website only, therefore the aspiring candidates are advised to visit University website regularly and remain updated.**

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