



Doon University, Dehradun

General Instructions for Applicants of Assistant Professors and Assistant Librarians: -

1. All applicants are required to apply online in the prescribed format with complete, correct information and attachments. The applicant will be solely responsible for the authenticity of the submitted information. Applicants are required to fill the application form as available on the University website www.doonuniversity.ac.in . **The details regarding qualifications, experience, screening guidelines and indicative preforms etc. are available on the University website www.doonuniversity.ac.in along with this advertisement.**
2. Applicants should possess the prescribed qualifications and experience as on the closing date of application, as prescribed by the University from time to time for the respective posts. The posts advertised carry UGC pay scales plus admissible allowances. The posts are being advertised keeping in view the broad areas of specialization in subjects. However, the Department concerned may have specific requirement of specialization.
3. Applicants who have been awarded Ph. D. from foreign Universities should enclose “Equivalence Certificate” issued by Association of Indian Universities, New Delhi, without which their candidature will not be considered and application will summarily be rejected.
4. The applications received shall be screened as per screening guidelines attached with this advertisement for short listing and recommending the applicants to be called for interview.
5. Mere fulfillment of the qualification or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview.
6. Publications ‘under submission’ or submitted to referees will not be considered towards calculation of marks for publication criteria. Further, all the items for which marks are claimed should be strictly in accordance with the screening guidelines attached with the advertisement.
7. The minimum score requirement for Screening of applicants for the post of Associate Professor is indicated in the screening guidelines attached herewith.
8. Application fees is exempted due to covid situation only for this time.
9. In case of any persistent technical issue, the applicants can mail their problem at the email id iqacdoon@gmail.com , narenrawal@gmail.com, registrar@doonuniversity.ac.in
10. The reservation for applicants from SC, ST, EWS, OBC (non-creamy layer), and Persons with Disability (PWD) categories will be applicable as per State Government norms.
 - a. Applicants seeking reservation benefits available for SC/ ST/ OBC/ EWS/ PwBD categories must upload the necessary documents justifying the claim of respective reservation as per norms. The

certificate uploaded should be in the format prescribed by the Government and should be digitally verifiable.

- b. In case the applicant wants to claim benefits under the PWD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.
 - c. If the relevant certificates for respective reserved categories are not uploaded with the application, the application will be treated under General Category if found eligible.
11. 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 uploaded with the application. In case the information/ documents are found to be false/incorrect by way of omission or commission, the responsibility shall lie solely with the applicant and the applicant shall be liable for action as per law.
 12. Applicants serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit 'No Objection Certificate' from the employer, at the time of interview, if not uploaded with the online application earlier. The NOC should also indicate the vigilance clearance from the parent department.
 13. All correspondence from the University including interview letter shall be sent only to the e-mail address provided by the applicant in the online application form.
 14. Applications which do not meet the eligibility criteria given in this advertisement and / or are incomplete in any respect shall be rejected.
 15. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the online application and uploading self-certified copies/testimonials.
 16. The University further reserves the right to amend the number of posts or not to fill any of the posts mentioned in the advertisement at its discretion without assigning any reason thereof.
 17. Any consequential vacancies arising at the time of Interview may also be filled up from the available screened candidates.
 18. The University will verify the antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found that the documents/information submitted by the candidate is false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the University.
 19. In case of the any inadvertent mistake in the process of selection, which may be detected at any stage even after the issuance of offer letter, the University reserves right to modify/withdraw/cancel any communication made to the applicants.
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21. The University reserves the right to offer the post at a level lower than that of advertised/ applied, or on contract basis, depending upon the qualifications, experience and performance of the candidate, wherever applicable.
22. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
23. 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 appeal in this regard shall be entertained.
24. Canvassing in any form will be treated as a disqualification.
25. No TA/DA shall be paid to candidates for attending interview.
26. Any dispute regarding the recruitment will fall under the jurisdiction of Nainital (Uttarakhand).

Registrar