



S.N.D.T. WOMEN'S UNIVERSITY

1, Nathibai Thackersey Road,
MUMBAI-400 020

ADVERTISEMENT NO. 03 OF 2014

GENERAL CONDITIONS AND IMPORTANT INSTRUCTIONS

ADVT. NO. 3 - 2014

1. Read carefully the detail information given on www.sndt.ac.in Ensure that you are eligible for the post applied as per educational qualification, experience, category, age etc.
2. **Candidates are requested to fill in relevant column in the Application form. For other column/s which is not applicable they should leave it blank.**
3. Last date of receiving application by downloading the application form from University website and duly filled the said form with all the requisite documents in 10 sets (One Set attested + 9 Xerox copies) along with the Demand Draft of Rs. 400/- (Rupees : Four Hundred only) for unreserved category and Rs.200/- for reserved category is on or before **31.12.2014** upto 5.00 p.m. The Demand Draft should be drawn in favour of **“The Registrar, S.N.D.T. Women’s University, Mumbai.”**
4. Application Form in prescribed form available on University website will only be considered by the University. Applications in other format such as Bio-data, C.V will not be considered.
5. Separate application should be submitted for each post.

6. Qualifications and experience as notified by the Government of Maharashtra, University Grants Commission and SNDT Women's University from time to time will be applicable.
7. Verified API scores need to be submitted for Librarian and deputy Librarian post.
8. Experience as appointment on contract, daily wages, temporary, ad-hoc basis will not be counted.
9. Teaching Experience as an approved teacher will only be considered.
10. Do not attach any original document with the application send only attested copies.
11. A recent passport size photograph duly self attested should be affixed on the application.
12. It will be solely at the discretion of the University to fill up vacant post (s).
13. The University reserve the right to cancel, amend or modify any clause of this advertisement.

GENERAL INSTRUCTIONS

1. Candidates belonging to the reserved categories as recognized in the State Maharashtra shall only be considered under reserved categories. The candidate belonging to the reserved categories from outside the State of Maharashtra will be treated as Open.
2. Relevant experience and educational qualifications will be counted as on the last date prescribed for making applications, i.e. 31.12.2014.
3. Application Form Fee once paid will not be refunded under any circumstances.
4. Candidates claiming the benefit of reservation under SC, ST, VJNT, Spl. BC & OBC categories, should produce a caste certificate at the time of interview. They will also enclose an attested copy of caste validity certificate issued by the Caste Scrutiny Committee if available with them at the time of interview. However, the candidate who applied without submitting Caste Validity Certificate, if selected, an appointment order will be issued to him as per the provisions / directives prescribed in G.R. of Govt. of Maharashtra.
5. For claiming the benefit of caste reservation, candidates should submit attested copy of Caste Certificate, Caste Validity (If available) and Certificate of Domicile of Govt. of Maharashtra issued by the appropriate Authority of Govt. of Maharashtra at the time of interview.
6. The caste certificate issued by appropriate Competent Authority of Maharashtra State only will be considered as valid for availing the benefit of reservation including application fees.
7. Reserved Category candidates should be domicile of Maharashtra State and should be of the categories notified by the Maharashtra State viz (a) Scheduled castes (including SC category person who has adopted Baudha Religion) (b) Scheduled Tribes (c) VJNT Special Backward Class and (e) Other Backward Class.
8. **Candidates already employed must submit their applications through proper channel.**
9. Government and Semi Government Servant:
 - 9.1 The Employees working in Government or Semi Government Offices need to submit No Object Certificate at the time of interview.(as per enclosed format)
 - 9.2 The employees who have been terminated from Government or Semi Government service due to in disciplinary action or had to take compulsory retirement Under MCSR 1981 are not eligible to apply.
 - 9.3 Those who are appointed after 01/11/2005 are eligible for pension as per GR No. अंनियो१००५/१२६/सेवा-४, दिनांक ३१/१०/२००५ under DCPS Scheme.
10. The envelope containing the application form should be super scribed as "Application for the post of _____"
11. **The application form along with the required documents and demand draft should be send to the Office of the Registrar, SNTD Women's University, 1, N.T. Road, Mumbai – 400 020 on or before 31.12.2014 (upto 5.00 p.m.)**

12. Candidates are requested to refer the website www.sndt.ac.in from time to time as all information and circulars will be notified on the website by the University. It will be sole responsibility of candidate to visit aforesaid websites time to time to remain update regarding recruitment process. The University will not entertain any inquiry regarding eligibility criteria.
13. The University will not be responsible for any delay or non acknowledgement of postal correspondence.
14. Candidates will be communicated via email & sms. Hence Candidate must type correct email Id & Mobile Number as it will be used for communication purpose. SNDT University will not responsible for Non Communication due technical difficulties beyond control as well as to **Incomplete/Incorrect/NCPR Registered (DND)** mobile number or email Id registered by candidate in application form.
15. Information provided in application form must coincide with documents attached.
16. The University reserves all rights not to fill some or all the post advertised. The decision of the appointing authority will be final and binding on applicants and no correspondence in this regard will be entertained.
17. Applications incomplete in any respect, applications without demand draft, required supporting documents or those received after the last date of receipt of application will not be considered.
18. No correspondence with ineligible candidates will be made by the University authority.
19. **Even if any of the candidates have registered their names with any of the District Employment & Self Employment information Centres, it is mandatory for them to apply and follow all procedure. They have to produce their registration certificate at the time of evaluation of certificates.**
20. No travelling/halting or other allowances will be paid to you by the University for attending the above interview.
21. Accommodation will not be provided by the University authority.
22. Candidates call for interview will have to remain present at their own expenses.
23. Candidates furnishing incorrect or false information shall stand disqualified at any stage.
24. Canvassing directly or indirectly will be a disqualification.
25. Experience in regular scale will only be counted towards total experience of the candidate.
26. Queries or correspondence in respect of eligibility criteria, issuance of call letters for interview or selection of candidate will not be entertained at any stage.
27. Candidates shall have to produce original documents at the time of appearing in interview.
28. On verification, if it is found that the information received from an applicant is faulty and or is based on faulty certificates he / she will be liable for legal action and the selection will be immediately cancelled.
29. The Government Resolutions / Circulars issued by the Government of Maharashtra from time to time will be applicable.

DOCUMENTS TO BE ATTACHED

Candidate must attach the copies of the necessary supporting attested documents with the application in following order :

1. Document in support of Date of Birth
2. Copy of Govt. Gazette of any other appropriate certificate in case of change in name.
3. Caste certificate issued by the competent authority if candidate belongs to Scheduled Caste/ Scheduled Tribe/ Denotified Tribe/ Nomadic Tribe/ Other Backward Class/ Special Backward Class.
4. No creamy layer certificate for the candidates belonging to the DT-A, NT-B, NT-C, NT-D, OBC and SBC categories as per Government of Maharashtra Circular No. CBC10/2006/ Pra.Kra. 15/ MAVAK 5 dated 5th June 2006, issued by the competent authority after the date 01.04.2013.
5. Caste Validity Certificate, if already obtained.
6. Degree/Diploma Certificates, statement of Marks and other certificates of the educational qualifications
7. Approval letters in case of teachers of affiliated colleges/recognized institutions.
8. Appointment Orders in case of University Teachers.
9. Certificates of teaching / administrative experience and / or postdoctoral research.
10. As per the Notification No. SRV.2000/CR (17/2000) XII dated 28th March, 2005 issued by General Administration Department, Mantralaya, Mumbai, Candidates shall submit the declaration of the small family in the prescribed proforma attached with application form as Declaration.

SELECTION AND APPOINTMENT

1. Merely filling application & sending application form, documents by post at university does not make candidate eligible for recruitment process.
2. Thorough scrutiny of applications received by post will be done & list of valid & invalid candidate for next stage of recruitment process will be displayed on www.sndt.ac.in
3. The University reserves the right to use appropriate method for scrutiny of applications & accepting /rejecting any application at any stage of recruitment process.
4. If two candidates score equal to marks for a post, the selection will be done as per GR No. प्रनिम क्र २००७ / प्र.क्र. ४६/१३ अ, दिनांक २७ जुन, २००८
5. Relevant experience and educational qualifications will be counted as on the last date prescribed for making applications i.e. 31.12.2014
6. Appointment letter will be issued, after checking of all the original documents.
7. The selected candidates can be placed in any one of the campuses in Churchgate, Juhu and Pune Campuses.
8. University is not responsible for non-receipt of call letter for interview/appointment letter. If the address, mobile number is changed or no longer available or wrong given. No correspondence will be entertained in this regard.
9. If it is found that candidates has given wrong / false information or hidden some information, he/she will be disqualified and appointment letter if given will be cancelled immediately.
10. Even after submission of application, candidate can be debarred on grounds of wrong information, pressuring University Selection Committee by direct or indirect methods. The candidate shall be terminated even if he/she is appointed without prior intimation and shall face legal action as per rules.
11. The selected candidate will have to join the place of appointment, at his/ her own expenses.

RIGHTS OF UNIVERSITY AND SELECTION COMMITTEE

1. The University reserves the right to make changes in the advertisement. Such decision of the University will not be notified or intimated to the candidates.
2. The University reserves all rights not to fill some or all the post in the advertisement.
3. If any false / incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.
4. If the candidate knowingly or will fully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the University service without any notice or assigning any reasons whatsoever.
5. Even after submission of application, candidate can be debarred on grounds of wrong information, pressuring University Selection Committee by direct or indirect methods. The candidate shall be terminated even if he/she is appointed without prior intimation and shall face legal action as per rules.
6. Grievance pertaining to appointments, interviews or selections shall be dealt by the University and its decision shall be final.
7. The decision of the Management in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
8. If any candidate directly or indirectly they to influence any officer of the University, he / she will be disqualified.

Advertisement No. 03 of 2014
Date : 11.12.2014

(DR. S. KUMUDHAVALLI)
REGISTRAR