



**UNIVERSITY COLLEGE OF MEDICAL SCIENCES
(UNIVERSITY OF DELHI)
DILSHAD GARDEN, DELHI-110 095**

Advt. No. MC/CCS/NT-IV/2021

Date : 02.12.2021

SPECIAL RECRUITMENT DRIVE FOR PwBD (VISUALLY IMPAIRED)

Applications are invited in the prescribed Application Form from eligible candidates for appointment to the 01 (one) post of Assistant Registrar Reserved for PwBD (VH) on regular basis. The last date for receipt of application is 31.12.2021 or within two weeks from the date of publication of the advertisement in the Employment News, whichever is later.

Essential Qualifications

Good academic record with Masters' degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.

Age Limit : 35 years and relaxable 10 years (15 years for SCs / STs and 13 years for OBCs)

Pay : Pay Level – 10 (as per 7th CPC)

Desirable:

1. At least 03 years of experience in supervisory or equivalent cadre in a Group B post in a government department/ University/ Educational or Research Institution/ Teaching and/or Research experience along with proven administrative capabilities.

2. LL.B or MBA or CA/ICWA or MCA or M.Phil./Ph.D. qualification.

NOTE: All the direct recruits should possess working knowledge of computers.

PRINCIPAL



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General Instructions for Applicants (Assistant Registrar)

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 submitted information. Application form along with all details regarding qualifications, experience and general guidelines are available on the website of the College, www.ucms.ac.in. The applicants are required to read complete details before filling up the form.
2. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the College shall process the applications entirely on the basis of information/documents uploaded/attached 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.
3. The applicant is required to submit the hard copy of the online submitted application along with all supporting documents (self-attested) (as per checklist Annexure-I) in a sealed envelope with inscription 'APPLICATION FOR THE POST OF ASSISTANT REGISTRAR (reserved for VH)' to the, Principal, University College of Medical Sciences, Room No. 107, (1st Floor, College Block), Dilshad Garden, Delhi-110 095 on or before 08.01.2022 upto 1500 hrs.
4. The candidate or/and writer (for VI Candidates only) will have to execute an Undertaking at the Examination Centre, providing information in respect of the writer (maximum qualification, etc. before the start of the test). If any false or suppressed information is detected, the candidate/writer shall be liable to legal action as per law.
5. The PwBD candidate can be from any reserved category (SC/ST/OBC/EWS) or unreserved category and after the selection, he/she will be placed in the appropriate category viz. SC/ST/OBC/EWS/UR in reservation roster for adjustment against current vacancies or in future.
6. The upper-age limit shall also be relaxable in respect of persons who are already working on contract / daily wages / adhoc basis in the Delhi University or its Colleges to the extent of the services rendered by them. This is a one time exemption available to those who have put in at least one year of service. (The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served)

7. The reservation for applicants from SC, ST, EWS, OBC (non-creamy layer) and Persons with Benchmark Disability (PwBD) categories will be applicable as per UGC/Central Government norms. Applicants seeking reservation benefits available for SC/ST/OBC/EWS/PwBD categories must attach the necessary certificate(s) justifying the claim of respective reservation as per Govt. of India lists/rules/norms alongwith the hard copy of application form. The certificate should be in the format prescribed by the Union Government. In case the applicant wants to claim benefits under the PwBD 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 attached alongwith the application form.
8. Applications which do not meet the eligibility criteria given in this advertisement and / or are incomplete in any respect shall be summarily rejected. Before applying online, applicants are advised to go through detailed notice available on the website of the College.
9. In order to avoid last minute rush, the applicants are advised to apply early. The College will not be responsible for any network related issue while submitting the online application. However, in case of any persistent technical issue, the applicants can mail their problem at the email id recruitment2021@ucms.ac.in
10. Applicants are advised to fill their complete, correct and active e-mail address in their online application form as all the correspondences including interview letters will be sent by the College through e-mail only.
11. The age limit, qualification and experience for the post shall be determined as on the closing date of the application i.e. 08.01.2022.
12. The applicants are required to submit Matriculation/10th Standard or equivalent certificate indicating date of birth issued by Central/State Board.
13. 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 attached with the application earlier.
14. The College reserves the right to amend the number of posts or not to fill the post mentioned in the advertisement at its discretion without assigning any reason thereof.
15. The decision of the College in all matters shall be final. No correspondence, whatsoever, will be entertained in connection with the process of selection/interview.
16. Canvassing in any form will be treated as a disqualification.
17. The applicants are required to visit the website of the College regularly as any subsequent corrigendum/addendum/intimation etc. will be uploaded on the website of the College only.

18. The College 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 are 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 College.
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 College reserves right to modify/withdraw/cancel any communication made to the applicants.
20. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the College shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
21. Any dispute regarding the recruitment will fall under the jurisdiction of Delhi.
22. The applicant(s) who are not able to fill the form online due to any medical issue, can apply offline in the prescribed application form available on the College website. The applicant is required to submit, the duly filled application form alongwith all certificates latest by the last date of receipt of application form.

Check List of documents (self attested) to be sent along with hard copy of the application form to the College: -

1. Proof of Date of Birth (Class 10th Certificate/Birth Certificate)
2. Copy of Marksheet(s) Masters qualification.
3. Copy of Degree Masters qualification.
4. Caste Certificate, if applicable.
5. OBC Certificate, if applicable.
6. PwBD Certificate, if applicable.
7. No Objection Certificate from the employer, if applicable
8. Experience Certificate if any
9. Any other certificate mentioned in the application form.
