

## **DHANAMANJURI UNIVERSITY**

### **GENERAL TERMS & CONDITIONS FOR GROUP 'B', 'C' & 'D'**

1. The age limit shall be 18 to 35 years, (upper age limit is relaxable by 5 years for SC/ST/PWD candidates and 3 years for OBC candidates for all the posts) Upper age limit shall not be applicable in respect of Departmental candidates (State & Central Govt.) for the Group 'B' and 'C' posts.
2. Candidate who is already in service shall submit his application through proper channel. However, he may send an advance copy of his application and in case his application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he/she, should produce a "No Objection Certificate" from the employer failing which he shall not be allowed to appear in the test / interview as the case may be.
3. Candidates should possess the minimum qualification at the time of submission of applications. It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc., and submit his/her application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his/her disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his appointment shall be liable to be terminated forthwith as per this clause. This must be mentioned in the letter of offer and appointment clearly. In case of any ambiguity in the recruitment rules in general and eligibility in particular for any post, the decision of the Executive Council shall be final.
4. The University will not be responsible for any loss or delay in transit of the application. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point of time even after joining the employment. If any document is found to be false / fake / incorrect either before or after appointment, the document shall be summarily rejected or action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be. Incomplete application will be rejected outright. The application received after the last date will not be entertained.
5. The person appointed against any post shall be governed by the Act/ Statutes/ Ordinances/ Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/ resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
6. The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled / terminated forthwith.
7. Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.
8. The selected candidate shall produce a medical fitness certificate issued by a Govt. Hospital / or empanelled Hospital duly countersigned by the concerned civil surgeon or the Medical Superintendent/ Director of the concerned hospital for Group B and C post prior to his or her joining.
9. The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.

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10. The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation.
11. The selected candidate shall be governed by the New Pension Scheme of the Govt. of India, as the case may be, duly extended by UGC.
12. The selected candidate shall be liable to serve anywhere within the jurisdiction of the University.
13. The candidate shall bring all original certificates relating to his age, qualifications, experience, etc. at the time of tests or interview wherever applicable. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his application, he may not be allowed to appear at the exam/test/interaction and his candidature may be treated as cancelled without any further communication in this regard.
  - (i) The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.
  - (ii) The University reserves the right to institute its own screening procedure for screening the candidates. Only eligible candidates will be called for written test/skill test.
  - (iii) The University reserves the right:
    - a) to increase/decrease the number of posts at the time of selection and make appointment accordingly.
    - b) to frame a panel for filling up future vacancies arising during tenability of panel which shall be normally operative for one year; and
    - c) not to fill up any of the advertised positions.
14. Candidates belonging to SC/ST/PWD/OBC should intimate their category by enclosing copies of the necessary documents.
15. Candidates applying for more than one post should submit separate applications along with prescribed application fee.
16. In case of any inadvertent mistake in the process of selection 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.
17. No interim correspondence shall be entertained. Fees once paid at the time of submission of application are not refundable. No. TA/DA will be paid for attending written test/skill test/interview/interaction.
18. In case of any dispute, suit or legal proceedings against the University, the jurisdiction shall be restricted to the Hon'ble High Court of Manipur.
19. Amendments/changes, if any, in the advertisement shall be published on the University website [www.dmu.ac.in](http://www.dmu.ac.in).
20. The candidate must be a citizen of India
  - a. The candidate must be able to speak Manipuri (Meetei/Meitei Lon) or any of the Tribal dialect of Manipur.
  - b. The Candidate must be permanent resident of Manipur provided that a candidate whose parent or any of his/her ancestors in his/her direct lineage are permanent resident of the State, with proper documentary proof like enrolment in the electoral roll and birth certificate will also be eligible.

  
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