



**Ganpat
University**
॥ विद्यया समाजोत्कर्षः ॥



General Instructions for All Advertised Positions

1. Candidates must possess the qualifications as prescribed by the Ganpat University. Any addendum/ dedendum/ corrigendum shall be posted on the website of the University only.
2. University may consider names of suitable candidates who might not have appeared into Interview Process.
3. Merely fulfilling the minimum qualification or the eligibility criteria does not entitle a candidate to be necessarily considered at the time of the interview. University reserves the right to accept or reject the candidature.
4. Relaxation, if any, may be made in exceptional cases on the recommendations of the Selection Committee, subject to the approval of the BOG.
5. The University reserves the right not to fill up any of the advertised post.
6. Candidates already in employment and got selected through the interview are required to submit a "No Objection Certificate" from the employer prior to or on the date of the joining. In addition to this, Candidate shall have to submit a certificate that no departmental inquiry/proceeding or vigilance inquiry or contempt of court against him/her is pending from his/her employer, if s/he is in employment.
7. Consequence upon adoption of self-certification provisions as required by the Govt. of India, the University shall process the applications entitle 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.
8. Candidate may ask to submit documents in support of their qualifications/publications/experience at any stage, if required.
9. The University shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected at any stage that the documents submitted by the candidates are fake or the candidate has suppressed relevant information, than his/her services shall be terminated without prejudice to any other action initiated by the University.
10. The University reserves the right to withdraw any advertisement post(s) at any time without giving any reason.
11. 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.
12. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
13. Candidates are advised to satisfy themselves before appearing into the interview that they possess at least the minimum essential qualifications.
14. Canvassing in any form will be a disqualification.
 - a. No interim correspondence shall be entertained form any candidate.
 - b. All correspondence from the University, including selection/appointment, if any, shall be sent to the email address/corresponding address/phone no. supplied by the candidate.
15. **Applicant shall have to apply online through given specific Registration link for different posts and there is NO NEED to apply by sending e-mail or hard copy.**
16. **Applicant is required to furnish all asked details and upload filled-in Prescribed Application Form as well as all required documents, which are mentioned in the Registration Form.**
17. **Prescribed Application Form is uploaded on Ganpat University website.**

18. **Applicants who are currently working should apply through sign and seal of present employer as mentioned in Prescribed Application Form**
19. **Before submitting registration form, kindly ensure all details and documents are filled and uploaded.**
20. Candidate's registration shall be rejected, if required details and documents are not submitted.
21. Eligible candidates shall be invited for the personal interview.
22. Candidates appeared for interview shall do so at their own expenses. No TA/DA shall be paid.
23. The candidates are instructed to read carefully the eligibility criteria. Application received without complete information or without requisite qualification shall be rejected.
24. In case of any dispute with regard to shortlisting and/or selection of candidate, the decision of the University shall be final and binding to all.
25. **Applicants must submit their job application within 10 days of the advertisement being published for immediate processing.**