

**General Instructions for Candidates applying for the posts of
Principal/ College Librarian/ Assistant Professor**

For any query mail to onlinecmp17@gmail.com

Call to Mobile: 9455332212

1. **Application Fees:-** Non-refundable Application fees is Rs. 1000/- (Rupees One Thousand only) for General/OBCs ; Rs. 500/ (Rupees Five hundred only) for SC/ST.
2. **Last Date :-** The completed application form along with all documents, fees etc. as required, must be finally submitted online till midnight 24:00 on 26th September, **2017. The applications send in hard copies shall not be entertained.**
3. Online Application form is available at link on College website: www.cmpcollege.com or <http://103.228.143.175/cmp>
4. Any corrigendum/ changes/ updates shall be available only on our website www.cmpcollege.com
5. The candidate must upload copies of all relevant testimonial/ documents self attested. **The original certificates would be required at the time of interview only.**
6. The candidates are requested to carefully read this document and “**Steps Involved in the Application Process**” before filling up the application form. Candidates are also advised to visit the website (**www.cmpcollege.com**) periodically for further information related to the recruitment process.
7. **Term of Appointment:-** The term of Appointment of the Principal shall be for five years with eligibility for reappointment for another 5 year term only following the due process of selection laid down under University of Allahabad and UGC Regulations 2010.
The age of superannuation shall be as per rule/ order of the government for teachers subject to amendment from time to time as per Gol rules.
8. **Minimum Educational Qualifications:** All applicants must fulfill the essential requirements of the post and other conditions stipulated in the UGC REGULATIONS ON MINIMUM QUALIFICATION FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION 2010 and these Regulations may be called the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2010 and UGC 4th Amendment Regulations, 2016 amended from time to time even after the publication of advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.
9. The college reserves the right to withdraw any advertised post(s) or partial or full advertisement at any time without giving any reason. The number of vacancies may change at the discretion of the college.
10. Mere eligibility will not entitle any candidate for being called for interview. In case the applicants are more in number, a Screening Committee may short-list the most suitable candidates to be called for the interview. A written test may be conducted before the interview for any of the posts at the discretion of the competent authority.

Screening and short listing of candidates for interview will be done as per Guidelines approved by the University of Allahabad and as per UGC Regulation 2010.

11. Reservation for the candidates belonging to SC/ST/OBC/PwD(VH,OH) shall be given as per the Govt. of India (GoI) norms.
12. A relaxation of 5% shall be provided at the graduate and Masters level for the Scheduled Castes/Scheduled Tribes/Differently Abled (physically and visually differently abled)/Other Backward Classes (OBC) (Non-creamy layer) categories for the purpose of eligibility and for assessing good academic records during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
13. Only matriculation/SSC certificate/Admit card/passing certificate issued by the concerned education board will be considered as proof of date of birth. No other document will be accepted for verification of date of birth.
14. Candidates belonging to SC/ST/OBC/ PwD category should submit proper caste certificate/ Medical certificate as per the proforma of Govt. of India (which should not be more than 6 months old from the last date of submission of application).The certificate should among others specifically mention that he/she does not belong to the persons/sections (creamy layer) as mentioned in Col. 3 of the schedule to the Department of Personnel & Training in the Govt. of India OM No. /36012/22/93-Estt. (SCT) dated 8/9/93 at the time of test/interview in case of OBC candidates.
15. Candidates belonging to OBC category, but coming in creamy layer will not be entitled to the benefits of reservation and should apply as General Category candidate.
16. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment. The college reserves the right to reject any application without assigning any reason whatsoever.
17. Only the short listed candidates will be called for interview. The college shall not pay any cost for attending the interview.
18. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Allahabad and courts/tribunals/ forums at Allahabad only shall have sole and exclusive jurisdiction to try any such cause/ dispute.
19. The college reserves the right to Revise/Reschedule/Cancel/Suspend the recruitment process without assigning any reason. The decision of the college shall be final and no appeal shall be entertained.
20. The posts carry usual allowances i.e. DA, HRA and Transport Allowance etc. as admissible as per rule of University of Allahabad. In addition to the emoluments, benefits such as New Pension Scheme, Leave Travel Concession, Reimbursement of Medical expenses for self and dependents, conveyance advance, Children Education Allowance etc. shall be admissible as per Prevalent University of Allahabad Rules.
21. Candidates desirous of applying for more than one post should submit separate application for each Post along with requisite application fee
22. The employed candidate of Govt./Private Universities/Colleges/Autonomous bodies should apply online. However, they may produce the NOC from their organization at the time of interview with an unambiguous certificate that (i) no vigilance case is pending/being contemplated against him/her (ii) the applicant will be relieved within one month of receipt of appointment offer, if he is selected. List of Major/Minor

penalties, if any, imposed during the last 10 years may be asked to submit at any time.

23. The period of experience in the requisite discipline/ area of work wherever prescribed shall be counted w.e.f. the date of acquiring the prescribed minimum educational qualifications required for that post.
24. The decision of the College and University of Allahabad in all matter relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/ her agency.
25. Where an applicant requests, for good and sufficient reasons, to be considered *in absentia*, the Selection Committee may, with the approval of the Chairperson, consider him/her.
26. Applications received without the requisite documents, fees, and after the prescribed date will not be entertained.
27. Incomplete, unsigned applications and those not accompanied with copies of certificates and application fee will be summarily rejected.
28. Canvassing in any form and or/bringing in any influence will be treated as a disqualification for the post.
29. NET/SLET/SET shall not be required for such Master's Degree Programmes in disciplines for which NET/SLET /SET accredited test is not conducted.
30. The date of determining the eligibility of all candidates in every respect shall be the normal closing date for receipt of Applications.
31. Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as the college may require.
32. The college reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise for any/all the posts at any stage.
33. The candidates holding Ph.D. degree prior to coming into force the UGC Ph.D. Regulations 2009, are required to submit certificate from the concerned university that they fulfill specified criterion.
34. The date of the Interview shall be uploaded on the College Website and communicated to the Candidates by SMS.
35. It will be open to the College to consider names of suitable candidates who might not have applied.
36. 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 submitted by the candidates. In case the information/documents is found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidates
37. Candidates may be asked to submit documents in support of their qualifications/publications/experience at any stage, if required.
38. The College 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, then his/her services shall be terminated without prejudice to any other action initiated by the College.

39. 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 college reserves the right to modify/withdraw/cancel any communication made to the candidates.
40. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the College shall be final.
41. No interim correspondence shall be entertained from the candidates. All correspondence from the College, including interview call, if any, shall be sent to the email address supplied by the candidates.
42. Publications 'under submission' or submitted to referees will not be considered towards points for publication criteria.
43. The College shall not be responsible for any delay/loss due technical reasons.

Principal