

GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION

1. HOW TO APPLY

- a. The eligible and interested persons are required to fill on-line application form on University website www.bbau.ac.in. The candidates are requested to carefully read the General Instructions and Essential Information Section before filling up the Online Application Form. Candidates are also advised to visit the website (www.bbau.ac.in) periodically for further information related to the recruitment process.
 - b. Candidates already working in Central University / State University / Deemed University / Government Department / PSU / Autonomous bodies, etc. should apply through proper channel and upload the scanned copy of the endorsement along with other documents. An advance copy may be sent directly, if necessary. However, in such cases, the candidates called for interview shall submit original endorsement failing which he/she shall not be eligible for the benefits that may be admissible for such in-service candidates.
 - c. All the advertisements issued earlier, if any, for any of the above mentioned vacancies, stands cancelled. Accordingly candidates **who have applied earlier may** apply afresh by paying requisite fees.
2. The University reserves the right to:
- (a) Withdraw any advertised post(s) under any category at any time without assigning any reason. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates. The number of positions is thus open to change.
 - (b) Offer the post at a level lower than that advertised, depending upon the qualifications, experience and performance of the candidate;
 - (c) Draw reserve panel (s) against the possible vacancies in future;
 - (d) Increase or decrease post under any category or not to fill up any of the advertised positions.
3. Any corrigendum/ changes/ updates related to the recruitment process shall be available on official website of Babasaheb Bhimrao Ambedkar University, Lucknow www.bbau.ac.in
4. The list of short-listed candidates for interview or any other information related to date, time and venue of interview shall be published on the University website www.bbau.ac.in only. The call letters for interview to the short-listed candidates will be sent to candidates on their email id only. Candidates are, therefore, requested to mention their working email id and keep checking their email id and University website for regular updates.
5. The Qualifications, Pay Scales and other conditions for the advertised teaching positions shall be in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education 2018 (UGC Regulations, 2018)/ NCTE Regulation/ BCI/ PCI norms and other regulatory bodies, which ever applicable, and are subject to any future regulations / norms, including amendments in the present regulations.
6. A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories

mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

7. A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.
8. A relevant grade which is regarded as equivalent to 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.
9. The time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment.
10. The selection on the post will be made on the basis of Interview. Mere eligibility will not entitle any candidate to be called for interview. The short listing of the candidates to be called for interview shall be done as per UGC Regulation, 2018 and other concerned regulatory bodies whichever applicable.
11. Changes in Regulations on qualifications, experience, age, screening norms for API calculation, etc. issued by the UGC subsequent to this notification will become mandatory from the respective dates of effect. Applicants are advised to visit the websites of UGC, MHRD, NCTE, PCI, BCI, etc. for latest revision / changes which will be applicable at the time of interview for the post concerned.
12. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the University shall process the applications entirely on the basis of information/documents provided with the application form. 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.
13. The list of short-listed candidates for interview or any other information related to date, time and venue of interview shall be published on the University website www.bbau.ac.in only. The call letters for interview to the short-listed candidates will be sent to candidates on their email id. Candidates are, therefore, requested to mention their working email id and keep checking their email id and University website for regular updates.
14. Only matriculation/SSC certificate/pass certificate issued by the concerned educational board will be considered as proof of date of birth. **No other document will be accepted for verification of date of birth.**
15. Candidates belonging to SC/ST/OBC (Non Creamy Layer) category should submit proper caste certificate as per the proforma of Govt. of India.
16. Candidates belonging to EWS category should submit proper certificate as per the proforma of Govt. of India prescribed for the EWS category.
17. Candidates belonging to OBC category, but coming in creamy layer will not be entitled to the benefits of reservation and shall have to apply as General Category candidate.
18. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled. Concealment of fact/information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
19. 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 Lucknow and courts/tribunals/ forums at Lucknow.
20. Candidates desirous of applying for more than one post / category should submit separate application for each post along with requisite application fee.
21. The decision of the Babasaheb Bhimrao Ambedkar University, Lucknow in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct

of 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.

22. Where an applicant requests, for good and sufficient reasons, to be considered *in absentia*, the Selection Committee on the recommendation of Screening Committee and only after the prior approval of the Vice- Chancellor in this regard, may consider his/her candidature.
23. Canvassing in any form will be treated as a disqualification for the post.
24. Candidates must be in sound health. They must, if selected, be prepared to undergo such medical examination and satisfy such medical authority as the University may require.
25. In case of any inadvertent mistake in the process of selection, which may be 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 earlier.
26. After joining the service of the University, the candidate will have to abide by the Rules, Regulations and Ordinances of the University applicable from time to time. He / she may be assigned any duty within the jurisdiction of the University or outside depending upon the exigency of the work.
27. The teachers appointed can be assigned with academic or administrative responsibilities in addition to their regular teaching and research activities.
28. The University shall verify the antecedents or documents submitted by the candidate at any time during tenure of service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents / background for which he / she has been convicted by any court and has suppressed the said information, then his/her services shall be terminated forthwith and appropriate action will be taken.
29. Candidates are advised to visit the website (www.bbau.ac.in) periodically for information related to the recruitment process.

Registrar