



**DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY**  
**SONIPAT: 131 021 (Haryana)**  
(A Haryana State Government University established by the Haryana State Legislature  
Act No. 15 of 2012)

**GENERAL IMPORTANT INSTRUCTIONS FOR NON-TEACHING POSTS**

The Candidates must go through the following instructions before filling up the application form:

1. The Candidate must be a citizen of India.
2. The required qualification and relevant experience etc. for eligibility shall be determined as on the last date of receipt of online application.
3. The candidates of reserved categories of Haryana for which no post is available/reserved, can apply for the posts of General Category, if he/she fulfill all the eligibility conditions, i.e. age, qualifications, etc. as meant for General Category candidates except fee and also attach a copy of the caste certificate for claiming a fee concession. Girl candidates are required to furnish SC/ST certificate from parent side.
4. The reserved category candidates belonging to other states will compete against the posts meant for General Category and will be considered as General Category candidates. No fee concession will be applicable to such candidates.
5. Age relaxation will be considered as per applicable norms of the State Govt. No age relaxation is admissible to reserved category candidates applying for unreserved (UR) posts.
6. All qualifications must be from recognized Board/Universities/Institutes. Candidates who have obtained qualifications from any Board/ University/Institution declared fake or not recognized by respective regulatory bodies shall not be eligible for consideration for any of the posts advertised.
7. If a class/division is not awarded, 60% marks & above in aggregate shall be considered equivalent to first class/division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks.
8. The prescribed essential qualifications and experience indicated are bare minimum and mere possession of the same will not entitle any candidate to be called for test/interview.
9. The candidates have to produce the experience certificates mentioning the payscale/band, along with valid salary slip/Form-16/PF-ESI details etc. to claim the benefit of experience mentioned therein.
10. The University may conduct any kind of written and/ or skill test for any/ all posts advertised and only those who qualify the said test(s) will be considered for further process of selection. A short-listing of the applicants to be called for Interview, wherever applicable, will be subject to a maximum of 15 applicants for each single vacant post and 10 for each additional vacant post.
11. The applicants are advised to refer the selection criteria for respective posts and the structure/syllabus of test(s) to be conducted, which will be made available on website.
12. The vacancies shown in the advertisement are indicative and may increase or decrease at the discretion of the University or at the resultant vacancies available at the time of selection. The University reserves the right not to fill-in any of the posts advertised without assigning any reason.
13. No TA/DA is payable for attending the interview/ appearing in any written test.

14. Incomplete applications or those received after the last date for any reasons, including postal delay will not be entertained and shall be summarily rejected. In case, the candidates fail to attach self attested copies of testimonials, their application would not be considered.
15. Concealment of facts or supply of wrong information will result in cancellation of candidature at any time in addition to legal action.
16. The candidates, who are in employment should send their applications through proper channel, or submit No Objection Certificate from their present employer at the time of the document verification/interview, otherwise their candidature will not be entertained. In order to avoid delays, the candidate must send an advance copy of the printout of the application form to be received before last date of submission.
17. The Candidates are advised to keep on visiting the website of the University for related updates including any corrigendum/addendum, date of test/interview, list of shortlisted candidates, etc. Further, no information in respect of this advertisement shall be published in the newspaper.
18. No correspondence whatsoever will be entertained from the candidates regarding conduct/ result of the Interview and the reason for not being called for Interview.
19. Separate application form is required to be submitted for each post along with requisite fee and testimonials/ documents.
20. The candidate will have to submit the printout of the online application form with a photo pasted, along with a **Demand Draft of Rs.1000/- (250/- for SC/ST and Rs.500/- for female candidates) in favour of Registrar, DBRANLU, Payable at Sonapat** and certificates/ testimonials before **(5:00 P.M) on the last day (7 days after the last day of online application i.e. up to 13.09.2019)** at the following address:

*The Registrar*

*Dr. B.R. Ambedkar National Law University,*

*Camp Office: SBIT, Vill-Pallri, Bahalgarh Meerut Road, Sonapat-131001*

- The name of post and advertisement No. must be mentioned on the top of the envelope.
- The documents enclosed with the application form should be self-attested and page numbered.
- Photo of Demand Draft should be uploaded with the online application and Demand Draft should be attached with the printout of the application which is to be submitted up to the prescribed date.

**Note: The applications either not submitted online or printout of the application form received after the due date will be rejected. The University shall not be responsible for any postal/ courier delay.**