

General Instructions to the Candidates

1. Online mode of submission of applications shall be essential.
2. There is a separate online recruitment form for Group 'A', 'B' & 'C'
3. Applicants shall first register on the Recruitment portal on the website of IUCTE (<https://www.iucte.ac.in>), after which, they can fill up the prescribed electronic application form online.
4. Separate applications shall be submitted for different positions.
5. Before starting to fill up the form, please ensure keeping ready a digital copy of passport size photograph in JPEG format not exceeding 150 KB in file size and digital copy of signature not exceed 150 KB, for up-loading.
6. Filling all mandatory fields is required to make your application complete.
7. Incomplete applications will not be considered and will be REJECTED.
8. While filling the online application, if your browser closes unexpectedly or if you are logged out, please use the login information sent to your email to login again.
9. In case of any technical problems, please send an email to iucte.diroff@gmail.com
10. There are several tabs in your application. After completing each tab, you should click on "Save and Proceed" button to saving the information and move to the next tab. Completing all tabs is necessary. After filling all tabs, the candidate can finally submit his/her application. **Please note that you cannot make any changes after submitting your application.**
11. On successful submission, the applicant will come across a link to download a PDF of the application form, which he/she will have to print and send to IUCTE, BHU after signing it and having it forwarded by his employer, if any, with the requisite application fee, so as to reach IUCTE, BHU by the last date.
12. Mere eligibility will not entitle any candidate for being called for interview. More stringent criteria including holding written test may be applied for short-listing the candidates to be called for interview. Applicants having higher qualification and merit or higher marks in the written test will be given preference in case of Group A posts.
13. The selection is made as per merit on the basis of written examination for non-gazetted posts of Group 'B', 'C'. In addition, Aptitude/Skill Test may also be conducted wherever applicable, as per GoI O.M. No. 39020/01/2013-Estt (B)-Part dated 29th December, 2015 and subsequent clarification/directives issued by the Government of India from time to time, Short listed candidates will be called for verification of the original documents according to Merit and availability of number of vacancies.
14. The IUCTE, BHU 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 that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/ background and has suppressed the said information, then his/her services shall be terminated.
15. **The IUCTE, BHU reserves the right to withdraw any advertised post(s)** at any time without giving any reason. The number of positions is thus open to change. IUCTE, BHU may relax/review the qualification/ experience and age limit at its discretion at any stage and in case of candidates with exceptional merit.
16. A candidate belonging to any reserved category who desires to be considered for any unreserved post also besides the posts under reserved category, will have to submit separate forms for Unreserved posts and reserved posts.
17. 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 IUCTE, BHU reserves right to modify/withdraw/cancel any communication made to the candidate.
18. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the IUCTE, BHU shall be final.
19. Applicants who are in employment should route their application through proper channel or should submit a "No Objection Certificate" from the employer prior to the interview, failing which they may not be considered further.
20. **On successful submission of your application form you can download a PDF**, which he/she will have to print and send to **IUCTE, BHU** along with all the enclosures, after signing it and having it forwarded by his employer, if any, enclosing therewith the copies of the relevant certificates and documents, so as to reach **IUCTE, BHU** by the last date.
21. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
22. Canvassing in any form will be a disqualification.
23. No interim correspondence shall be entertained.
24. On the positions reserved for specially abled persons (OH, VI, HH), all the specially abled persons are requested to apply since if the designated category of specially abled person is not available, the post may be filled with other categories of specially abled candidates available to the extent of required number of their reserved posts.
25. The positions reserved for specially abled persons (OH, VI, HH) for which the particular post(s) has been reserved, the candidate of other categories of specially abled persons may also submit their application. In case of non-

availability/suitability of the applicant of certain category of advertised post(s) may be filled up by the suitable applicant belongs to other categories of disabilities.

26. Relaxations and concessions for persons with disabilities will be applicable in accordance with reservation policy of the Gol and subsequent clarification/directives issued from time to time to this effect.

27. Relaxations and concessions for SCs/STs/OBCs will be applicable in accordance with Byelaws of IUCTE, BHU and reservation policy of the Gol and subsequent clarification/directives issued from time to time to this effect.

28. The applications shall be invited through online mode. The applicants must submit their downloaded application form (hard copy) after filling it online, along with all the enclosures before the last date for submission of downloaded application form along with the enclosures must reach

**To,
The Director,
Dr. Shanti Swaroop Bhatnagar Guest House,
Inter University Centre for Teacher Education (IUCTE)
Banaras Hindu University, Varanasi-221005, U.P.**

29. The eligibility (Age & Qualifications) of the candidate will be determined on the last date i.e., 30.09.2021 of the submission of hard copy of the application form in the IUCTE, BHU, Varanasi.

30. Please visit our website: <https://www.iucte.ac.in> for application form, details of qualifications and other instructions in this regard.

The hard copy of downloaded application form along with the enclosures must be submitted to the office of the Director, Room No. 4, Dr. Shanti Swaroop Bhatnagar Guest House, IUCTE, BHU, Varanasi-221005 (U.P) till 30.09.2021 upto 5:00 PM.

Dated: 26.08.2021

**Director,
IUCTE, BHU**