

## **GOKHALE INSTITUTE OF POLITICS AND ECONOMICS**

*(Deemed to be University u/s 3 of the UGC Act, 1956)*

**PUNE - 411 004**

### **INSTRUCTIONS TO CANDIDATES**

1. Candidates applying for the post of Registrar should submit four copies (**One** original plus **three** photo copies) of their duly filled in prescribed Application Form and latest Curriculum Vitae.
2. Candidates should submit with their applications, self-attested copies of the Degree or Diploma Certificates or other Certificates in support of their educational qualifications and experience and of the S.S.C. or equivalent Certificate in support of their date of birth. Original Certificates should not be submitted along with the application but should be produced at the time of interview.
3. Candidates already in service should apply through proper channel and submit a Certificate from the present employer stating the scale of pay, basic pay and allowances currently drawn, failing which protection of pay and previous services will not be considered.
4. Any change of address given in the application form should be communicated to the Officiating Registrar, Gokhale Institute of Politics and Economics, 846, Shivajinagar, Pune - 411 004.
5. Incomplete applications shall not be considered. Candidates furnishing incorrect or false information shall stand disqualified at any stage.
6. Self-attested copies of papers and documents or reprints submitted with the application will not be returned.
7. Incomplete applications, as well as applications which are not submitted in the prescribed form along with the requisite testimonials in four sets, are liable to be rejected and no intimation in this regard will be sent to the candidates.
8. No correspondence will be entertained in respect of the advertisement, interview, selection, appointment etc. Canvassing in any form will lead to disqualification of the candidate.
9. No TA/DA will be admissible either for attending the interview or for joining the post.
10. A candidate should furnish all relevant information regarding his/her present service, legal proceedings or complaints, if any, pending in respect of his/her existing appointment, etc. If, at a later date, it is found that the candidate who has been offered appointment has furnished incomplete, incorrect or false information, then the appointment of such candidate shall be terminated forthwith.
11. Mere fulfillment of the minimum qualifications prescribed for a post does not entitle a candidate to be called for interview. The Institute may short-list candidates, as may be necessary, for interview. The decision of the Screening Committee, appointed for the purpose of shortlisting candidates from amongst the applications received, shall be final and binding.
12. Other things being equal, preference will be given to candidates with disability.
13. The Application Form, along with the relevant documents should be addressed to the Officiating Registrar, Gokhale Institute of Politics and Economics, 846, BMCC Road, Deccan Gymkhana, Shivajinagar, Pune - 411 004.
14. The last date of receipt of duly filled in Application Forms, along with the relevant documents, is **June 25, 2019.**