

GOKHALE INSTITUTE OF POLITICS AND ECONOMICS

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

PUNE 411 004

INSTRUCTION TO CANDIDATES

1. Candidates applying for non-teaching posts should send **SIX** copies (**One Original plus Five Photo Copies**) of their duly filled in prescribed Application Form and latest Curriculum Vitae/Bio-Data/Resume.
2. Candidates applying for more than one post should send a separate Application Form for each post. Application for each post must be placed in SEPARATE COVER with the name of the post clearly super-scribed on the envelope without fail.
3. Candidates should send with their applications, attested copies of the Degree of 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 accompany the application but should be produced at the time of interview.
4. For reserved posts, only specific reserved category candidates as mentioned in the advertisement should apply. Others need not apply.
5. Candidates seeking benefits of reservation from the categories should attach Non-Creamy Layer Certificate issued for the current financial year by the appropriate authorities in Maharashtra.
6. Candidates should also send with their application, the copies of the following documents, wherever applicable:
 - a. Caste Certificate and Caste Validity Certificate from a competent authority issued by the respective state authorities, if the candidate belongs to reserved category SC/ST.
 - b. Certificate from the employer stating the scale of pay, basic pay and allowances drawn at present.
7. Those who are already in service should apply through proper channel, otherwise protection of pay and previous services will not be considered.
8. If the space provided is insufficient, information may be given on a separate sheet duly signed by the candidate and the same may be sent with the application.
9. Incomplete application may not be considered. Candidates furnishing incorrect or false information shall stand disqualified at any stage.
10. Attested copies of papers and documents or reprints submitted with application will not be returned.
11. All belated, incomplete and the applications which are not in the prescribed form alongwith the all testimonials, certificates in six sets will be rejected and no information in this regard will be sent to the candidates.

12. No correspondence will be entertained in respect of advertisement, interview, selection and appointment etc. Canvassing in any form will be treated as disqualification.
13. No TA/DA will be paid either for attending the interview or for joining the post.
14. A candidate should furnish all the relevant information regarding his present service, legal proceeding or complaint, if any, pending in respect of existing appointment. Furnishing incorrect or false information shall be treated as disqualification and would lead to termination of service if found later.
15. It is to be noted that mere fulfilment of the minimum qualifications prescribed for a post does not entitle the candidate to be called for interview. The Institute may short-list the 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, will be final and binding.
16. Irrespective of the designation candidate should be ready to make field visits for Population Research Centre (PRC) projects as and when required.
17. **Cost of the application:** Prescribed Application Form with details of qualifications, experience and other conditions etc., can be obtained from the Institute's office on **payment of Rs. 500/- in cash** or can be downloaded from the Institute's website www.gipe.ac.in. Those who purchase the Application Form directly from the Institute's Office must attach the copy of the receipt of the same while submitting the completed Application Form. Those who download the Application Form from the website should submit their application with a **Demand Draft of Rs. 500/-** drawn in favor of **Gokhale Institute of Politics and Economics, Pune**. The Application Form submitted without the requisite Demand Draft (DD) will not be considered.
18. The Institute reserves the right to: (i) not to fill up some or all of the advertised posts depending upon the availability of the suitable candidates; and (ii) modify/alter/cancel the advertisement.
19. The Application Form along with the relevant documents should be addressed to the **"Registrar, Gokhale Institute of Politics and Economics, 846, BMCC Road, Deccan Gymkhana, Shivaji Nagar, Pune – 411 004"**.
20. The last date of receipt of duly filled in Application Forms along with the relevant documents is **August 31, 2021**. Application forms received after the last date will not be considered.