

**Miranda House
University of Delhi**

Recruitment of Non-Teaching Staff

Instructions for Filling and Submitting the Application Form

1. Candidates are required to fill the Online Application Form available on the college website at the link: www.mirandahouse.ac.in/ntsrecruitment.php
2. Each applicant filling the Online Application Form will be assigned a unique user id and password where applicant's email id will be used as user id.
3. After Filling the Application Form, applicants are required to pay Application Fee online (Rs 500 for General/OBC applicants and Rs. 250 for SC/ST) on SBI payment portal: <https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=373058>.
4. After filling the Online Application Form, applicants are required to print the Application Form, affix a passport size photograph, signing across it; attach self-attested copies of Degrees, Mark-sheets, Testimonials, etc; Caste Certificate (where applicable); Disability Certificate (where applicable). Those in service are required to submit the application through proper channel attaching a No Objection Certificate.
5. The duly signed Application Form with all required attachments must be submitted to the college office on any working day (Monday to Friday) between 9.00 a.m. to 04.00 p.m. Alternatively, it can be mailed to the college address: The Principal, Miranda House, University of Delhi, Delhi 110 007 so as to reach by the last date.
6. No application shall be entertained through Email/Fax.
7. The hard copy of the application, complete in all respects, must reach Miranda House Office by 14 December 2018.

Last date of submission of the duly signed Online Application Form : 14 December 2018