

APPLICATION FOR THE POST OF PRINCIPAL

Guidelines

1. Please read the general guidelines posted separately on the college website carefully before filling the application form.
2. The direct recruitment to the Post of Principal of the College shall be on the basis of merit through advertisement, selection and appointment by the Supreme Council.
3. Candidates must possess the academic eligibility conditions, qualifications and experience as prescribed by the University/UGC for the post of the Principal as on the closing date of the application. The appointment will be made in the Academic Pay Level 14 of the 7th Central Pay Commission Pay Matrix and the pay and the allowances shall be as per UGC norms. Application forms and details regarding prescribed qualifications and eligibility conditions are available on the College website: <https://www.ststephens.edu/>. Any addendum/corrigendum shall be posted on the website of the College only.
4. It will be open to the Search-cum-Screening Committee to consider names of suitable candidates who might not have applied who fulfil all eligibility criteria.
5. Merely fulfilling the minimum qualification or the eligibility criteria does not entitle a candidate to be necessarily considered or called for the interview. More stringent criteria could be applied for short-listing the candidates to be called for interview if found to be necessary.
6. The applications received shall be screened for short listing and recommending the candidates to be called for interview on the basis of the Screening Guidelines approved by the Supreme Council, which are posted on the College website.
7. Only those under the age of 60 years as on 1. 3. 2026 shall be eligible to apply.

8. To be eligible the candidate has to be a member of (a) the Church of North India, or (b) any other Church in communion with the Church of North India.
9. Applicants serving in Government/ Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit 'No Objection Certificate' from the employer, at the time of interview, if not uploaded with the online application earlier.
10. Applications are to be complete in all respects. Incomplete applications will be rejected.
11. Applicants are required to produce specific certificates as per eligibility conditions.
12. Attempt to lobby or influence the process of selection in any way will result in summary disqualification.
13. Applications submitted later than the deadline fixed shall not be considered.
14. The following documents shall be desirable, but not essential:
 - (a) A statement from the priest in charge of the congregation to which you belong, indicating the nature and extent of your participation in, and contributions to, the life of the parish.
 - (b) A statement by you on two significant events in your life so far as a teacher, explaining why you find them significant.
 - (c) A statement on the books you have read (not more than 3) on the meaning and scope of education
15. (a) Completed applications are to be submitted online on the portal of the College website and hard copies be sent by registered post/speed post to

Rt. Revd. Dr. Paul Swarup
Bishop of Delhi, CNI
Chairman,
Search-cum-Screening Committee,
Supreme Council, St. Stephen's College,
1 Church Lane,
New Delhi 110001

(b). "The date of uploading the Application on the portal of the College shall be the date of submission of the Application by the candidate, with the hard copy sent via Registered Post/Speed Post being the Confirmation Copy.

16. Recommendations of the Search-cum-Screening Committee shall be uploaded on the website of the College. Representation if any, may be sent via email to: chair@ststephens.edu addressed to the Chairman, Supreme Council of the College within 7 working days of posting the list of candidates shortlisted for interviews.
17. The Supreme Council reserves the right not to fill the advertised post.
18. Applications must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material information while submitting the application and submitting self-certified copies/ testimonials.
19. Consequent upon adoption of self-certification provisions by the Govt. of India, the Supreme Council shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false/incorrect by way of omission or commission, the offer of appointment if already made, shall be cancelled forthwith. The responsibility shall solely lie with the applicant who shall be liable for action as per law. No liability shall lie to the college on account of this.
20. The shortlisted candidates called for interview should report along with all the testimonials / certificates in original along with photo ID. A set of photocopies of certificates/testimonials with respect to the qualifications and experience indicated in the application form, duly certified by the applicant should be submitted at the time of interview.
21. Applications which do not meet the eligibility criteria given in the advertisement and/or are incomplete in any respect shall be summarily rejected.

22. Candidates may be asked to submit documents in support of their qualifications/publications/experience at any stage. The Supreme Council 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 at any stage that the documents submitted by the candidates are fake or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the Supreme Council.
23. In case of any inadvertent mistake in the process of selection, the Supreme Council reserves the right to modify/withdraw/cancel any communication made to the candidates, including the letter of appointment.
24. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Chairman, Supreme Council and shall be final.
25. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications prescribed by the UGC/University.
26. Canvassing in any form will be a disqualification.
27.
 - a. No interim correspondence shall be entertained from the candidate.
 - b. All correspondence from the College, including interview call, if any, shall be sent to the email address supplied by the candidate in the Application Form.
28. All candidates should have fulfilled the minimum academic and age eligibility requirements on the date of application.
29. Publications 'under submission' or submitted to referees will not be considered towards points for publication criteria. All items for which points are claimed should be strictly in accordance with the screening guidelines.

30. The minimum points requirement for shortlisting of applicants for the post of Principal will be as indicated in the screening guidelines indicated in the Qualifications for the Appointment to the Post of Principal.
31. Candidates called for interview shall do so at their own expenses. No TA/DA shall be paid nor local hospitality provided.
32. Applications completed in all respect in the prescribed form must be submitted online with a hard copy sent to the Chairman, Bishop's House, 1 Church Lane, New Delhi-110001 ONLY through Speed/Registered post. Please superscribe the post applied (in bold) for on the envelope. Please note that application forms shall not be accepted in person or through courier or any other post. From outside India, completed application in the prescribed form may be submitted online and sent to the Chairman, Bishop's House 1 Church Lane New Delhi-110001 India, through international post/courier.
33. The College shall not be responsible for any delay/loss due to postal or technical reasons.
34. Supreme Council of the College reserves the right to offer the post at a level lower than that advertised/applied, or on contract basis, depending upon the qualifications, experience and performance of the candidate, wherever applicable.
35. The candidates are instructed to carefully read the eligibility criteria. Application received without complete information shall be rejected.
36. The last date for receipt of applications is 21 days from the date of publication of the advertisement. It will, however, be in the interest of the candidates to send in their applications at the earliest.
37. Application fee of Rs 2,000/- payable by online mode.

38. In case of any dispute, legal jurisdiction will be Delhi.

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