



# DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009  
(FORMERLY DELHI COLLEGE OF ENGINEERING)

BAWANA ROAD, DELHI-110042

(Tel : 011-27852188, fax : 011-27871023)

Advt. No.DTU/ Rectt./Deputation/01/2012

Date : 14.08.2015

## **RECRUITMENT OF SECTION OFFICER POST ON DEPUTATION BASIS**

The Delhi Technological University invites applications to fill up the followings posts by transfer on deputation basis from the Central/State Govt./NCT of Delhi/ University /Autonomous Body/ Govt. Undertaking/ Recognized Research Institute employees:

Sl. No.	Name of the post	No. of post	Pay Band
1.	Section Officer	06 (05-UR, 01-OBC)	Rs. 9300-34800 (Grade Pay Rs.4800)

Details regarding educational qualification, work experience, other terms & conditions and Application Performa in respect of the posts are available on the university website [www.dtu.ac.in](http://www.dtu.ac.in) from 14.08.2015. The last date for submission of application form is 29.09.2015.

**Sd/-  
Registrar**



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01.	Section Officer	06 (05-UR, 01-OBC)	Rs. 9300-34800 (Grade Pay Rs.4800)

### **Educational/ Professional Qualification and Experience required for the above post**

Sl. No.	Name of post	Qualifications
1	Section Officer	Person holding analogous posts in relevant area in similarly placed institutions/ organizations/University  <b>OR</b> The official of the University and R&D organizations and similarly placed institutions in the pay scale of Rs 9300-34800 GP of Rs 4200/- with at least 5 years regular service in the cadre;

### **General Instructions for all Candidates**

- Age Limit:** The maximum age limit shall not exceed 55 years as on the closing date of receipt of applications.
- Initial period of deputation will be one year which may be extended for one more year in consultation with the borrowing department. The persons appointed on deputation basis will draw the pay and other allowances as per Govt. of India/Delhi Govt. instructions issued from time to time.
- The persons applying for Deputation should apply through proper channel alongwith attested copies of ACRs/APAR for the last 5 years, Vigilance Clearance Certificate and Work & Conduct report from the present employer.**
- Application Form must also be accompanied by attested copies of Educational & Professional Qualifications and Experience.**
- Prescribed Educational Qualifications are minimum & mere possession of the same does not entitle candidates to be called for interview/test, where numbers of applications received are more, the University reserves the right to short-list the candidates to be called for interview/test.
- The University reserves the right to fill or not to fill any or all the post advertised, no correspondence whatever will be entertained from the candidates regarding postal delays, conduct and result of interview and reason for not being called for interview.
- The number of posts advertised is provisional and can be varied as per the requirement of the University.
- Application must be sent in the prescribed format only.**
- The Educational qualification, age, experience and other conditions of eligibility as stipulated above against the post shall be determined as on the closing date of receipt of applications.
- All columns must be filled in the application form. No column should be left blank, instead it should be marked "N.A." wherever not applicable.

- xi. **Incomplete/unsigned applications/application without photograph and those received after due date shall be rejected.**
- xii. **Candidates must ensure that their application must reach the University well in time. The University will not be responsible for any postal delay or loss.**
- xiii. No TA/DA in connection with the submission of application form or appearing in the interview/test will be paid to the candidate.
- xiv. No documents will be accepted or considered by the University after submission of application form by the candidate and no subsequent request for its change will be considered or granted.
- xv. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.

The complete application, on the prescribed form, duly filled in alongwith all the desired documents should be submitted in the University campus at the Reception Counter, Administrative Block **OR** sent by post, so as to reach the Registrar, Delhi Technological University, Shahbad Daulatpur, Bawana Road, Delhi-110042 **latest by 29.09.2015** (In case the closing date happens to be a public holiday the next working day will be the last date for receiving of applications). **The University will not be responsible for any postal delay or loss.**

**Sd/-  
Registrar**



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## APPLICATION FORM FOR NON-TEACHING POSTS ON DEPUTATION BASIS

Space for  
self-attested  
Photograph

1. Post applied for : \_\_\_\_\_
2. Name of the Candidate : \_\_\_\_\_  
(in block letters)
3. Father's/Husband's name : \_\_\_\_\_
4. Marital status : \_\_\_\_\_
5. Permanent address : \_\_\_\_\_  
(in block letters)  
\_\_\_\_\_  
\_\_\_\_\_ Pin \_\_\_\_\_
6. Address for correspondence : \_\_\_\_\_  
(in block letters)  
\_\_\_\_\_  
\_\_\_\_\_ Pin \_\_\_\_\_
7. Contact Number (s) : \_\_\_\_\_ Mobile No. \_\_\_\_\_
8. E-mail address : \_\_\_\_\_
9. Date of Birth : \_\_\_\_\_
10. Nationality : \_\_\_\_\_
11. Category (SC/ST/OBC/UR) : \_\_\_\_\_
12. Educational and Professional Qualifications :  
(Attach duly attested copies)

Examination Passed	Name of Board/ University	Year of Passing	% of marks	Division
Matric / SSC / 10 <sup>th</sup> Class				
10+2 or equivalent				
Graduation or equivalent*				
Post-Graduation or equivalent*				
Any other*				

\*Please indicate the name of degree awarded

Contd.....2

13. Experience (Starting from the most recent):  
(Attach duly attested copies)

Name of the institution / Organization	Post held	Period of Experience			Regular/ Deputation/ Contract/ Adhoc	Pay Scale with Grade Pay	Nature of duties
		From	To	Total (Years & Months)			

14. Designation and complete \_\_\_\_\_

Postal address of present employer \_\_\_\_\_

15. Declaration :

- (i) I hereby certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief and have been filled in my own handwriting.
- (ii) I have read all the provisions mentioned in the advertisement/notice carefully and I hereby undertake to abide by them.
- (iii) I have also enclosed duly attested and legible copies of all the relevant documents/certificate.
- (iv) The information submitted herein shall be treated as final in respect of my candidature for the post applied for through this application form.
- (v) I understand that in the event of information being found false or declared incorrect or incomplete at any stage prescribed in the notice or any ineligibility being detected before or after my appointment on contract, my candidature/selection/appointment is liable to be cancelled/terminated automatically without notice to me and action can be taken against me.
- (vi) I also declare that I have informed my Head of Office/Department in writing that I am applying for this post (for the candidates working in Govt. Department/Autonomous Bodies/ Universities)
- (vii) I understand that the Vice Chancellor, Delhi Technological University reserves the right to cancel my candidature at any stage without assigning any reason, thereof.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Signature of the candidate

Contd.....3

16. Recommendations of the employer (to be submitted by those who are in employment under Govt. Department/Autonomous Bodies/ Universities)

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It is certified that personal details quoted above are correct as per official records.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Signature & seal of the employer