



DELHI TECHNOLOGICAL UNIVERSITY
Established by Govt. of Delhi vide Act 6 of 2009
(FORMERLY DELHI COLLEGE OF ENGINEERING)
BAWANA ROAD, DELHI-110042

Advt. No. F.DTU/Rectt./05/2013

Dated: 23.11.2016

**RECRUITMENT TO THE POST OF CONTROLLER OF EXAMINATIONS AND
CONTROLLER OF FINANCE**

Delhi Technological University is a non-affiliating; teaching cum research University engaged in education, research, technology incubation, product innovation and extension work in Applied Sciences, Engineering and Management and is committed to foster excellence. The University invites applications from the talented individuals to fill up the following posts:

S. No.	Nomenclature of posts	Mode of Recruitment	Pay Band	Number of posts
1	Controller of Examinations	Direct recruitment/ deputation	PB-IV (Rs.37400-67000) with Grade Pay of Rs.10000/-	01
2	Controller of Finance	By deputation		01

Recruitment Rules for the post of Controller of Examinations

1.	Name of the post	Controller of Examinations
2.	No. of post	01
3.	Classification	Group A
4.	Scale of pay	Rs.37,400-67,000/- (Grade Pay of Rs. 10,000/-)
5.	Whether selection post or non selection post	Selection
6.	Age limit for Direct Recruitment/ Deputation	55 years
7.	Educational and other qualification required for direct recruitment	Essential: A Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 07 (seven) point scale. At least 15 years of experience as Assistant Professor/ Associate Professor of which 5 years should be as Associate Professor with the experience in educational administration. Or Comparable experience in research establishments and other institutions of higher education

		<p style="text-align: center;">Or</p> <p>15 years of administrative experience out of which 08 years as Deputy Registrar or an equivalent post</p> <p>Note: The Controller of Examinations shall hold office for a term of 05 (five) years from the date on which he/ she enters upon his office and shall be eligible for reappointment for not more than one term.</p>
8.	Period of probation (if any)	Nil
9.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled ;by various methods	Direct recruitment /deputation
10.	In case of recruitment by promotion/ deputation, grade from which promotion / deputation to be made	Please refer point No. 7 of this table.

Recruitment Rules for the post of Controller of Finance

1.	Name of the post	Controller of Finance
2.	No. of post	01
3.	Classification	Group A
4.	Scale of pay	Rs.37,400-67,000/-(Grade Pay of Rs. 10,000/-)
5.	Whether selection post or non selection post	Selection
6.	Age limit for Deputation	55 years
7.	Educational and other qualification required for deputation	<p>Essential:</p> <p>A Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 07 (seven) point scale.</p> <p>At least 15 years of service as Group 'A' Officer of organized accounts services of Govt. of India or GNCTD with minimum of 03 years service in Grade Pay of Rs. 8700/-</p>
8.	Period of probation (if any)	Not applicable
9.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled ;by various methods	By deputation
10.	Tenure of deputation	Initially for 03 years, extendable by another 02 years.

General Instructions

- i. The candidate must be a citizen of India.
- ii. Prescribed application form can be downloaded from the University's website www.dtu.ac.in with effect from 23.11.2016.
- iii. The period of deputation for the post of Controller of Finance will be initially for 03 years and extendable by another 02 years.
- iv. Persons working in Central/State Govt./NCT of Delhi/ University/Autonomous Body/ Govt. Undertaking/ Recognized Research Institute can apply for appointment by transfer on deputation basis.
- v. 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.
- vi. 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.
- vii. Application Form must be accompanied by a demand draft of Rs.1000/- drawn in favour of "Registrar, Delhi Technological University", payable at Delhi. No other mode of payment will be accepted by the University.
- viii. Candidates must write their Name, Name of post applied and Contact Number on the back side of demand draft.
- ix. Application Form must also be accompanied by attested copies of Educational & Professional Qualifications and Experience etc.
- x. If a grade point system is adopted, the CGPA will be converted to equivalent marks and minimum CGPA shall be 6.25 in the scale of 10.
- xi. If the Grade Point System is adopted, the CGPA will be converted into equivalent marks as given below:

Grade Point	% of marks
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

- xii. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment. In case of large number of applicants, University reserves the right to short-listing applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated and no claim for refund of fee shall be entertained in any case.
- xiii. The University reserves the right to fill or not to fill 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.
- xiv. Application must be sent in the prescribed format only.
- xv. 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.
- xvi. 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.
- xvii. The persons already in employment in Government Department/Autonomous Bodies/Universities under Central/State Government should apply through proper channel.
- xviii. The persons working in private organization, claiming previous experience of working in Government Department/Autonomous Bodies/Universities under Central/State Government on regular basis, should enclose a certificate from that Govt. organization stating no vigilance or disciplinary case was pending or contemplated against them. Failure to provide the same shall make them ineligible for consideration to the post.
- xix. Incomplete/unsigned application/application without photograph/ application not in prescribed proforma and those received after closing date or without requisite fees in the form of demand draft shall be rejected and no claim for refund of fee shall be entertained in any case.
- xx. 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.
- xxi. No TA/DA in connection with the submission of application form or appearing in the interview will be paid to the candidate.

- xxii. If the qualification possessed by the candidate is equivalent, then the authority (with number and date) under which it has been so treated must be indicated and its copy may also be attached.
- xxiii. 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.
- xxiv. 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 and requisite fees should be submitted in the University campus at the Reception Counter, Administrative Block on any working day **OR** sent by post so as to reach the Registrar, Delhi Technological University, Shahbad Daultpur, Bawana Road, Delhi-110042 **latest by 01.01.2017 at 05.00 p.m.** (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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Space for
photograph

1. Post Applied for _____
2. Full Name (including Surname) _____
3. Date of Birth _____
4. Date of Retirement _____
5. Sex _____
6. Marital Status _____
7. Nationality _____
8. Category Gen/SC/OBC/ST _____
9. (a) Mother's Name _____
(b) Father's Name _____
(c) Spouse Name _____
10. Postal Address for correspondence _____
(any change of address should be
Communicated at once to the University) _____
_____ Pin Code _____
Telephone No _____ Mobile No _____
Email-address _____

Contd.....2

11. Academic Qualifications: (i) Please attach attested copies of certificates including Date of birth
(ii) Give particulars in a chronological order starting with Metric.

S.No	Degree	Subject/Specialisation	Division /Grade% of Marks	Year	University

12. Details of Experience (Give particulars in descending chronological order starting with the present post. If space is insufficient, attach separate sheet).

S.No	Employer	Post held	Regular/Contract /Adhoc	Pay scale/Pay band with GP	Basic Pay	Period of Employment (Month/Year)	
						From	To

13.	<p>In case the present employment is held on deputation/ contract basis, please state:-</p> <p>(a) The date of initial appointment</p> <p>(b) Period of appointment on deputation/contract</p> <p>(c) Name of the parent office/organization to which you belong</p>	
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14.	<p>Additional information, if any, which you would like to mention in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient).</p>	
15.	Remarks	

16. Bank Draft No _____ Date _____ Bank _____

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Date _____

Countersigned
(Employer with Seal)