



# DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009

(Formerly Delhi College of Engineering)

SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110042

No. F.DTU/Rectt./AR/SO/2018

Dated: 25.05.2018

## RECRUITMENT TO NON TEACHING POSTS

Delhi Technological University is a reputed teaching cum research University engaged in education, research, technology incubation, product innovation and extension work in Applied Sciences, Engineering, Management & allied areas and committed to foster excellence. The University invites applications to fill up the following non teaching posts. The details of posts including mode of recruitment, qualifications/experience required and age limit are as under:-

S. No.	Name of Post	For Direct Recruitment/Deputation					For Deputation
		No. of Posts*	Reservation Status				No. of Posts*
			UR*	SC*	ST*	OBC*	
1	2	3					4
1	Assistant Registrar	---	---	---	---	---	04
2	Section Officer	03	02	---	---	01	02

\* The number of vacancies are indicative and may be increased or decreased. The number of posts advertised is provisional and can be varied as per the requirement of the University.

Note:

1. In case, the candidates selected against the posts of Section Officer detailed under Column 3 i.e. Direct Recruitment/Deputation may be considered for permanent absorption in DTU, if deemed fit by the Competent Authority.
2. In case, the candidates selected against the posts detailed in column 4 i.e. Deputation, the candidates shall not have any claim for permanent absorption.

1. **Assistant Registrar (PB-3, Rs.15600-39100 Grade Pay Rs.5400/- (6<sup>th</sup> CPC) Level-10, Entry Pay Rs.56100/- (7<sup>th</sup> CPC)**

### For Deputation:

Officials working in the Central/State Government/University/ R&D Institutions/ Autonomous Body/ Public Sector Undertaking holding the analogous post and possessing the qualification prescribed for direct recruitment.

OR

Officials working in the Central/State Government/University/ R&D Institutions/ Autonomous Body/ Public Sector Undertaking in PB-2, Rs.9300-34800 Grade Pay Rs.4800/- (6<sup>th</sup> CPC)/Level-8, Entry Pay Rs.47600/- (7<sup>th</sup> CPC) and having regular service of five (05) years in the grade.

The departmental officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.

Note: The maximum age limit for appointment by deputation shall not exceed 56 years as on closing date of receipt of applications.

**2. Section Officer (PB-2, Rs.9300-34800 Grade Pay Rs.4800/- (6<sup>th</sup> CPC) Level-8, Entry Pay Rs.47600/- (7<sup>th</sup> CPC)**

Educational Qualification for direct recruitment:-

Bachelor's degree from a recognized University or equivalent with at-least five years of relevant experience in PB-2, Rs.9300-34800 Grade Pay Rs.4200/- (6<sup>th</sup> CPC)/Level-6, Entry Pay Rs.35400/- (7<sup>th</sup> CPC) in a Central/State Government/ University/ R&D Institution/ Autonomous Body/ Public Sector Undertaking.

Age limit for Direct Recruitment: 35 years

Relaxable for Govt. servants/SC/ST/OBC/PH etc., as per instructions issued by the Govt. of NCT of Delhi/DTU from time to time. Crucial date for determining the age limit shall be the last date for receipt of applications.

**For Deputation:**

Officials working in the Central/State Government/University/ R&D Institutions/ Autonomous Body/ Public Sector Undertaking holding the analogous post and possessing the qualification prescribed for direct recruitment.

OR

Officials working in the Central/State Government/University/ R&D Institutions/ Autonomous Body/ Public Sector Undertaking in PB-2, Rs.9300-34800 Grade Pay Rs.4200/- (6<sup>th</sup> CPC)/Level-6, Entry Pay Rs.35400/- (7<sup>th</sup> CPC) and having regular service of five (05) years in the grade.

The departmental officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.

Note: The maximum age limit for appointment by deputation shall not exceed 56 years as on closing date of receipt of applications.

## **1. For selection of Section Officer through direct recruitment:-**

The selection of Section Officer through direct recruitment will be based on written test and skill test. The syllabus for the written test and skill test is available on the University website i.e. [www.dtu.ac.in](http://www.dtu.ac.in)

### **a) Written Test:**

The written test will be in two parts.

Part I will contain the objective type multiple choice questions containing.

Part II will contain descriptive questions to analyse the ability of the candidates about their writing skills, knowledge about administration, noting & drafting, rules & regulations or any topic from the syllabus for written test.

### **b) Skill Test:**

The candidates who obtain the qualifying marks in the written test as may be prescribed by the University will only be called for skill test. The skill test will be of qualifying nature and will be based on MS Office (MS Excel, MS Power Point and MS Word).

### **Mode of Selection:-**

Candidates shall be shortlisted for the skill test on the basis of their performance in the aforesaid written test and those who qualify in the skill test shall be included in the category wise select list for appointment on the basis of merit in the written test.

2. The selection of Assistant Registrar and Section Officer under deputation will be made through Interview only.

### **Note:-**

The candidates are required to fill up the online application form and also send the print out of online application form with the desired/relevant documents. The application fee will be acceptable through online mode only. The application fee shall be Rs.500/- in case of General/OBC candidates and Rs.250/- in case of SC/ST/PH Category candidates for applications in case of direct recruitment. No other mode of payment will be accepted by the University. There shall be no application fee in case of deputation. The candidates are directed to attach the print out of online fee receipt with hard copy of Application Form. The application with supporting documents should reach to the Registrar, Delhi Technological University before the last date of receipt of applications, i.e., 04.07.2018. Candidates are advised to visit University website i.e. [www.dtu.ac.in](http://www.dtu.ac.in) from time to time for further notifications.

## **General Instructions for all Candidates**

1. The candidate must be citizen of India.
2. Employment of the University shall be governed by the Acts, Statutes, Rules and Regulations, Service Conditions, as may be notified by the University from time to time.
3. Applications should be submitted online on University website [www.dtu.ac.in](http://www.dtu.ac.in) before the last date for inviting such applications. All columns must be filled in the online application form. No column should be left blank, instead it should be marked "N.A." wherever not applicable.
4. A print out of the online Application Form accompanied by self attested copies of Educational and Professional Qualifications, Experience, Caste Certificate/PH Certificate/Ex-Serviceman certificate (in case claiming benefit of reservation) must also be submitted at the University campus in the Recruitment Cell, Ist Floor, Administrative Block, DTU OR sent by post so as to reach the Registrar, Delhi Technological University, Shahbad Daultpur, Bawana Road, Delhi-110042 latest by 04.07.2018 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.
5. 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.
6. **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.**
7. **Application Form must also be accompanied by attested copies of Educational & Professional Qualifications and Experience.**
8. 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-list 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.
9. The University reserves the right to fill or not to fill any or all the posts advertised and no correspondence whatsoever from the candidates regarding postal delays, conduct, result and reason for not being shortlisted will be entertained.
10. The number of vacancies are indicative and may be increased or decreased. The number of posts advertised is provisional and can be varied as per the requirement of the University.

11. All appointments shall be made on temporary basis.
12. Reservation benefits will be available to the SC/ST/OBC/PH category candidates in accordance with the instructions / orders / circulars issued from time to time by the Govt. of NCT of Delhi. The reservation benefits under SC/ST categories shall be admissible as per judgment dated 12.9.2012 of Hon'ble High Court of Delhi as passed in No. 5390/2010, CM No. 20815/2010 – Deepak Kumar and Ors Vs District and Sessions Judge, Delhi and Ors. as per which SC/ST candidates of other States/UTs shall also be eligible for reservation benefit. However, this shall be further subject to policy decision of Govt. of NCT of Delhi for SC/ST migrants of other States.
- 13. The OBC candidates must be in possession of filled prescribed Annexure I, alongwith his/her caste certificate issued by the Govt. of Delhi only.**
14. Abbreviations used are denoted as under : UR-Un-Reserved (General), SC- Scheduled Caste, OBC-Other Backward Classes, PH - Physically Handicapped, VH– Visually Handicapped, LV-Low Vision, OH-Orthopedically Handicapped, BL-Both Leg, OA– One Arm, OL–One Leg, OAL-One Arm and One Leg, HH–Hearing Handicapped.
15. The candidates applying for more than one post should submit separate application form alongwith requisite fee for each post.
16. The Educational qualification, age, experience and other conditions of eligibility as stipulated above against each post shall be determined as on the closing date of receipt of applications.
17. The persons already in employment in Govt. Department/Autonomous Bodies/ Universities under Central /State Government should submit the copy of online application alongwith its enclosures through proper channel.
18. The persons, working in Private organizations, claiming previous experience of working in Govt. Department/Autonomous Bodies/ Universities under Central /State Government should enclose a certificate from that Government 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.
19. 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.
20. No TA/DA in connection with the submission of application form or appearing in the examination/interview will be paid to the candidate.
21. No enquiry in person or in writing for recruitment shall be entertained.
22. 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.

23. No documents will be accepted or considered by the University after submission of copy of online application form by the candidate and no subsequent request for its change will be considered or granted.
24. In case of any query candidate may enquire at email id [registrar@dtu.ac.in](mailto:registrar@dtu.ac.in) or [recruitment@dtu.ac.in](mailto:recruitment@dtu.ac.in) or call at 01127871044-45, Ext. No. 1123.
25. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.

Registrar