



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

Advt. No. DTU/Rectt./CoF/COO/EDP/2019

Dated: 12.07.2019

**RECRUITMENT TO THE POST OF CONTROLLER OF FINANCE,**  
**CHIEF OPERATING OFFICER AND EDP MANAGER**

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 talented individuals to fill up the following post:

<b>S. No.</b>	<b>Nomenclature of Post</b>	<b>Pay Band &amp; Grade Pay</b>	<b>Number of Post</b>	<b>Mode of Recruitment</b>
1	Controller of Finance	PB-IV (Rs.37400/- -67000/-) with Grade Pay of Rs.10000/- , Level-14 with rationalized entry pay of Rs. 1,44,200/- as per 7 <sup>th</sup> CPC pay matrix.	01	Direct recruitment on 05 years tenure basis/ deputation basis
2	Chief Operating Officer	PB-IV (Rs.37400/- -67000/-) with Grade Pay of Rs.10000/- , Level-14 with rationalized entry pay of Rs. 1,44,200/- as per 7 <sup>th</sup> CPC pay matrix.	01	By Direct Recruitment/ deputation basis.
3	EDP Manager	PB-3 Rs. 15600-39100 Grade Pay Rs. 7600/-, Level-12 with rationalized entry pay of Rs. 78,800/- as per 7 <sup>th</sup> CPC pay matrix.	01	By Direct Recruitment/ deputation basis.

## Eligibility Conditions

### Controller of Finance

1..	Educational and other qualification required for direct recruitment/Deputation Basis	<p>i. Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii. Holding analogous post in PB-IV, Rs. 37,400-67,000 with AGP of Rs.10,000/- on regular basis;</p> <p style="text-align: center;">'OR'</p> <p>Atleast 15 years of regular service as Group 'A' Officer of an organized Finance &amp; Accounts cadre/services of the Central/State/UT Govt./Govt. of NCT of Delhi/Autonomous Bodies, out of which atleast 08 years should be in PB-3, Rs.15,600-39,100 with GP of Rs.7,600/- or above.</p>
2.	Age limit for direct recruitment/deputation	58 years
3.	Age of Superannuation	60 years

## Chief Operating Officer

1.	Educational and other qualification required for direct recruits	<p><u>Essential:</u></p> <p>A) (i) Master's Degree in Computer Applications/ Computer Science or Master of Technology with specialization in Computer Applications or Bachelor of Engineering / Bachelor of Technology in Computer Engineering /Computer Science / Computer Technology / Information Technology / Software Engineering / Electronics and Communication Engineering from a recognised University; <b>and</b></p> <p>(ii) Fifteen years' experience of management/ maintenance operations of computer network /Electronic Data Processing / programming/ Software Development, out of which eight years experience shall be in the grade rendered after appointment thereto on a regular basis in the pay band-3, Rs. 15600-39,100 plus grade pay of Rs. 7600 or equivalent in Central Govt./State Govts. or Union Territories or Universities or Recognized Research Institutes or Public Sector Undertaking or Semi-Govt. or Autonomous or Statutory organisations/ institutions or Registered Companies.</p> <p style="text-align: center;">OR</p> <p>B.(i) Bachelors of Computer Application / Bachelors of Science in Computers/ Information Technology / Software / Electronics from a recognised University; <b>and</b></p> <p>(ii) Twenty years' experience of management/ maintenance operations of computer network /Electronic Data Processing / programming/ Software Development, out of which eight years experience shall be in the grade rendered after appointment thereto on a regular basis in the pay band-3, Rs. 15600-39,100 plus grade pay of Rs. 7600 or equivalent in Central Govt./State Govts. or Union Territories or Universities or Recognized Research Institutes or Public Sector Undertaking or Semi-Govt. or Autonomous or Statutory organisations/ institutions or Registered Companies.</p>
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2.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation to be made	<p>For Deputation (including short term contact): Officers of the Central Government or State Government or Universities or recognized Research Institutes or Public Sector Undertakings or Semi-Government, Statutory or Autonomous Organisations-</p> <p>(A) (i) holding analogous posts on regular basis in the parent cadre or department;</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) with eight years' service in the grade rendered after appointment thereto on a regular basis in the pay band-3, Rs. 15600-39,100 plus grade pay of Rs. 7600 or equivalent in the parent cadre or department;</p> <p style="text-align: center;"><b>AND</b></p> <p>(B) possessing the educational qualifications and experience prescribed for direct recruits under column(1). (The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation.)</p>
3.	Age Limit for Direct Recruitment/Deputation Basis	58 years
4.	Age of Superannuation	60 years

## EDP Manager

1.	Educational and other qualification required for direct recruits	<p><u>Essential:</u></p> <p>A (i) Master's Degree in Computer Applications/ Computer Science or Master of Technology with specialization in Computer Applications or Bachelor of Engineering / Bachelor of Technology in Computer Engineering /Computer Science / Computer Technology / Information Technology / Software Engineering / Electronics and Communication Engineering from a recognized University; <b>and</b></p> <p>(ii) Eight years' experience of electronics data processing work/ Software Development in Central Govt./State Govts. Or Union Territories or Universities or Recognized Research Institutes or Public Sector Undertaking or Semi-Govt. or Autonomous or Statutory organisations/ institutions or registered companies out of which at least four years' experience in design, development or organizing computerized information storage and retrieval system having worked in UNIX or WINDOW Networking, WINDOWS, Relational Data Base Management System (Oracle 7 or higher version) environment and development and development tools like C, C++ and visual C++.</p> <p style="text-align: center;"><b>OR</b></p> <p>B.(i) Bachelors of Computer Application / Bachelors of Science in Computers/ Information Technology / Software / Electronics from a recognised University; <b>and</b></p> <p>(ii) Ten years' experience of electronic data processing work/ software development in Central Govt./State Govts. Or Union Territories or Universities or Recognized Research Institutes or Public Sector Undertaking or Semi-Govt. or Autonomous or Statutory Organisations/ institutions or Registered Companies, out of which at least five years experience in design, development or organizing, computerized information storage and retrieval system having worked in UNIX or WINDOW Networking, WINDOWS, Relational Data Base Management System (Oracle 7 or higher version, environment and development tools like C, C++ and visual C++.</p>
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2.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation to be made	<p>For Deputation (including short term contact): Officers of the Central Government or State Government or Universities or recognized Research Institutes or Public Sector Undertakings or Semi-Government, Statutory or Autonomous Organizations-</p> <p>(A)(i) holding analogous posts on regular basis in the parent cadre or department;</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the pay band-3, Rs. 15600-39,100 plus grade pay of Rs. 6600 or equivalent in the parent cadre or department;</p> <p style="text-align: center;"><b>AND</b></p> <p>(B) possessing the educational qualifications and experience prescribed for direct recruits under column(1). (The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation.)</p>
3.	Age limit for Direct Recruitment	50 years
4.	Age of Superannuation	60 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](http://www.dtu.ac.in).
- iii. Application Form must be accompanied by a demand draft of Rs.500/- drawn in favour of "Registrar, Delhi Technological University", payable at Delhi. No other mode of payment will be accepted by the University. Only in case of direct recruitment. No fee in case of deputation.
- iv. Candidates must write their Name, Name of post applied and Contact Number on the back side of demand draft.
- v. Prescribed application form can be downloaded from the University's website [www.dtu.ac.in](http://www.dtu.ac.in)
- vi. The person appointed on deputation basis will draw the pay and other allowances as per Govt. of India/Delhi Govt. instructions issued from time to time.

- vii. Applications should be submitted 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.
- viii. Application Form must also be accompanied by self attested copies of Educational & Professional Qualifications and Experience etc.
- ix. In case, procedure for conversion of Grade Point to percentage of marks is mentioned on the degree itself, the same shall be applied or otherwise, Grade Point in 10 point scale system will be adopted and the Cumulative Grade Point Average will be converted into equivalent marks as below :-  
**“Percentage of Marks = 10 x CGPA”**
- x. 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.
- xi. The University reserves the right to fill or not to fill the post advertised and 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.
- xii. The Educational qualifications, 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.
- xiii. Incomplete/unsigned application/application without photograph/ application not in prescribed proforma and those received after closing date shall be summarily rejected.**
- xiv. No TA/DA for appearing in the interview will be paid to the candidate.
- xv. If the qualification possessed by the candidate is equivalent to a degree, then the authority (with number and date) under which it has been so treated must be indicated and its copy should also be attached.
- xvi. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.

The applications on the prescribed form, duly filled-in and complete in all respect alongwith requisite documents should be sent to the Office of the Registrar, Delhi Technological University, Shahbad Daulatpur, Bawana Road, Delhi-110042 **latest by 20.09.2019 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).

**Registrar**



# DELHI TECHNOLOGICAL UNIVERSITY

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

Advt. No. DTU/Rectt./CoF/COO/EDP/2019

Dated:



1. Post Applied for \_\_\_\_\_
2. Applied Mode of recruitment \_\_\_\_\_ Direct or Deputation \_\_\_\_\_
3. Full Name \_\_\_\_\_
4. Date of Birth \_\_\_\_\_
5. Age (as on closing date) .....Year,..... Months, .....Days
6. Date of Superannuation \_\_\_\_\_
7. Sex \_\_\_\_\_
8. Marital Status \_\_\_\_\_
9. Nationality \_\_\_\_\_
10. Category Gen/SC/OBC/ST \_\_\_\_\_
11. (a) Mother's Name \_\_\_\_\_  
(b) Father's Name \_\_\_\_\_  
(c) Spouse Name \_\_\_\_\_
12. Postal Address for correspondence \_\_\_\_\_  
(any change of address should be  
Communicated at once to the University) \_\_\_\_\_  
\_\_\_\_\_ Pin Code \_\_\_\_\_  
Telephone No \_\_\_\_\_ Mobile No \_\_\_\_\_  
Email-address \_\_\_\_\_  
Aadhar No. \_\_\_\_\_

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13. Permanent address

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14. 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	Name of Board/University	Subject/Specialisation	Division /Grade% of Marks	Year

15. 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	Nature of Duties	Pay scale/Pay band with GP	Basic Pay	Period of Employment (Month/Year)	
						From	To

16.	In case the present employment is held on deputation basis, please state:-  (a) The date of initial appointment  (b) Period of appointment on deputation  (c) Name of the parent office/organization to which you belong	
17.	Additional information, if any, which you would like to mention in support of your suitability for the post.  (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).	
18.	Remarks, if any	

19. 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. I, further, declare that the information/particulars furnished by me are true and nothing has been hide.

Signature of the Candidate

Date \_\_\_\_\_

Countersigned  
(Employer with Seal)