



# **DELHI TECHNOLOGICAL UNIVERSITY**

Established by Govt. of Delhi vide Act 6 of 2009

GOVERNMENT OF NCT OF DELHI

SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110042

Advt. No. F.DTU/Recruitment/02-2020/F-874/1066

Dated: 21.07.2020

## **Advt. No. 02-2020**

### **Recruitment to the Post of Controller of Finance (CoF)**

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

S. No.	Nomenclature of Post	Pay Band & Grade Pay	Number of Posts	Mode of Recruitment
1.	Controller of Finance (CoF)	PB-IV (Rs.37400 - 67000) with Grade Pay of Rs.10000/-(6 <sup>th</sup> CPC), 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

For details regarding educational qualification, experience, requisite fees, etc. required for the above-mentioned posts please visit the University website [www.dtu.ac.in](http://www.dtu.ac.in). The last date for submission of application form is 14.08.2020 by 05.00 p.m.

Registrar

**Eligibility Conditions:**

**Controller of Finance (CoF)**

1.	Educational and other qualification required for direct recruitment/Deputation Basis	<p>i. 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>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>At least 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 at least 08 years should be in PB-3, Rs.15,600-39,100 with GP of Rs.7,600/- or above.</p> <p><b>Note:</b> The Controller of Finance shall hold office for a term of 05 (five) years from the date of which he/she enters his/her office or up to age of 60 yrs. whichever is earlier.</p>
2.	Age limit for direct recruitment/deputation	58 years
3.	Age of Superannuation	60 years

## **How to Apply and Mode of Selection:**

1. The candidates for the post of Controller of Finance (CoF) are required to fill up the application proforma available on the University website. The scanned copy of duly filled in and signed application form along with requisite self-attested documents should be emailed at **recruitment@dtu.ac.in** as a single PDF file only within the stipulated date and time i.e. on or before 14.08.2020 by 05.00 p.m.
2. The candidates are also required to send hard copy of duly filled in application form in original along with the desired/relevant documents and fee, if applicable, to the Office of the **Recruitment Cell, Delhi Technological University, Shahbad Daulatpur, Bawana Road, Delhi-110042 latest by 14.08.2020 till 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).
3. There shall be no application fee in case of deputation.
4. The selection of the candidates shall be made through Interview.

## **General Instructions**

- i. The candidate must be a citizen of India.
- ii. Prescribed application form for the post of Controller of Finance (CoF) can be downloaded from the University website [www.dtu.ac.in](http://www.dtu.ac.in).
- iii. Application Form, in case of direct recruitment, 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.
- iv. Candidate must write his/her Name, Name of post applied for and Contact Number on the back side of demand draft.
- v. The person appointed on deputation will draw the pay and other allowances as per Govt. of India/Delhi Govt. instructions issued from time to time.
- vi. The persons in employment in Government Department/Autonomous Bodies/Universities under Central/State Government should apply through proper channel.
- vii. The applicants are advised to apply through proper channel and must bring the attested copies of ACRs/APARs for the last 5 years, Vigilance Clearance Certificate and Work & Conduct Report from the present employer at the time of interview, wherever applicable
- viii. Application Form must also be accompanied by self-attested copies of Educational and Professional Qualifications, fees, 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: -  
$$\text{"Percentage of Marks} = 10 \times \text{CGPA}"$$
- x. In case of large number of applicants, University reserves the right to short-list the 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. 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.
- xvii. 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, Extn. No. 1138.
- xviii. Any dispute regarding this recruitment will be subject to the Courts/Tribunals having jurisdiction over NCT of Delhi.

The candidates are required to send their duly filled in application form in original along with the desired/relevant documents and fee, if applicable, to the Office of the **Recruitment Cell, Delhi Technological University, Shahbad Daultpur, Bawana Road, Delhi-110042 latest by 14.08.2020 by 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 scanned copy of duly filled in and signed application form along with requisite self-attested documents should be emailed at [recruitment@dtu.ac.in](mailto:recruitment@dtu.ac.in) as a single PDF file only within the stipulated date and time i.e. on or before 14.08.2020 by 05.00 p.m. The candidates are advised to keep visiting the University website i.e. [www.dtu.ac.in](http://www.dtu.ac.in) from time to time for further updates/notifications.

**Registrar**



**DELHI TECHNOLOGICAL UNIVERSITY**  
formerly Delhi College of Engineering  
(under Act 6 of 2009, Govt. of NCT of Delhi)  
Shahbad Daultapur, Bawana Road, Delhi-110042

Advt. No. F.DTU/Recruitment/02-2020/F-874/1066

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1. Post Applied for: \_\_\_\_\_
2. Applied Mode of recruitment: \_\_\_\_\_
3. Full Name \_\_\_\_\_
4. Date of Birth \_\_\_\_\_
5. Age (as on closing date) .....Years,.....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. \_\_\_\_\_



13. Permanent address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

S. No.	Degree	Name of Board/University	Subject/Specialization	Division /Grade (% of Marks)	Year of Passing

15. Details of Experience (Give 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, 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 to	
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	

I have carefully read the vacancy circular/ advertisement and I understand that the Application Form duly supported by documents submitted by me will be assessed by the Selection Committee at the time of selection for the post. I, further, declare that the information furnished by me is true and nothing has been hidden.

Signature of the Candidate

Date \_\_\_\_\_

Countersigned  
(Employer with Seal)