



# DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009  
(Formerly Delhi College of Engineering)  
SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110042

File No. F.DTU/Rectt./RR/Notification/2016-17/591

Dated the 16/04/18  
March, 2018


## Notification

In exercise of powers conferred under sub-clause 2(h) of Clause 10 of the Delhi Technological University (First) Statutes 2009 notified vide Gazette Notification No. F1(1050)/2009-SB/591-597 dated 13.08.2009, the Board of Management, Delhi Technological University in its 27<sup>th</sup> meeting held on 23.02.2018 vide Agenda Item No. 27.6 has approved the Revised Recruitment Rules/New Recruitment Regulations for the post of Senior Office Assistant, as under:-

1.	Name of post	Senior Office Assistant
2.	No. of post(s)	As sanctioned
3.	Classification	Group 'B'
4.	Scale of pay	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)
5.	Whether selection post or non selection post	Non-selection
6.	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.
7.	Educational and other qualification required for direct recruitment	<b>Essential:</b> i. Bachelor's degree from a recognized University or equivalent with at-least five years of relevant experience in PB-1, Rs.5200-20,200 Grade Pay Rs.2400/- (6 <sup>th</sup> CPC)/Level-4, Entry Pay Rs.25500/- (7 <sup>th</sup> CPC) in a Central/State Government/ University/ R&D Institution/ Autonomous Body/ Public Sector Undertaking. ii. Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH and 9000 KDPH respectively on an average of five (05) key depressions for each word)
8.	Whether age and educational qualification prescribed for direct recruit will apply in the case of promotes	No
9.	Period of probation (if any)	Two years

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10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled ;by various methods	<p>i. 50% by Promotion failing which by Deputation; and</p> <p>ii. 50% by Direct Recruitment failing which by Deputation .</p> <p>In case total number of vacancies are in odd number, say 'n' then (n+1)/2 number of post will be filled by promotion.</p>
11.	In case of recruitment by promotion/ deputation, grade from which promotion / deputation to be made	<p><b>For Promotion:</b> From amongst the Office Assistants with 08 years' service in the grade rendered after appointment thereto on regular basis.</p> <p><b>For Deputation:</b> Officials working in the Central/State Government/University/ R&amp;D Institutions/ Autonomous Body/ Public Sector Undertaking holding the analogous post and possessing the qualification prescribed for direct recruitment.</p> <p style="text-align: center;">OR</p> <p>Officials working in the Central/State Government/University/ R&amp;D Institutions/ Autonomous Body/ Public Sector Undertaking in PB-1, Rs.5200-20,200 Grade Pay Rs.2400/- (6<sup>th</sup> CPC)/Level-4, Entry Pay Rs.25500/- (7<sup>th</sup> CPC) and having regular service of five (05) years in the grade.</p> <p>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.</p> <p>Note: The maximum age limit for appointment by deputation shall not exceed 56 years as on closing date of receipt of applications.</p>
12.	If a DPC exist, what is its composition	As per DTU Rules
13.	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable

  
 (Prof. Samsher)  
 Registrar

Copy to:-

1. PA to VC.
2. PA to Pro VC-I.
3. PA to Pro VC-II.
4. All DRs/ARs
5. All HoDs, DTU
6. Head, Computer Centre with the request to upload the notification on University's website.