

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. 1/2-891/2024/Estt./DTU/460


Dated: 29/05/2025

Notification

This is in continuation of the Notification no 403 dated 22/05/2025, some partial modifications have been incorporated in the Recruitment Rules for the Post of **Stenographer Grade I**. The revised Recruitment Rules have been approved by the BOM in its 54th meeting held on 18.02.2025 vide agenda item No. 54.6. The details are as under: -

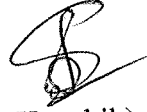
1.	Name of Post	Stenographer Grade I /Personal Secretary
2.	No. of Post(s)	As sanctioned
3.	Classification	Group B (Non-Gazetted)
4.	Scale of Pay	Level-8
5.	Whether Selection Post or Non Selection Post	Selection Not applicable in case of Direct Recruitment
6.	Age limit for direct recruitment	Not applicable
7.	Educational & other qualification required for direct recruitment	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	100% by Promotion failing which by deputation
11.	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	Promotion: From amongst the Stenographer Grade-II/Personal Assistant (Level-6) with Five years of regular services, subject to qualifying in Skill Test Norms on Computer: 1. Dictation: 10 minutes @ 120/100 w.p.m. in English/ Hindi respectively. 2. Transcription: 50 minutes (English)/ 60 minutes (Hindi). Deputation: Officials of the Central/State/UT Government Organizations or University/Research Institutions or Central/State Autonomous Institutions. The qualification and experience is under: 1. (i) A Bachelor's degree in any discipline from any recognized Institute/University

		<p>(ii) Proficiency in stenography in English or Hindi with minimum speed of 120/100 wpm respectively.</p> <p>(iii) Proficiency in typing in English or Hindi with minimum speed of 35/30 wpm respectively.</p> <p>(iv) Knowledge of Computer Applications</p> <p>2. Holding the analogous post on regular basis.</p> <p style="text-align: center;">Or</p> <p>Having regular service of Four years in Level 6/Level 7 as Stenographer Grade II/Personal Assistant.</p> <p style="text-align: center;">Or</p> <p>Having regular service of Seven years in Level 4/Level 5 as Stenographer Grade III.</p> <p>3. Skill Test Norms on Computer:</p> <p>➤ Dictation: 10 minutes@120/100 w.p.m. in English/Hindi respectively</p> <p>➤ Transcription: 50 minutes (English)/60 minutes (Hindi)</p> <p>Desirable Qualifications:</p> <ul style="list-style-type: none"> • Proficiency in English and good Communication Skills
12.	If a Departmental Promotion Committee exists what is its composition	As per DTU Rules
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not Applicable


 (Prof. Madhusudan Singh)
 Registrar

Copy to:-

1. PA to VC, DTU for kind information to the Hon'ble Vice Chancellor, DTU.
2. PA to Registrar, DTU for kind information to the Registrar, DTU.
3. Dean (Recruitment), DTU.
4. Assistant Registrar (Planning & Council), DTU.
5. ✓ Head, Computer Centre with the request to upload the same on University website.
6. Guard File.


 (Dr. R. Kaushik)
 Dy. Registrar (Estt.)