



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/402

Dated: 22/05/2025

Notification

In exercise of the powers conferred under Sub-section (1) of section 23 of the Delhi Technological University Act, 2009 (Delhi Act 6 of 2009) and Statutes 10(h) of Delhi Technological University, the Board of Management in its 54th meeting held on 18.02.2025 vide agenda item no. 54.6 has approved the revised Recruitment Rules for the Post of **Stenographer Grade II**. The details are as under:-

1.	Name of Post	Stenographer Grade II/ Personal Assistant
2.	No. of Post(s)	As sanctioned
3.	Classification	Group B (Non-Gazetted)
4.	Scale of Pay	Level – 6
5.	Whether Selection Post or Non Selection Post	Selection Not applicable in case of Direct Recruitment
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment	Essential Qualifications: 1. A Bachelor's degree in any discipline from any recognized Institute/University 2. Proficiency in stenography in English or Hindi with minimum speed of 100 wpm. 3. Proficiency in typing in English or Hindi with minimum speed of 35/30 wpm respectively. 4. Knowledge of Computer Applications 5. Two years of experience as Stenographer Grade III (Level-4) in Central/State/UT Government Organizations or University/Research Institutions or Central/State Autonomous Institutions or Reputed Private institutions having a turnover of 200 Crores Skill Test Norms on Computer: ➤ Dictation: 10 minutes@100 w.p.m. ➤ Transcription: 40 minutes (English)/55 minutes (Hindi) Desirable Qualifications: • Proficiency in English and good Communication Skills
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	75% by Promotion failing which by deputation 25% by Direct Recruitment failing which by deputation
11.	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p>Promotion: From amongst the Stenographer Grade-III (Level-4) with Five years of regular services, subject to qualifying in Skill Test Norms on Computer as mentioned at column 7.</p> <p>Deputation: Officials of the Central/State/UT Government Organizations or University/Research Institutions or Central/State Autonomous Institutions holding the analogous post on regular basis and possessing the qualifications and all other requirements as prescribed at column 7.</p> <p>Or</p> <p>Stenographer Grade III working in the Central/State/UT Government Organizations or University/Research Institutions or Central/State Autonomous Institutions and having regular service of Three years in Level 4/ Level 5 and possessing the qualifications and all other requirements as prescribed at column 7.</p> <p>Note: The maximum age limit for appointment by Deputation shall not exceed 56 years as on the closing date of receipt of applications.</p>
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.)