



# 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/384


Dated: 10/5/24

## 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 50<sup>th</sup> meeting held on 14.03.2024 vide agenda item no. 50.26 has approved the revised Recruitment Rules for the Post of **Office Assistant (OA)/Data Entry Operator (DEO)**. The details are as under:-


1.	Name of the Post	Office Assistant (OA)/ Data Entry Operator (DEO)
2.	Number of Post(s)	As Sanctioned
3.	Classification	Group 'C'
4.	Level in the Pay Matrix	Level-4 (7 <sup>th</sup> CPC)
5.	Whether Selection or Non Selection Post	Non-Selection* /Selection**
6.	Age limit for Direct Recruitment	35 years
7.	Educational & other qualifications required for direct recruits	Essential: i. Bachelor Degree from a recognized university or equivalent with at least two years of relevant experience in Level-2 (7th 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 recruits will apply in the case of promotees	Age: No Educational Qualification (Academic): Yes, Same as direct recruitment as indicated at column 7 .
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 posts to be filled by various methods	i. *25% by Promotion failing which by Deputation; ii. **25% by Limited Departmental Examination failing which by Deputation; and iii. 50% by Direct Recruitment with Written Test and Skill Test failing which by Deputation.  In case total numbers of vacancies are odd number, say 'n' then (n+1)/2 number of post will be filled by Promotion.

11.	In case of recruitment by Promotion/ Deputation/Absorption, Level in the Pay Matrix from which Promotion / Deputation/Absorption to be made	<p>*For Promotion: From amongst the Junior Office Assistants with 5 years regular service rendered thereto after appointment in the grade.</p> <p>**Limited Departmental Examination: From amongst the Junior Office Assistants with 3 years regular service rendered thereto after appointment in the grade.</p> <p>For Deputation: 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>OR</p> <p>Officials working in the Central/ State Government/ University/ R&amp;D Institutions/ Autonomous Body/ Public Sector Undertaking in Level-2 (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 Departmental Promotion Committee (DPC) exists, what is its composition	As per DTU Rules
13.	Circumstances in which UPSC is 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. Director (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.)