



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/ 383

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 50th meeting held on 14.03.2024 vide agenda item no. 50.26 has approved the revised Recruitment Rules for the Post of **Junior Office Assistant (JOA)**. The details are as under:-

1.	Name of the Post	Junior Office Assistant (JOA)
2.	Number of Post(s)	As Sanctioned
3.	Classification	Group 'C'
4.	Level in the Pay Matrix	Level-2 (7 th CPC)
5.	Whether Selection or Non Selection Post	Selection
6.	Age limit for Direct Recruitment	32 years
7.	Educational & other qualifications required for direct recruits	Essential: i. Bachelor Degree from a recognized university or equivalent. 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): No; However, requirement of 10+2 or equivalent will be 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 posts to be filled by various methods	95% by Direct Recruitment through Written Test and Skill Test (in various components of MS Office particularly in MS Word, MS Excel, etc.) 5% of the vacancies shall be filled on selection basis (same as Direct Recruitment) from Group 'C' MTS employees who have five years regular services in posts in the Level 1 subject to fulfilling the educational qualification of (10+2) or equivalent. Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.


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		(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)
11.	In case of recruitment by Promotion/ Deputation/Absorption, Level in the Pay Matrix from which Promotion / Deputation/Absorption to be made	As in column 10
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.)