



# 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./2025/Consultant/F-1001/5558

Dated: 01.10.2026

## NOTICE

### ADVERTISEMENT No.03/2026

#### Subject: Engagement of retired government employees against sanctioned vacant posts

Delhi Technological University (DTU) intends to engage retired/ retiring Central Govt./State Govt./Autonomous Bodies of State Govt. or Centre Govt./Central or State Universities officials (Excluding PSU) (preferably retired from Govt. of NCT of Delhi) for the following posts **against sanctioned vacant posts purely on contract basis for a period of one year or till the regular appointment is made by DTU whichever is earlier.**

#### 1. Details of Posts

| Sr. No. | Name of Posts          | Pay Level (7 <sup>th</sup> CPC) & Group | Educational & other qualifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------|------------------------|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Deputy Registrar       | Level 12 (Group A)                      | <b>Essential:</b><br>(a) A Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 07 (seven) point scale; along with<br>(b) Nine years of experience as Assistant Professor in Level 10 and above with experience in educational administration,<br><b>OR</b><br>Comparable experience in research establishment and or other institutions of higher education,<br><b>OR</b><br>Five years of administrative experience as Assistant Registrar or in an equivalent posts in Level 10 |
| 2       | Administrative Officer | Level 11 (Group A)                      | <b>Essential:</b><br>i. Degree of a recognized university or equivalent.<br>ii. Atleast 10 years' experience (including 5 years' administrative experience) in a major research/academic/business or Govt. Deptt.<br><b>Desirable:</b><br>i. Knowledge of Accounts, Govt. Rules and Regulations<br>ii. Experience of examination work.<br>iii. Purchase of stores and Secretariat practice.                                                                                                                            |

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|---|-------------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 | Section Officer         | Level 8<br>(Group B) | <b>Essential:</b><br>Bachelor's degree from a recognized University or equivalent with at least three years of relevant experience in Level-6 (7th CPC) in a Central/ State Government/ University/ R&D Institution/ Autonomous Body/Public Sector Undertaking.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 4 | Senior Office Assistant | Level 6<br>(Group B) | <b>Essential:</b> <ol style="list-style-type: none"> <li>Bachelor degree from a recognized University or equivalent with at least three years of relevant experience in Level-4 (7th CPC) in a Central/ State Government/ University / R&amp;D Institution/ Autonomous Body/ Public Sector Undertaking.</li> <li>Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.<br/>(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)</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 5 | Senior Mechanic         | Level 5<br>(Group C) | <b>Essential:</b><br><u>Posts meant for fields in which approved trade certificates/diplomas are awarded: -</u><br>3 Years Diploma from recognized Board/Institute/University in the relevant or an allied subject/field or equivalent with 2 years Industrial/Laboratory experience in one or more of the desired trades in a recognized Institute/Organization.<br>OR<br>10 <sup>th</sup> under 10+2 Scheme with science with ITI certificate/National Trade Certificate/National Apprenticeship Certificate or equivalent in the relevant or an allied subject/field with 4 years Industrial/Laboratory experience in the desired trade in a recognized Institute/Organization.<br><b>Note:</b> For posts connected with specialized areas such as steam, additional qualification like a 1 <sup>st</sup> class Boiler Attendant certificate will be insisted upon.<br><u>Post meant for fields in which approved trade certificates/diplomas are not awarded: -</u><br>B.Sc. in the relevant or an allied subject/field from a University/Institute or equivalent with 1 year Industrial/Laboratory experience in the desired trade in a recognized Institute/Organisation. |
| 6 | Technical Assistant     | Level 5<br>(Group C) | <b>Essential:</b><br>Bachelor's Degree in relevant field or relevant field or equivalent with three (03) year Industrial/Lab experience in the desired trade.<br><b>OR</b><br>Three years State Board Diploma (or equivalent) in the relevant (or an allied) subject/field with five (05) years Industrial/Laboratory Experience in the desired trade.<br><br>[The relevant subject/field/trade will be decided at the time of advertisement of the posts by the Vice Chancellor on the recommendation of BOS of the concerned department as per the functional requirement]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## 2. TERMS AND CONDITIONS

- i. Delhi Technological University (DTU) intends to engage retired/ retiring Central Govt./State Govt./Autonomous Bodies of State Govt. or Centre Govt./Central or State Universities officials (Excluding PSU) (preferably retired from Govt. of NCT of Delhi) for the posts of Deputy Registrar, Administrative Officer, Assistant Registrar, Section Officer, Senior Office Assistant, Senior Mechanic and Technical Assistant **against sanctioned vacant posts purely on contract basis for a period of one year or till the regular appointment is made by DTU whichever is earlier.**
- ii. **Retired/retiring government employees against the sanctioned vacant posts of Senior Mechanic and Technical Assistant are to be engaged in various academic departments/disciplines i.e. Mechanical Engg., Electrical Engg., Electronics & Communications Engg., Civil Engg., Applied Chemistry, Applied Physics, Bio-Technology, Polymer, Environmental Engg.**
- iii. The applicants should have been retired from the post of Deputy Registrar, Administrative Officer, Assistant Registrar, Section Officer, Senior Office Assistant, Senior Mechanic, Technical Assistant or above.
- iv. The officers/officials should have been retired/retiring from a Government Departments on or before the closing date of receipt of application form.
- v. He/she should not be more than 65 years of age on the closing date of the receipt of application form.
- vi. He/she should be having well knowledge of computer and software operation.
- vii. He/she should have been retired from the post sanctioned in the Pay Matrix Level of the post applying for. Officers / Officials retired from the post sanctioned in Pay Matrix Level above the Pay Matrix Level of the post applied may also be considered. However, the pay shall not exceed the maximum cell pay of the pay matrix of the post applying for.
- viii. He/she should be having good knowledge of GFR/FR-SR and service rules (i.e. CCS Leave Rules, LTC Rules, CPF Rules etc.), Conduct Rules, Service Rules and Administrative, Establishment, Accounts, Store, Purchase, Vigilance, RTI, and Other General Administrative work for ministerial posts.
- ix. He/she should be having good knowledge of Laboratory experience in the relevant filed / trade, conducting the practical / lab experiments in the relevant field for technical posts.
- x. The retired Officer / Official should be clear from vigilance angle.
- xi. The engagement of retired government employees shall be on full-time basis and he/she would not be permitted to take up any other assignment during the period of consultancy.
- xii. The engagement of retired government employees shall initially be for a period of one year which can be extended further subject to satisfactory performance. The total period of engagement of retired government employees shall not exceed 5 years or, the maximum age limit of engagement of retired government employees shall be 65 years, whichever is earlier.
- xiii. The engaged retired government employees shall be allowed to draw the Last Pay drawn on retirement less Pension Plus DA as applicable on it only. However, the pay (Basic Pay Less Basic Pension) shall not exceed the maximum cell pay of the pay matrix of the post applying

for. In case of non-pensionable retired govt. employees, pay of the retired govt. employees shall be fixed as per Govt. of NCT of Delhi / DoPT norms from time to time.

- xiv. Allowances: The engagement of retired government employees shall not be entitled to any allowances such as HRA, Transport allowance, Medical reimbursement or any other benefits etc.
- xv. No TA/DA shall be admissible for joining the assignment or on its completion. The engagement of retired government employees shall not be allowed foreign travel at Government expenses. However, the engagement of retired government employees shall be allowed TA/DA for their travel inside the country in connection with the official work, if any, as per their entitlement as on the date of retirement.
- xvi. The engagement of retired government employees shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a retired government employee shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year.
- xvii. The other benefits and terms & conditions of engagement of retired government employees shall be governed as the Office Memorandum No. F.20/4/2015-AC/204-248 dated 04.12.2015 issued by the Finance (Accounts) Department, Government of NCT of Delhi (copy available on the web site of the Finance Department, Government of NCT of Delhi).
- xviii. The contractual engagement of the retired Govt. employees shall be governed by the guidelines issued by the Finance Department and the Services Department. Govt. of NCT of Delhi, from time to time.
- xix. The engagement will be done, as per the requirement of the DTU, after screening the application through interview, as the case may be.
- xx. No TA/DA will be paid for appearing in the interview.
- xxi. The University reserves the right to fill or not to fill post advertised. No correspondence, whatsoever, will be entertained from the candidates regarding postal delays, conduct, result and reason for not being shortlisted.

### 3. HOW TO APPLY

- 1) Application must be submitted in the prescribed format (**Annexure- I**) alongwith the following **self-attested** copies of all supporting documents:
  - a. Retirement Order.
  - b. Proof of Date of Birth.
  - c. Proof of Educational & Other qualification (from High School onwards with copy of mark sheets in ascending order)
  - d. Proof of Experience of GFR/FR-SR and service rules (i.e. CCS Leave Rules, LTC Rules, CPF Rules etc.), Conduct Rules, Service Rules and Administrative, Establishment, Accounts, Store, Purchase, Vigilance, RTI, and other general administration work and working of the offices and departments of the Govt. of NCT of Delhi (from the date of joining the Govt. Service to the date of retirement in ascending order with names of Departments/Offices where served).
  - e. Vigilance Clearance Report at the time of retirement.
  - f. Copy of Last Pay Certificate (LPC).

- g. Copy of Pension Payment Order (PPO).
  - h. Copy of Aadhaar Card and valid address proof/ID.
  - i. Copy of PAN Card.
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- 2) **Incomplete or unsigned applications** will be summarily **rejected** without any further communication.
  - 3) **Separate applications must be submitted for each post** if applying for more than one.
  - 4) The duly completed application form should be sent through **hard copy** reached on or before the last date with complete application to: **Office of the Director (Recruitment), Recruitment Cell, Room no. 818, Academic Block - 3, 8<sup>th</sup> Floor, Delhi Technological University, Shahbad Daulatpur, Bawana Road, Delhi – 110042 by physically or speed post only.**
  - 5) **Last Date for submission: 13.11.2026 (Friday) by 05:00 P.M.**
  - 6) All communications related to recruitment will be displayed on the university website [www.dtu.ac.in](http://www.dtu.ac.in) from time to time. No personal communication will be entertained in this regard. The candidates are advised to visit the university website periodically for further updates.
  - 7) **Only shortlisted candidates** will be called for an interview.

This issues with the approval of the Competent Authority of DTU.

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Binod Doley  
Registrar