



DELHI TECHNOLOGICAL UNIVERSITY
Established by Govt. of Delhi vide Act 6 of 2009
(FORMERLY DELHI COLLEGE OF ENGINEERING)
BAWANA ROAD, DELHI-110042

Advt. No. DTU/Rectt./Registrar/2018

Dated: 18.12.2018

RECRUITMENT TO THE POST OF REGISTRAR

Delhi Technological University is a non-affiliating; teaching cum research University engaged in education, research, technology incubation, product innovation and extension work in Applied Sciences, Engineering and Management and is committed to foster excellence. The University invites applications from amongst employees of Central/State/UT Govt./Autonomous Bodies/Universities to fill up the following post:

| S. NO. | Nomenclature of posts | Mode of Recruitment | Pay Band | Number of post |
|--------|-----------------------|---|---|----------------|
| 1 | Registrar | On Tenure basis through open selection/ by transfer on deputation basis | PB-IV (Rs.37400-67000) with Grade Pay of Rs.10000/- | 01 |

Qualifications & Experience:

| Post | Essential Qualification | Age limit |
|-----------|---|---------------------------|
| Registrar | <p>Essential</p> <p>1. A Master's degree with atleast 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.</p> <p>2. At least 15 years of experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years of service in the AGP of Rs.8000 and above including as Associate Professor along with experience in Educational Administration</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and other institutions of higher education</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience out of which 08 years shall be as Deputy Registrar or equivalent post.</p> <p>Note:</p> <p>1. Experience as Lecturer (Sr. Scale) (pre-revised) will be treated equivalent to AGP of Rs.7000 and Lecturer (Selection Grade) (pre-revised) will be treated equivalent to AGP of Rs.8000.</p> <p>2. The appointment may be for a tenure of five years which could be renewed for further similar terms.</p> <p>Desirable : Ph.D</p> | Preferably below 55 years |

General Instructions

- i. The candidate must be a citizen of India.
- ii. Prescribed application form can be downloaded from the University's website www.dtu.ac.in with effect from 18.12.2018.
- iii. Persons working in Central/State Govt./NCT of Delhi/ University/Autonomous Body/ Govt. Undertaking/ Recognized Research Institute can apply for appointment by transfer on deputation basis.
- iv. The persons appointed on deputation basis will draw the pay and other allowances as per Govt. of India/Delhi Govt. instructions issued from time to time.
- v. The persons applying for deputation should apply through proper channel alongwith attested copies of ACRs/APARs for the last 5 years, Vigilance Clearance Certificate and Work & Conduct Report from the present employer.
- vi. Application Form must be accompanied by a demand draft of Rs.500/- drawn in favour of "Registrar, Delhi Technological University" payable at Delhi. No other mode of payment will be accepted by the University.
- vii. Candidates must write their Name, Name of post applied and Contact Number on the back side of demand draft.
- viii. Application Form must also be accompanied by attested copies of Educational & Professional Qualifications and Experience etc.
- ix. If a grade point system is adopted, the CGPA will be converted to equivalent marks and minimum CGPA shall be 6.25 in the scale of 10.
- x. If the Grade Point System is adopted, the CGPA will be converted into equivalent marks as given below:

| Grade Point | % of marks |
|-------------|------------|
| 6.25 | 55 |
| 6.75 | 60 |
| 7.25 | 65 |
| 7.75 | 70 |
| 8.25 | 75 |
- xi. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment. In case of large number of applicants, University reserves the right to short-listing applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated and no claim for refund of fee shall be entertained in any case.
- xii. The University reserves the right to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding postal delays, conduct and result of interview and reason for not being called for interview.
- xiii. Application must be sent in the prescribed format only.
- xiv. The educational qualification, age, experience and other conditions of eligibility as stipulated above against the post shall be determined as on the closing date of receipt of applications.

- xv. All columns must be filled in the application form. No column should be left blank, instead it should be marked "N.A." wherever not applicable.
- xvi. The persons already in employment in Government Department/Autonomous Bodies/Universities under Central/State Government should apply through proper channel.
- xvii. The persons working in private organization, claiming previous experience of working in Government Department/Autonomous Bodies/Universities under Central/State Government on regular basis, should enclose a certificate from that Govt. organization stating no vigilance or disciplinary case was pending or contemplated against them. Failure to provide the same shall make them ineligible for consideration to the post.
- xviii. Incomplete/unsigned application/application without photograph/ application not in prescribed proforma and those received after closing date or without requisite fee in the form of demand draft shall be rejected and no claim for refund of fee shall be entertained in any case.
- xix. Candidates must ensure that their application must reach the University well in time. The University will not be responsible for any postal delay or loss.
- xx. No TA/DA in connection with the submission of application form or appearing in the interview will be paid to the candidate.
- xxi. If the qualification possessed by the candidate is equivalent, then the authority (with number and date) under which it has been so treated must be indicated and its copy may also be attached.
- xxii. No documents will be accepted or considered by the University after submission of application form by the candidate and no subsequent request for its change will be considered or granted.
- xxiii. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.

The complete application, on the prescribed form, duly filled in along with all the desired documents and requisite fee should be submitted in the University campus at the Reception Counter, Administrative Block on any working day **OR** sent by post so as to reach the Registrar, Delhi Technological University, Shahbad Daultapur, Bawana Road, Delhi-110042 **latest by 18.02.2019 at 05.00 p.m.** (In case the closing date happens to be a public holiday the next working day will be the last date for receiving of applications). **The University will not be responsible for any postal delay or loss.**

**Sd/-
Registrar**



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1. Post Applied for REGISTRAR
2. Full Name (including Surname) _____
3. Date of Birth _____
4. Date of Retirement _____
5. Sex _____
6. Marital Status _____
7. Nationality _____
8. Category Gen/SC/OBC/ST _____
9. (a) Mother's Name _____
(b) Father's Name _____
(c) Spouse Name _____
10. Postal Address for correspondence _____
(any change of address should be
Communicated at once to the University) _____
_____ Pin Code _____
Telephone No _____ Mobile No _____
Email-address _____

Space for
photograph

11. Academic Qualifications: (i) Please attach attested copies of certificates including Date of birth
(ii) Give particulars in a chronological order starting with Metric.

| S.No | Degree | Subject/Specialisation | Division /Grade% of Marks | Year | University |
|------|--------|------------------------|---------------------------|------|------------|
| | | | | | |
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12. Details of Experience (Give particulars in descending chronological order starting with the present post. If space is insufficient, attach separate sheet).

| S.No | Employer | Post held | Regular/Contract /Adhoc | Pay scale/Pay band with GP | Basic Pay | Period of Employment (Month/Year) | |
|------|----------|-----------|-------------------------|----------------------------|-----------|-----------------------------------|----|
| | | | | | | From | To |
| | | | | | | | |
| | | | | | | | |
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| | | |
|-----|--|--|
| 13. | <p>In case the present employment is held on deputation/ contract basis, please state:-</p> <p>(a) The date of initial appointment</p> <p>(b) Period of appointment on deputation/contract</p> <p>(c) Name of the parent office/organization to which you belong</p> | |
|-----|--|--|

| | | |
|-----|--|--|
| 14. | <p>Additional information, if any, which you would like to mention in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient).</p> | |
| 15. | Remarks | |

16. Bank Draft No _____ Date _____ Bank _____

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Date _____

Countersigned
(Employer with Seal)