DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009
GOVERNMENT OF NCT OF DELHI
SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110042

Advt. No. F.DTU/Recruitment/01-2020/F-871/1037   Dated: 19.06.2020

Advt. No. 01-2020

Recruitment to the Post of Deputy Registrar, System Manager, Assistant Registrar, Section Officer, and Senior Office Assistant

Delhi Technological University is a non-affiliating, teaching-cum-research University committed to foster excellence in education, research, technology incubation, product innovation, outreach and extension activities in Engineering, Management, and Applied Sciences. The University invites applications from talented individuals to fill up the following posts:

S. No.	Nomenclature of Post	Pay Band & Grade Pay	Number of Posts*	Mode of Recruitment
1.	Deputy Registrar (DR)	PB-III, (Rs. 15600-39100) Grade Pay Rs. 7600/-(6th CPC), Level -12 with rationalized entry pay of Rs. 78800/- as per 7th CPC pay matrix.	01	Deputation
2.	System Manager (SM)	PB-III (Rs. 15600-39100) Grade Pay Rs. 6600/-(6th CPC), Level -11 with rationalized entry pay of Rs. 67700/- as per 7th CPC pay matrix.	01	Deputation
3.	Assistant Registrar (AR)	PB-III (Rs.15600-39100) with Grade Pay of Rs.5400/-(6th CPC), Level-10, entry pay of Rs. 56100/- as per 7th CPC pay matrix	02	Deputation
4.	Section Officer (SO)	PB-II (Rs.9300-34800) with Grade Pay of Rs.4800/-(6th CPC), Level-8, entry pay of Rs.47600/- as per 7th CPC pay matrix	05	Deputation
5.	Senior Office Assistant (SOA)	PB-II (Rs.9300-34800) with Grade Pay of Rs.4200/- (6th CPC), Level-6, entry pay of Rs.35400/- as per 7th CPC pay matrix	05	Deputation

*The number of vacancies is indicative and may be increased or decreased. The number of posts advertised is provisional and can be varied as per the requirement of the University.

For details regarding educational qualification, experience, requisite fees, etc. required for the above-mentioned posts please visit the University website www.dtu.ac.in. The last date for submission of online/offline application form is 17.07.2020 by 05.00 p.m.

Registrar

DELHI TECHNOLOGICAL UNIVERSITY
formerly Delhi College of Engineering
(under Act 6 of 2009, Govt. of NCT of Delhi)
Shahbad Daulatpur, Bawana Road, Delhi-110042

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3.	Assistant Registrar (AR)	PB-III (Rs.15600-39100) with Grade Pay of Rs.5400/-(6th CPC), Level-10, entry pay of Rs. 56100/- as per 7th CPC pay matrix	02	Deputation
4.	Section Officer (SO)	PB-II (Rs.9300-34800) with Grade Pay of Rs.4800/-(6th CPC), Level-8, entry pay of Rs.47600/- as per 7th CPC pay matrix	05	Deputation
5.	Senior Office Assistant (SOA)	PB-II (Rs.9300-34800) with Grade Pay of Rs.4200/- (6th CPC), Level-6, entry pay of Rs.35400/- as per 7th CPC pay matrix	05	Deputation

*The number of vacancies is indicative and may be increased or decreased. The number of posts advertised is provisional and can be varied as per the requirement of the University.

Eligibility Conditions:

Deputy Registrar (DR)

1.	Educational and other qualification required for Deputation	**Essential:** 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 i) Nine years of experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in educational administration, OR ii) Comparable experience in research establishment and/or other institutions of higher education, OR iii) Five years of administrative experience as Assistant Registrar or in an equivalent post. 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.
2.	Age limit for Deputation	56 Years
3.	Age of Superannuation	60 Years

System Manager (SM)

1.	Educational and other qualification required for Deputation	Officers under Central/State Govt./Union Territories/Recognized Research Institutions/Public Sector Undertakings/Autonomous organizations **(A)** _____ (i) Holding analogous post on regular basis. **OR** (ii) With five years regular service in posts in the scale of Rs. 15600-39100 GP 5400 or equivalent. **and** **(B)** _____ **a)** (i) Master's Degree in Computer Applications/Computer Science or Master of Technology with specialization in Computer Applications or Bachelor of Engineering/Bachelor of Technology in Computer Engineering/Computer Science/Computer Technology/Information Technology/Software Engineering/Electronics and Communication Engineering from a recognized University; and (ii) 5 years' experience of Electronic Data Processing/Software Development out of which at least two years' experience should be in actual Programming in Central Govt./State Govts. or Union Territories or

		Universities or Recognized Research Institutes or Public Sector Undertaking or Semi-Govt, or Autonomous or Statutory organizations/institutions or registered companies **OR** **b)** (i) Bachelor's Degree in Computer Applications/Computer Science/ Information Technology/Software Engineering/Electronics and Communication Engg. from a recognized University or equivalent; and (ii) 7 years' experience of Electronics Data Processing/Software Development, out of which at least three years' experience should be in actual Programming in Central Govt./State Govts. or Union Territories or Universities or Recognized Research Institutes or Public Sector Undertaking or Semi-Govt, or Autonomous or Statutory organizations/ institutions or registered companies. (The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputations shall not be eligible for consideration for appointment on deputation.)
2.	Age limit for Deputation	The maximum age limit for appointment by deputation shall not exceed 56 years as on closing date of receipt of applications.
3.	Age of Superannuation	60 Years

Assistant Registrar (AR)

1.	Educational and other qualification required for Deputation	Officials working in the Central/State Government/University/ R&D Institutions/ Autonomous Body/ Public Sector Undertaking holding the analogous post and possessing the following qualification: - Master's degree with at least 55% marks or its equivalent grade of 'B' in the UGC seven-point scale along-with a good academic record as laid down by UGC. **OR** Officials working in the Central/State Government/University/ R&D Institutions/ Autonomous Body/ Public Sector Undertaking in PB-2, Rs.9300-34800 Grade Pay Rs.4800/- (6th CPC)/Level-8, Entry Pay Rs.47600/- (7th CPC) and having regular service of five (05) years in the grade. 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.
2.	Age limit for Deputation	The maximum age limit for appointment by deputation shall not exceed 56 years as on closing date of receipt of applications.
3.	Age of Superannuation	60 Years

Section Officer (SO)

1.	Educational and other qualification required for Deputation	Officials working in the Central/State Government/University/ R&D Institutions/ Autonomous Body/ Public Sector Undertaking holding the analogous post and possessing the following qualification: - Bachelor's degree from a recognized University or equivalent with at-least five years of relevant experience in PB-2, Rs.9300-34800 Grade Pay Rs.4200/- (6th CPC)/Level-6, Entry Pay Rs.35400/- (7th CPC) in a Central/State Government/ University/ R&D Institution/ Autonomous Body/ Public Sector Undertaking **OR** Officials working in the Central/State Government/University/ R&D Institutions/ Autonomous Body/ Public Sector Undertaking in PB-2, Rs.9300-34800 Grade Pay Rs.4200/- (6th CPC)/Level-6, Entry Pay Rs.35400/- (7th CPC) and having regular service of five (05) years in the grade. 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.
2.	Age limit for Deputation	The maximum age limit for appointment by deputation shall not exceed 56 years as on closing date of receipt of applications.
3.	Age of Superannuation	60 Years

Senior Office Assistant (SOA)

1.	Educational and other qualification required for Deputation	Officials working in the Central/State Government/University/ R&D Institutions/ Autonomous Body/ Public Sector Undertaking holding the analogous post and possessing the qualification: - Bachelor's degree from a recognized University or equivalent with at-least five years of relevant experience in PB-1, Rs.5200-20,200 Grade Pay Rs.2400/- (6th CPC)/Level-4, Entry Pay Rs.25500/-(7th CPC) in a Central/State Government/University/ R&D Institution/ Autonomous Body/Public Sector Undertaking. **OR** Officials working in the Central/State Government/University/ R&D Institutions/ Autonomous Body/ Public Sector Undertaking in PB-1, Rs.5200-20,200 Grade Pay Rs.2400/- (6th CPC)/Level-4, Entry Pay Rs.25500/- (7th CPC) and having regular service of five (05) years in the grade. 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.
2.	Age limit for Deputation	The maximum age limit for appointment by deputation shall not exceed 56 years as on closing date of receipt of applications.
3.	Age of Superannuation	60 Years

How to Apply and Mode of Selection for deputation posts: -

1. The candidates, for the post of System Manager (SM), are required to fill up **the application proforma available on the University website.** The scanned copy of duly filled in and signed application form along with requisite self-attested documents should be emailed at **recruitment@dtu.ac.in** as a single PDF file only within the stipulated date and time i.e. on or before 17.07.2020 at 05.00 p.m.

2. The candidates, for the posts of Deputy Registrar (DR), Assistant Registrar (AR), Section Officer (SO), and Senior Office Assistant (SOA), are required to fill up the **online application form. T**he scanned copy of printed and duly signed application form along with requisite self-attested documents should be emailed at **recruitment@dtu.ac.in** as a single PDF file only within the stipulated date and time i.e. on or before 17.07.2020 at 05.00 p.m.

3. All the candidates, irrespective of the post applied for, are also required to send printout of **duly filled in and signed online application form/ duly filled in application form in original,** as the case may be, along with the desired/relevant documents to the Office of the **Recruitment Cell, Delhi Technological University, Shahbad Daulatpur, Bawana Road, Delhi-110042 latest by 17.07.2020 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).

4. There shall be no application fee in case of deputation.

5. The selection of the candidates for deputation posts will be made through Interview only.

6. **The selected candidates under deputation posts will not be considered for absorption in future.**

General Instructions

i. The candidate must be a citizen of India.

ii. Prescribed application form for the post of System Manager can be downloaded from the University website www.dtu.ac.in.

iii. Initial period of deputation will be one year which may be extended further in consultation with the borrowing department as per rule. The person appointed on deputation will draw the pay and other allowances as per Govt. of India/Delhi Govt. instructions issued from time to time.

iv. The persons in employment in Government Department/Autonomous Bodies/Universities under Central/State Government should apply through proper channel.

v. The applicants are advised to apply through proper channel and must bring the attested copies of ACRs/APARs for the last 5 years, Vigilance Clearance Certificate and Work & Conduct Report from the present employer at the time of interview.

vi. Application Form must also be accompanied by self-attested copies of Educational and Professional Qualifications, and Experience etc.

vii. In case, procedure for conversion of Grade Point to percentage of marks is mentioned on the degree itself, the same shall be applied or otherwise, Grade Point in 10-point scale system will be adopted and the Cumulative Grade Point Average will be converted into equivalent marks as below: -
        "Percentage of Marks = 10 x CGPA"

viii.   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.

ix.   The University reserves the right to fill or not to fill the post advertised and no correspondence whatever will be entertained from the candidates regarding postal delays, conduct and result of interview and reason for not being called for interview.

x.   The Educational qualifications, 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.

xi.   Incomplete/unsigned application/application without photograph/ application not in prescribed proforma and those received after closing date shall be summarily rejected.

xii.   No TA/DA for appearing in the interview will be paid to the candidate.

xiii.   If the qualification possessed by the candidate is equivalent to a degree, then the authority (with number and date) under which it has been so treated must be indicated and its copy should also be attached.

xiv.   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.

xv.   In case of any query candidate may enquire at email id registrar@dtu.ac.in or recruitment@dtu.ac.in or call at 01127871044-45, Extn. No. 1138.

xvi.   Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over NCT of Delhi.

All the candidates, irrespective of the post applied for, are also required to send printout of **duly filled in and signed online application form/ duly filled in application form in original,** as the case may be, along with the desired/relevant documents to the Office of the **Recruitment Cell, Delhi Technological University, Shahbad Daulatpur, Bawana Road, Delhi-110042 latest by 17.07.2020 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).Candidates are advised to keep visiting the University website i.e. www.dtu.ac.in from time to time for further updates/notifications.

Registrar

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Space for photograph

1. Post Applied for:

2. Applied Mode of recruitment :   **Deputation**

3. Full Name _____

4. Date of Birth _____

5. Age (as on closing date)   …………..Years,………Months, ………Days

6. Date of Superannuation   _____

7. Sex   _____

8. Marital Status _____

9. Nationality_____

10. Category Gen/SC/OBC/ST_____

11. (a) Mother's Name_____

    (b) Father's Name _____

    (c) Spouse Name_____

12. Postal Address for correspondence_____
    (any change of address should be
    Communicated at once to the University)

    _____

    _____ Pin Code _____

    Telephone No._____ Mobile No._____

    Email-address_____

    Aadhar No._____
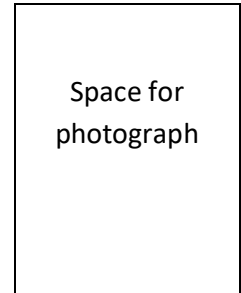
13. Permanent address_____

_____

_____

14. 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	Name of Board/University	Subject/Specialization	Division /Grade (% of Marks)	Year of Passing

15. 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	Nature of Duties	Pay scale/Pay band with GP	Basic Pay	Period of Employment (Month/Year)	
						From	To

16.	In case the present employment is held on deputation, please state: - (a) The date of initial appointment (b) Period of appointment on deputation (c) Name of the parent office/organization to which you belong to	
17.	Additional information, if any, which you would like to mention in support of your suitability for the post. (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).	
18.	Remarks, if any	

I have carefully read the vacancy circular/ advertisement and I am well aware that the Application Form duly supported by documents submitted by me will be assessed by the Selection Committee at the time of selection for the post. I, further, declare that the information/particulars furnished by me are true and nothing has been hidden.

Signature of the Candidate

Date_____

Countersigned
(Employer with Seal)