



DELHI TECHNOLOGICAL UNIVERSITY

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

F.No.: DTU/Reg/OO/2025-26/122

Dated: 23.05.2025

OFFICE ORDER

Sub: Creation of an Independent Unit for Recruitment on Group B & C positions in the University

The Competent Authority has approved the creation of an independent Unit initially within the Recruitment Cell under Dean (Planning & Recruitment) to handle regular recruitments on Group B & C (Technical & Ministerial) positions. This Unit's administrative structure & responsibilities are as follows :-

I. Administrative Structure :

S.No.	Name of the Official	Responsibility Assigned
1.	Sh. P.V. Ram Kumar, Assoc. Professor, Mech. Engg.	Director (Rectt.)
2.	Col. Pushpendra Mair, OSD to Vice Chancellor	OSD (Rectt.)
3.	Supporting Staffs	As per requirement

II. Roles & Responsibilities :

Director (Rectt.) :

- Develop recruitment plans based on sanctioned posts and organizational needs.
- Ensures recruitment policies/RRs are in alignment with government rules, reservation norms, and institutional guidelines.
- Coordinates with various departments to assess and validate vacancy positions.
- Supervises the end-to-end recruitment process — from vacancy notification to final recruitment.
- To hire Government agencies like EdCIL, NTA, DSSSB etc. for conducting CBT test.

OSD to Vice Chancellor :

- (i) Updation of vacancy details of Group B and C staff and drawing eligibility criteria such as recruitment rules from the establishment.
- (ii) Assisting in development of eligibility criteria/RRs wherever needed.
- (iii) Approval of syllabus for written test.
- (iv) Finalizing details with the involved department for conducting skill/trade test.
- (v) Finalization and approval of marking scheme for screening and /or selection process, prior to advertisement.
- (vi) Issuance of advertisement for inviting applications.
- (vii) Formation of committees like (Scrutiny, points marking, trade test/skill test, Personal interaction/Interview).
- (viii) Scrutiny of applications and short listing of eligible candidates.
- (ix) Conducting or outsourcing of CBT, coordination of skill/trade test.
- (x) Invitation of eligible candidates for skill/trade test and personal interaction/interview.
- (xi) Result declaration and providing same to Establishment for further processing for appointment.
- (xii) Coordination for personal biomarker verification at all stages of recruitment for selected/waitlisted candidates.


(Prof. Madhusudan Singh)
Registrar

F.No.: DTU/Reg/OO/2024-25/122

Dated: 23.05.2025

Copy to :

1. PA to VC for kind information of the Hon'ble Vice Chancellor
2. All Deans/ HoDs
3. Dean (P& R) / Assoc. Dean (P&R)
4. OSD to Vice Chancellor
5. Controller of Examinations/Controller of Finance
6. Sh. P.V. Ram Kumar, Associate Professor, Deptt. of Mech.Engg.
7. All Branch In-charges
8. Head (Computer Centre) with the request to upload on University website.


(Prof. Madhusudan Singh)
Registrar