



DELHI TECHNOLOGICAL UNIVERSITY

(Formerly: Delhi College of Engineering)
Shahbad Daulatpur, Bawana Road, Delhi-110042

The Government of NCT of Delhi has reconstituted Delhi College of Engineering into Delhi Technological University vide Delhi Act 6 of 2009 to incorporate it as a non-affiliating teaching and research University to facilitate and promote studies, research, technology incubation, product innovation and extension work in Science, Technology and Management Education and also to achieve excellence. DTU stands committed to foster technical education and research excellence backed by a quality conscious work culture. The University invites applications from the talented and motivated individuals, who have experience of work relating to Academics, Examination and Administration, to fill up the following posts by **Direct Mode of recruitment/ Transfer on Deputation Basis**.

S. No	Nomenclature of Posts		No. Of Posts	Pay-Scale (pre-revised)	Reserved for
1.	Assistant Controller of Exam	Asstt Controller of Exam (UG)	1	Rs.8,000 – 13,500	UR
		Asstt Controller of Exam (PG)	1	Rs.8,000 – 13,500	UR
2.	Assistant Registrar (Administration)	Asstt. Registrar (RTI, Vigilance, Legal)	1	Rs.8,000 – 13,500	UR
		Asstt. Registrar (Planning/ Statistical Data)	1	Rs.8,000 – 13,500	UR
3.	Assistant Registrar (Academics)	Asstt. Registrar – Academic (UG)	1	Rs.8,000 – 13,500	UR
		Asstt. Registrar – Academic (PG)	1	Rs.8,000 – 13,500	OBC
		Asstt. Registrar (IRD/Consultancy/ Alumni)	1	Rs.8,000 – 13,500	UR

Essential Qualification and Experience for the above posts

1. Asstt Controller of Examination

Direct recruitment

1. Good academic record + Master Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.
2. Three years relevant experience (Post qualification in a Govt. office/Public body/ R&D Institution or an organization of repute and having knowledge of computer based application such as MS Office. The experience should be of one level below of Assistant Registrar/Asstt. Controller such as post in the pay scale of Rs 6500-10500 (pre-revised) or equivalent.
3. Preference would be given to those
 - (i) Experience of working in examination wing of any teaching institutions/universities
 - (ii) Adequate knowledge of examination related rules and regulations
 - (iii) Extensive working on computer based applications, utilities

For Deputation

- (i) Person holding analogous posts in relevant area like examination;
OR
- (ii) Among the section officers of the University and R&D organizations and similarly placed institutions in the pay scale of Rs 6500-10500 (pre-revised) with at least 3 years regular service in the cadre and in the relevant area;
AND
possessing good academic record + Master Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.

2 Asstt Registrar (Administration)

Direct recruitment

1. Good academic record + Master Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.
2. Three years relevant experience/specialization (Post qualification in a Govt. office/Public body/ R&D Institution or an organization of repute and having knowledge of computer based application such as MS Office. The experience/specialization should be of one level below of Assistant Registrar such as post in the pay scale of Rs 6500-10500 (pre-revised) or equivalent.
3. Preference would be given to those
 - (i) Experience of working in administration/establishment in teaching/academic or R&D institutions;
 - (ii) Candidates having adequate knowledge of Act/Statutes/Ordinances and rules and regulations of the administration/establishment of any teaching institute/R&D organization/autonomous bodies/universities;
 - (iii) Extensive working on computer based applications, utilities

For Deputation

- (i) Person holding analogous posts in relevant area like administration;
OR
- (ii) Among the section officers of the University and R&D organizations and similarly placed institutions in the pay scale of Rs 6500-10500 (pre-revised) with at least 3 years regular service in the cadre and in the relevant area/field;
AND
possessing good academic record + Master Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.

3. Asstt. Registrar (Academic)

Direct recruitment

1. Good academic record + Master Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.
2. Three years experience in relevant field (Post qualification in a Govt. office/Public body/ R&D Institution or an organization of repute and having knowledge of computer based application such as MS Office. The experience in the relevant field/specialization should be of one level below of Assistant Registrar such as post in the pay scale of Rs 6500-10500 (pre-revised) or equivalent.

3. Preference would be given to those with
 - (i) Experience of working in teaching /academic or R&D institutions;
 - (ii) Candidates having experience in the relevant areas and support services functions academics with adequate knowledge of rules and regulations of teaching/R&D/Autonomous Bodies;
 - (iii) Post-graduates in relevant field or MBA, alongwith relevant experience;
 - (iv) Extensive working on computer based applications, utilities.

For Deputation

- (i) Person holding analogous posts in relevant area like academic;
OR
- (ii) Among the section officers of the University and R&D organizations and similarly placed institutions in the pay scale of Rs 6500-10500 (pre-revised) with at least 3 years regular service in the cadre and in the relevant area/specialization;
AND
Possessing good academic record + Master Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.

Age Requirement (for all posts): Preferably below 35 years as on the closing date of the receipt of the application i.e. on **02.03.2010**.

Note

- a. Prescribed EQs are minimum & mere possession of the same does not entitle candidates to be called for written test/interview, where number of applications received are more the University will short list the candidates.
- b. The University reserves the right to fill or not to fill any or all the post advertised. No correspondence whatever will be entertained from the candidates regarding postal delays, conduct and result of written test/interview and reason for not being called for written test/interview.
- c. Application must be sent in the prescribed format only. The candidates applying for more than one post should submit separate application form with requisite application fee.

The completed application, on the prescribed form, duly filled in and accompanied by a demand draft of Rs. 500/- in case of General candidates and Rs. 250/- in case of SC/ST/OBC/PH Category candidates drawn in favour of “Registrar, Delhi Technological University”, complete in all respects, should be submitted in the University or sent by post, so as to reach the Registrar, Delhi Technological University, Shahbad Daultpur, Bawana Road, Delhi-110042 **latest by 02.03.2010**.

The persons already in employment in Government Departments/Autonomous Bodies/Universities should apply through proper channel. If they are willing to be considered for the post by Transfer on Deputation method, they should enclose the

attested copies of ACRs for the last 5 years, Vigilance Clearance Certificate and Work & Conduct report from the present employer.

Incomplete applications and those received after the due date or without demand draft shall be rejected and no claim for refund of fee shall be entertained.

The selection will be based on the performance at the interview, service record, ACRs and written test, if required etc.

**Sd/-
(O. P. SHUKLA)
OSD, DTU**

Web: www.dce.edu

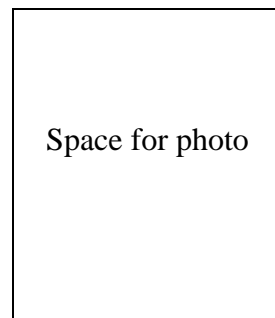


Application No _____
(To be filled by DTU Office)

Tel.: 91-11-27871018
Fa.: 91-11-27871023
e-mail: vcdu@dce.edu

DELHI TECHNOLOGICAL UNIVERSITY

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Shahbad Daulatpur, Bawana Road, Delhi-110042



1. Post Applied for _____

2. ON DIRECT RECRUITMENT BASIS/TRANSFER ON DEPUTATION
(strike out whichever is not applicable)

3. Branch Administration/Academics/Examination
(strike out whichever is not applicable)

4. Category Gen/SC/ST/OBC/PH (strike out which ever is not applicable)

5. Bank Draft No. _____, Dated _____

1.	Name and Address (in Block Letters)	
2.	Date of Birth (in Christian era)	
3.	Date of retirement under Central/ State Government Rules	
4.	Details of Demand Draft	No: _____ Dated: _____
5.	Educational Qualifications Whether Educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
	Qualifications/Experience Required (1) (2) (3) (1) (2)	Qualifications/Experience possessed by the officer

6.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post					
7.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient					
	Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)
8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent					
9.	<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>					
10.	<p>Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>(a) Central Government.</p> <p>(b) State Government</p> <p>(c) Autonomous Organization</p> <p>(d) Government Undertaking</p> <p>(e) Universities</p> <p>(f) Others</p>					

11.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	
12.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale	
13.	Total emoluments per month now drawn	
14.	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).	
15.	Remarks (The candidates may indicate information with regard to (i) Research Publications and reports and special projects (ii) Awards/ Scholarship/Official Appreciation(iii) Affiliation with the professional bodies/ institutions/ societies and (iv) any other information (Note: Enclose a separate sheet if the space is insufficient)	

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

Address _____

Date _____

Countersigned
(Employer with Seal)