



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/Recruitment/2024/F-500A/3181

Dated: 24/09/2024

Advertisement No. 04/2024

Recruitment to the Post of Registrar, Controller of Examinations (CoE) & Controller of Finance (CoF)

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. N.	Nomenclature of the Post	Number of Post(s)	Category	Pay Band & Grade Pay	Mode of Recruitment
1.	Registrar	01	UR	PB-IV (Rs.37400 - 67000) with Grade Pay of Rs.10,000/- (6 th CPC), Level-14 with rationalized entry pay of Rs.1,44,200/- as per 7 th CPC pay* matrix	On tenure basis through direct recruitment/deputation
2.	Controller of Examinations (CoE)	01			
3.	Controller of Finance (CoF)	01			

* 7th CPC pay scale implementation is under consideration.

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 application form is 11.11.2024 (Monday) by 05:00 P.M.

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Registrar

Eligibility Conditions:

Post	Essential Qualification	Age limit
Registrar	<p>1. Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p style="text-align: center;">AND</p> <p>2. At least 15 years of experience as Assistant Professor in the Academic Level-11 or AGP of Rs.7000/- and above or with 8 years of service in the Academic Level-12 or 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/or 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 an equivalent post.</p> <p>Note: The Registrar shall hold office for a term of 05 (five) years from the date of which he/she enters his/her office or upto age of 60 years whichever is earlier.</p>	58 Yrs.
Controller of Examinations (CoE)	<p>1. Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p style="text-align: center;">AND</p> <p>2. At least 15 years of experience as Assistant Professor in the Academic Level-11 or AGP of Rs.7000/- and above or with 8 years of service in the Academic Level-12 or 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/or 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 an equivalent post.</p> <p>Note: The Controller of Examinations shall hold office for a term of 05 (five) years from the date of which he/she enters upon his/her office and shall be eligible for reappointment for not more than one term or upto age of 60 years whichever is earlier.</p>	58 Yrs.

Controller of Finance (CoF)	<p>1. Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p style="text-align: center;">AND</p> <p>2. Holding analogous post in PB-IV, Rs.37,400-67,000 with AGP of Rs.10,000/- on regular basis.</p> <p style="text-align: center;">'OR'</p> <p>At least 15 years of regular service as Group 'A' Officer of an organized Finance & Accounts cadre/services of the Central/State/UT Govt./Govt. of NCT of Delhi/Autonomous Bodies, out of which at least 08 years should be in PB-3, Rs.15,600 - 39,100 with GP of Rs.7,600/- or above.</p> <p>Note: The Controller of Finance shall hold office for a term of 05 (five) years from the date of which he/she enters his/her office or up to age of 60 yrs. whichever is earlier.</p>	58 Yrs.
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How to Apply and Mode of Selection:

1. All the candidates are required to fill up the application proforma available on the University website. The scanned copy of duly filled in and signed on each page of 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 **11.11.2024 by 05:00 P.M.**
2. All the candidates are also required to send hard copy of duly filled in application form in original along with the desired/relevant documents and fee, if applicable, to the Office of the **Director, Recruitment Branch, Delhi Technological University, Shahbad Daultapur, Bawana Road, Delhi-110042 latest by 11.11.2024 till 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).
3. There shall be no application fee in case of deputation.
4. The selection of the candidates shall be made through screening followed by Interview.

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.
- 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.1000/- 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 self-attested copies of Educational & Professional Qualifications, Experience certificates, etc..
- ix. In case, procedure for conversion of Cumulative Grade Point Average (CGPA) to percentage of marks is mentioned on the Grade Report/ Grade Card itself, the same shall be applied. In case, it is not indicated and if the grade is awarded out of 10 points, the Cumulative Grade Point Average will be converted into equivalent marks as below: -

“Percentage of Marks = 10 x CGPA”

- x. In case award of grade in the UGC 07 (seven) point scale, the minimum requirement in Master’s degree is 55% of the marks which is equivalent to Grade B of UGC 07 (seven) point scale.
- 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 Performa 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

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Registrar