DELHI TEACHERS UNIVERSITY

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(A University Established by an Act of Govt. of NCT of Delhi)
Outram Lane, Near Mukherjee Nagar, Delhi- 110009

F.No.1.3(2)/RRs/DTU/2023/541 Dated: 28/10/2026

OFFICE ORDER

The Competent Authority is pleased to notify the Recruitment Rules for the post of Deputy Registrar, Assistant Registrar, Section Officer, Assistant Section Officer, Senior Assistant, Junior Assistant, Personal Secretary and Stenographer duly approved by the Board of Management, Delhi Teachers University in its 15th meeting vide agenda item No. 15.3 held on 13-10-2025:-

DEPUTY REGISTRAR

1	Name of Post	**Deputy Registrar**
2	Number of Post (s)	As sanctioned
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 12
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	Preferably 50 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii. Five years of experience as Assistant Registrar or in equivalent post in the Pay Level 10 and above.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	**Age:** No **Academic Qualification:** Must possess at least Bachelor's degree from a recognized University.
9	Period of probation, if any	One year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Direct Recruitment 25% by promotion, failing which by deputation.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	**Promotion:** Assistant Registrar with five years regular service in Pay Level 11. **Deputation:** Officers holding analogous posts on regular basis **or** with five years regular service in Pay Level 11**or** with eight years regular service in Pay Level 10in the Central/State Government, Universities and other autonomous organisations.
12	Composition of DPC or Selection Committee	Vice-Chancellor/Pro Vice-Chancellor* (In the absence of Vice-Chancellor)
		Two experts, not in service of the University, nominated by the Vice-Chancellor out of the panel approved by the BoM.
		Head of the Unit/Department
		One Member of the BoM nominated by it.
		A representative of SC/ST/OBC/Minority/ Women/PWD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.
		Registrar

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ASSISTANT REGISTRAR

1	Name of Post	**Assistant Registrar**
2	Number of Post (s)	As sanctioned
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	Preferably 40 Years
7	Educational and other qualifications required for direct Recruits	**Essential Qualifications:** I. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. II. The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview depending on the number of candidates.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	**Age**: No **Qualification**: No, but must possess at least Bachelor's degree from a recognized University/Institute.
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by direct recruitment 50% by promotion, failing which by deputation/direct recruitment.
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	**Promotion:**5 years of regular service as Section Officer / Private Secretary (pay level 8 & above). Based on merit from among the eligible candidates having requisite experience from feeder cadres on the basis of a written test. **Deputation:** Officers holding analogous posts on regular basis or with 5 years regular service in lower grades position in Level 7/Level 8 in the Central /State Government, Universities and other autonomous organizations. Knowledge of Computer Applications
12	Composition of DPC or Selection Committee	Vice-Chancellor/Pro Vice-Chancellor* (In the absence of Vice-Chancellor)
		Two experts, not in service of the University, nominated by the Vice-Chancellor out of the panel approved by the BoM.
		One Member of the BoM nominated by it.
		A representative of SC/ST/OBC/Minority/ Women/PWD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.
		Registrar

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SECTION OFFICER

1	Name of Post	**Section Officer**
2	Number of Post (s)	As sanctioned
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 8
5	Whether Selection or non-selection post	Selection Not Applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i) A Bachelor's Degree in any discipline from any recognised Institute/ University. ii) Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more. iii) Proficiency in Computer Operation, noting and drafting.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes (As indicated at column 7)
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion from the cadre of Assistant subject to qualifying the departmental test, failing which by deputation. 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion / deputation / absorption to be made	**Promotion:** 05 years of regular service from the feeder grade of Assistant in Level 6subject to seniority-cum-fitness with academic qualification as in Col.7 above. **Deputation:** Officers holding analogous post on regular basis or with three years regular service in Level 6 or equivalent in the Central/ State Govt. Universities or autonomous organisations and possess the Bachelor's degree as prescribed for direct recruits at Col.7 above.
12	Composition of DPC or Selection Committee	Pro Vice-Chancellor/Registrar* (In the absence of Pro Vice-Chancellor)
		One expert, not in service of the University, nominated by the Vice-Chancellor.
		Head of the Unit/Department
		A representative of SC/ST/OBC/Minority/ Women/PWD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.
		Registrar/Joint Registrar/Deputy Registrar

SG/C

ASSISTANT SECTION OFFICER

1	Name of Post	**Assistant Section Officer**
2	Number of Post (s)	As sanctioned
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Non-Selection in case of promotion Not Applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications:** Bachelor Degree from a recognized University / Institution. Three Years of experience as UDC or equivalent in the Level 4 in Central/ State Government/ University/ PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. Proficiency in Typing, Computer applications, noting and drafting.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes (As indicated at column 7)
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	**Promotion:** UDC with 5 years of regular service in Level 4 according to seniority-cum-fitness.
12	Composition of DPC or Selection Committee	Pro Vice-Chancellor/Registrar* (In the absence of Pro Vice-Chancellor)
		One expert, not in service of the University, nominated by the Vice-Chancellor.
		Head of the Unit/Department
		A representative of SC/ST/OBC/Minority/ Women/PWD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.
		Registrar/Joint Registrar/Deputy Registrar

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SENIOR ASSISTANT

1	Name of Post	**Senior Assistant**
2	Number of Post (s)	As sanctioned
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications**: 1. A Bachelor's Degree from any recognized Institute/ University. 2. Two year experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. 3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm 4. Proficiency in Computer Operations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion 25% by Direct Recruitment (based on written test and skill test) failing which by deputation
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	**Promotion:** Lower Division Clerk/Junior Assistant or equivalent with five years regular service in Pay Level 2 according to seniority cum fitness failing which by direct recruitment.
12	Composition of DPC or Selection Committee	Pro Vice-Chancellor/Registrar* (In the absence of Pro Vice-Chancellor)
		One expert, not in service of the University, nominated by the Vice-Chancellor.
		Head of the Unit/Department
		A representative of SC/ST/OBC/Minority/ Women/PWD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.
		Registrar/Joint Registrar/Deputy Registrar

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JUNIOR ASSISTANT

1	Name of Post	**Junior Assistant**
2	Number of Post (s)	As sanctioned
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Selection Non-Selection for Col. 10 (iii) Not Applicable for Direct Recruitment
6	Age Limit for Direct Recruits	30 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications:** (i) A Bachelor's Degree from any recognized Institute/ University. (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm(35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work) (iii) Proficiency in Computer Operations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	i) 85% by Direct Recruitment through written and skill test in various components of MS Office particularly in MS Word, MS Excel, etc. ii) 10% of vacancies shall be filled up from amongst the Group 'C' employees in the Level 1 and who possess Senior Secondary (10+2) or equivalent qualification and have rendered three years regular service in the grade, on the basis of the departmental qualifying examination. The maximum age limit for eligibility for such examination is 45 Years** Note: The panel shall be valid for a period of one year. iii. **Promotion:** 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' (MTS) employees who have five years regular service in posts in the Level 1 subject to fulfilling the educational qualification of (10+2) or equivalent. **The relaxation of Skill/Typing Test for the promotion from MTS to LDC shall be governed as per DoPT OM No. F.o.14020/1/2014-Estt. (D) dated 22nd April, 2015.**
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion/ deputation / absorption to be made	As in Column No. 10

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	Composition of DPC or Selection Committee	Pro Vice-Chancellor/Registrar* (In the absence of Pro Vice-Chancellor)
		One expert, not in service of the University, nominated by the Vice-Chancellor.
		Head of the Unit/Department
		A representative of SC/ST/OBC/Minority/ Women/PWD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.
		Registrar/Joint Registrar/Deputy Registrar

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PERSONAL SECRETARY

1	Name of Post	**Personal Secretary**
2	Number of Post (s)	As sanctioned
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 8
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	**Qualifications:** 1. A Bachelor's Degree from a recognized University/Institute. 2. At least 03 Years experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies. 3. English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi 4. English/Hindi Typing speed: 35 w.p.m. in English or 30 w.p.m.in Hindi. 5. Knowledge of computer applications. **Skill Test Norms on Computer:** Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi Transcription: 50 minutes (English)/ 60 minutes (Hindi) **Desirable:** Proficiency in English & good communication skills.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	i) 75% by promotion ii) 25 % by direct recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	**Promotion:** Private Secretary with 05 (five) years regular service in Level 7 on the basis of seniority-cum-fitness, subject to qualifying in the stenography test as mentioned under column 7.. **Deputation:** Persons holding analogous posts on regular basis or with 3 years regular service as Private Secretary in the Level 6/Level 7 of any Central/State Govt./ University/ Public Sector Undertaking as other Central or State Autonomous bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 7.

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12	Composition of DPC or Selection Committee	Pro Vice-Chancellor/Registrar* (In the absence of Pro Vice-Chancellor)
		One expert, not in service of the University, nominated by the Vice-Chancellor.
		Head of the Unit/Department
		A representative of SC/ST/OBC/Minority/ Women/PWD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.
		Registrar/Joint Registrar/Deputy Registrar

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STENOGRAPHER

1	Name of Post	**Stenographer**
2	Number of Post (s)	As sanctioned
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Not applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications:** 1. A Bachelor's Degree in any discipline from any recognized Institute/ University. 2. Proficiency in Stenography in English or Hindi with minimum speed of 80wpm. 3. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively. 4. Knowledge of Computer Applications. **Desirable Qualifications:** Proficiency in English and good communication skills. **Skill Test Norms on Computer:** Dictation: 10 minutes @ 80 w.p.m. Transcription: 50 minutes English/65 minutes Hindi
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	Pro Vice-Chancellor/Registrar* (In the absence of Pro Vice-Chancellor)
		One expert, not in service of the University, nominated by the Vice-Chancellor.
		Head of the Unit/Department
		A representative of SC/ST/OBC/Minority/ Women/PWD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.
		Registrar/Joint Registrar/Deputy Registrar

This issue with approval of Competent Authority.

27/10/2026

Registrar
Delhi Teachers University

F.No.1.3(2)/RRs/DTU/2023/542-543

Dated: 28/10/2026

- **Copy forwarded to the following for information and necessary action please:-**

1. Hon'ble Vice Chancellor, Delhi Teachers University
2. All Concerns officer
3. Guard File