

F.No.1.2 (8)/Rectt.AR&DR/DTU/2024/782

Dated:06/03/2024

Advt. No. 02/2024

ADVERTISEMENT

Online applications are invited in the prescribed Application Form on website <https://delhiteachersuniversity.edu.in> from eligible candidates for appointment to the following posts given below as per 7th CPC pay matrix in addition to the other usual allowances in the University. The last date for online applications is 14 Days **OR** two weeks from the date of publication of the advertisement in the Newspaper.

*** Note:** After successfully applying online, the self-attested copies of all the required documents along with application form should reach the University address **P-625 & 745, Outram Lane, Mukherjee Nagar, New Delhi- 110009** on or before 15 days from the last date of application.

S.No.	Name of Post (s)	UR	OBC	ST	SC	Total Post (s)
1.	Deputy Registrar	01	00	00	00	01
2.	Assistant Registrar	02	00	00	00	02

1. Qualifications for the post of Deputy Registrar (Pay Level – 12):

- **Essential:** (i) A Master's degree with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed.

(ii) Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration, **or**

(iii) Comparable experience in research establishment and/ or other institutions of higher education, **or**

(iv) At least 05 years administrative experience as Assistant Registrar or in an equivalent post at Level 10 and above.

- **Desirable:** (i) Experience in University administration and familiarity with the Working of University Bodies and Institutions.

***Note:** All direct recruits should possess working knowledge of computers.

- **Age Limit :** 50 years (As per UGC Norms)

- **Selection Process :** Interview

2. Qualifications for the post of Assistant Registrar (Pay Level – 10):

- **Essential:** (i) Masters' degree with at least 55% of marks or its equivalent grade in a point scale wherever grading system is followed.
- **Desirable:** (i) Experience in University administration and familiarity with the Working of University Bodies and Institutions

***Note:** All direct recruits should possess working knowledge of computers.

- **Age Limit:** 40 Years (As per UGC Norms)
- **Selection Process:** Written Test and Interview

***Scheme of examination for recruitment of Assistant Registrar by direct recruitment will be notified later on our Website.**



Vice Chancellor

F.No.1.2 (8)/Rectt.AR&DR/DTU/2024/783
Advt. No. 02/2024

Dated: 06/03/2024

General Instructions for Applicants

1. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed in the enclosed advertisement. The advertised post carries admissible scale plus allowances.
2. Merely fulfilling the minimum qualifications or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview; Delhi Teachers University may apply a more stringent criterion.
3. Application fees and forms are to be submitted as per details given below: General/Unreserved Category Rs. 1000/- OBC (NCL)/ EWS and Women Category Rs. 800/- SC/ST and PwBD Category Rs. 600/- • Applications with incomplete information or without requisite fee shall be rejected. • Fees once paid will not be refunded under any circumstances.
4. The reservation for applicants from SC, ST, EWS, OBC (non-creamy layer), and Persons with Benchmark Disability (PwBD) categories will be applicable as per government of GNCT Delhi norms.
5. The upper age limit prescribed for the advertised post shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Persons with Disabilities, Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the GNCT Delhi and adopted by the University.
6. The upper age-limit shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/ affiliated or constituent colleges under the University/Public Sector Undertakings. "Regular service" means service rendered by an employee in the Cadre on regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extant approved by the competent authority.
7. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates, provided they have rendered at least three years regular service in the University. The upper age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University/Colleges provided they have put in at least one year of service. (The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served).

8. The upper age limit for the posts advertised shall be determined as on closing date of advertisement. Documents for seeking age relaxation should be submitted at the time of written examination/interview (if applicable) also even if the same has been submitted earlier.
9. Consequent upon the adoption of self-certification provisions as required by the Government, the Delhi Teachers University shall process the applications entirely on the basis of information/documents uploaded with the application. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility shall lie solely with the applicant and the applicant shall be liable for skill test action as per law.
10. The Shortlisted candidates called for Skill Test /interview (if applicable) should report along with all the testimonials/certificates in original along with photo ID. A set of photocopies of certificates/testimonials with respect to the qualifications and experience indicated in the application form, duly certified by the applicant should be submitted at the time of the interview.
11. Applicants serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit send their applications through proper channel. They are also required to submit their application through proper channel. Further, they are requested to submit their 'No objection Certificate' along with Vigilance clearance at the time of the interview, if not submitted earlier.
12. All correspondences from the Delhi Teachers University including the interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form.
13. Canvassing in any form will be treated as a disqualification.
14. Applications that do not meet the eligibility criteria given in this advertisement and/or are incomplete in any respect shall be summarily rejected.
15. Applicants must NOT furnish any false, tampered, or fabricated particulars, or suppress any material/information while submitting the application and self-certified copies/testimonials.
16. The number/category of posts advertised may vary, and the University reserves the right not to fill up some or all posts advertised if the circumstances so warrant.
17. The University reserves the right to offer the post at a level lower than that advertised/applied, or on a contract/deputation basis, depending upon the qualifications, experience, and performance of the candidate, wherever applicable.
18. The University shall verify the documents submitted by and antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found that the documents/information submitted by the candidate is false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the University.
19. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the applicant.

20. In case of any dispute/ambiguity that may occur in the selection process, the University's decision shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.

21. No TA/DA shall be paid to candidates for attending the interview.

22. The last application submission date is indicated in the present advertisement uploaded on the University website <https://delhiteachersuniversity.edu.in>



Vice Chancellor