



DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009

(Formerly Delhi College of Engineering)

SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110042

No. F.DTU/Rectt./Admin/2017

Dated: 01.09.2017

RECRUITMENT TO POSTS OF STENOGRAPHERS

Delhi Technological University is a reputed teaching cum research University engaged in education, research, technology incubation, product innovation and extension work in Applied Sciences, Engineering, Management & allied areas and committed to foster excellence. The University invites applications to fill up the posts of Stenographer Grade I, Grade II and Grade III. The details of posts including mode of recruitment, qualifications/experience required and age limit are as under:-

S. No.	Name of Post	For Direct Recruitment				For Deputation	
		No. of Posts*	Reservation Status				No. of Posts*
			UR	SC	ST	OBC	
1	Stenographer Grade 'I'	----	----	----	----	01	
2	Stenographer Grade 'II'	03	03	---	---	04	
3	Stenographer Grade 'III'	08	05	01	---	02	

* The number of vacancies are indicative and may be increased or decreased. The number of posts advertised is provisional and can be varied as per the requirement of the University.

1. Stenographer Grade I (PB – 1, Rs. 9300- 34,800 with GP of Rs.4,800/-)

Educational Qualification:-

1. Bachelors Degree from a recognized University or equivalent.
2. Speed of 100 w.p.m. in Shorthand and 40 w.p.m. in typewriting in English on Computers.

Deputation from Officials of the Central/State Government/Universities/ R&D Institutions holding the analogous post and possessing the educational qualifications prescribed for the post.

‘OR’

Stenographers Grade-III working in the Central Government/ State Government/Universities/R & D Organizations in the GP of Rs.2400/- and having regular service of 05 years and possessing the qualifications prescribed for direct recruitment.

Note: The maximum age limit for appointment by Deputation shall not exceed 56 years as on the closing date of receipt of applications.

2. Stenographer Grade II (PB – 1, Rs. 9300- 34,800 with GP of Rs.4,200/-)

Educational Qualification:-

1. Bachelors Degree from a recognized University or equivalent.
2. Speed of 100 w.p.m. in Shorthand and 40 w.p.m. in typewriting in English on Computers.

Age limit for direct recruitment: 35 years

Deputation from Officials of the Central /State Government /Universities/ R&D Institutions holding the analogous post and possessing the educational qualifications prescribed for the post.

OR

Stenographers Grade-III working in the Central Government/ State Government /Universities /R & D Organizations in the GP of Rs.2400/- and having regular service of 05 years.

Note: The maximum age limit for appointment by Deputation shall not exceed 56 years as on the closing date of receipt of applications.

3. Stenographer Grade III (PB – 1, Rs. 5200- 20,200 with GP of Rs.2,400/-)

Educational Qualification:-

1. 12th Pass or equivalent under 10+2 system from a recognized Board/University.
2. Speed of 80 w.p.m. in Shorthand and 40 w.p.m. in typewriting in English on Computers.

Age Limit: 35 years

Scheme of Examination:-

Part	Subject	No. of questions	Maximum marks	Total duration
I	General Intelligence & Reasoning	50	50	2 Hours (2 hours and 40 minutes for VH/OH (afflicted by Cerebral Palsy and locomotor disability wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidates))
II	General Awareness	50	50	
III	English Language and Comprehension	100	100	

Question paper shall be of objective multiple choice type in English with negative marking of 0.25 marks for each wrong answer.

Syllabus for written examination:-

General Intelligence & Reasoning: It would include questions of both verbal and non- verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure

classification, arithmetical number series, non – verbal series etc. the test will also include questions designed to test the candidate’s abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

General Awareness: Questions will be designed to test the ability of the candidate’s general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its Neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and scientific Research etc. These questions will be such that they do not require a special study of any discipline.

For VH candidates of 40% and above visual disability / cerebral palsy affected candidates and opting for scribe there will be no component of Maps/Graphs/ Diagrams/ Statistical Data in the General Intelligence & Reasoning/ General awareness.

English Language & Comprehension: In addition to the testing of candidates’ understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms, and its correct usage, etc. his/her writing ability, would also be tested.

Mode of Selection:-

Candidates shall be shortlisted for the skill test on the basis of their performance in the aforesaid computer based examination and those who qualify in the skill test shall be included in the category wise select list for appointment on the basis of merit in the computer based examination.

Skill test in Stenography:

Candidates who obtain the qualifying marks in the Written Examination as may be prescribed by the University will only be called for the Skill Test. The skill test will be of qualifying nature.

The Candidates will have to appear for the stenography test. The candidates will be given one dictation for 10 minutes in English at the speed of 80 w.p.m. for the post of Stenographer Grade ‘III’ and 100 w.p.m. for the posts of Stenographer Grade ‘I’ and ‘II’. The matter will have to be transcribed on computer only. The evaluation of transcription will be done electronically only. The transcription time shall be as follows:-

- For Stenographer Grade ‘III’: 50 minutes (English)
- For Stenographer Grade ‘II’ : 40 minutes (English)
- For Stenographer Grade ‘I’ : 40 minutes (English)

Note:-

The candidates are required to fill up the online application form and also send the print out of online application form with the desired/relevant documents. The application fee will be acceptable through online mode only. The application fee shall be Rs.500/- in case of General/OBC candidates and Rs.250/- in case of SC/ST/PH Category candidates for applications in case of direct recruitment. No other mode of payment will be accepted by the University. There shall be no application fee in case of deputation. The candidates are

directed to attach the print out of online fee receipt with hard copy of Application Form. The application with supporting documents should reach to the Registrar, Delhi Technological University before the last date of receipt of applications, i.e., 06.11.2017. Candidates are advised to visit University website i.e. www.dtu.ac.in from time to time for further notifications with regard to dates for written examination and skill test etc.

General Instructions for all Candidates

1. The candidate must be citizen of India.
2. Employment of the University shall be governed by the Acts, Statutes, Rules and Regulations, Service Conditions, as may be notified by the University from time to time.
3. Applications should be submitted online on University website www.dtu.ac.in before the last date for inviting such applications. All columns must be filled in the online application form. No column should be left blank, instead it should be marked "N.A." wherever not applicable.
4. A print out of the online Application Form accompanied by self attested copies of Educational and Professional Qualifications, Experience, Caste Certificate/PH Certificate/Ex-Serviceman certificate (in case claiming benefit of reservation) must also be submitted at the University campus in the Recruitment Cell, Ist Floor, Administrative Block, DTU OR sent by post so as to reach the Registrar, Delhi Technological University, Shahbad Daulatpur, Bawana Road, Delhi-110042 latest by 06.11.2017 at 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). The University will not be responsible for any postal delay or loss.
5. 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-list 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.
6. The University reserves the right to fill or not to fill any or all the posts advertised and no correspondence whatsoever from the candidates regarding postal delays, conduct, result and reason for not being shortlisted will be entertained.
7. The number of vacancies are indicative and may be increased or decreased. The number of posts advertised is provisional and can be varied as per the requirement of the University.
8. All appointments shall be made on temporary basis.
9. Reservation benefits will be available to the SC/ST/OBC/PH category candidates in accordance with the instructions / orders / circulars issued from time to time by the Govt. of NCT of Delhi. The reservation benefits under SC/ST categories shall be admissible as per judgment dated 12.9.2012 of Hon'ble High Court of Delhi as passed in No. 5390/2010, CM No. 20815/2010 – Deepak Kumar and Ors Vs District and Sessions Judge, Delhi and Ors. as per which SC/ST candidates of other States/UTs

shall also be eligible for reservation benefit. However, this shall be further subject to policy decision of Govt. of NCT of Delhi for SC/ST migrants of other States.

- 10. The OBC candidates must be in possession of filled prescribed Annexure I, alongwith his/her caste certificate issued by the Govt. of Delhi only.**
11. Abbreviations used are denoted as under : UR-Un-Reserved (General), SC- Scheduled Caste, OBC-Other Backward Classes, PH - Physically Handicapped, VH- Visually Handicapped, LV-Low Vision, OH-Orthopedically Handicapped, BL-Both Leg, OA-One Arm, OL-One Leg, OAL-One Arm and One Leg, HH-Hearing Handicapped.
12. The candidates applying for more than one post should submit separate application form alongwith requisite fee for each post.
13. The Educational qualification, age, experience and other conditions of eligibility as stipulated above against each post shall be determined as on the closing date of receipt of applications.
14. The persons already in employment in Govt. Department/Autonomous Bodies/ Universities under Central /State Government should submit the copy of online application alongwith its enclosures through proper channel.
15. The persons, working in Private organizations, claiming previous experience of working in Govt. Department/Autonomous Bodies/ Universities under Central /State Government should enclose a certificate from that Government 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.
16. 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.
17. No TA/DA in connection with the submission of application form or appearing in the examination/interview will be paid to the candidate.
18. No enquiry in person or in writing for recruitment shall be entertained.
19. 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.
20. No documents will be accepted or considered by the University after submission of copy of online application form by the candidate and no subsequent request for its change will be considered or granted.
21. In case of any query candidate may enquire at email id registrar@dtu.ac.in or recruitment@dtu.ac.in or call at 01127871044-45, Ext. No. 1123.
22. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.

Sd/-
Registrar