



**DELHI TECHNOLOGICAL UNIVERSITY**  
Established by Govt. of Delhi vide Act 6 of 2009  
**(FORMERLY DELHI COLLEGE OF ENGINEERING)**  
**BAWANA ROAD, DELHI-110042**

Advt. No. F.DTU/Rectt./CoF/EDP/2017

Dated: 13.06.2018

**RECRUITMENT TO THE POST OF CONTROLLER OF FINANCE**

Delhi Technological University is a non-affiliating; teaching cum research University engaged in education, research, technology incubation, product innovation and extension work in Applied Sciences, Engineering and Management and is committed to foster excellence. The University invites applications from amongst employees of Central/State/UT Govt./Autonomous Bodies/Universities to fill up the following post:

S. No.	Nomenclature of Post	Pay Band & Grade Pay	Number of post	Mode of Recruitment
1	Controller of Finance	PB-IV (Rs.37400/- - 67000/-) with Grade Pay of Rs.10000/-	01	Direct recruitment on 05 years tenure basis/deputation

**Eligibility Conditions**

1..	Educational and other qualification required for direct recruitment	<p>i. Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 07 (seven) point scale.</p> <p>ii. Holding analogous post in PB-4, Rs. 37,400-67,000 with AGP of Rs.10,000/- on regular basis;</p> <p style="text-align: center;">'OR'</p> <p>Atleast 15 years of regular service as Group 'A' Officer of an organized Finance &amp; Accounts cadre/services of the Central/State/UT Govt./Govt. of NCT of Delhi/Autonomous Bodies, out of which atleast 08 years should be in PB-3, Rs.15,600-39,100 with GP of Rs.7,600/- or above.</p>
2.	Age limit for direct recruitment/deputation	57 years

3.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.	Deputation: From amongst employees of Central/State/UT Govt./Autonomous Bodies/Universities: i. Holding analogous post in PB-4, Rs. 37,400-67,000 with AGP of Rs.10,000/- on regular basis; ‘OR’ Atleast 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 atleast 08 years should be in PB-3, Rs.15,600-39,100 with GP of Rs.7,600/- or above
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### **General Instructions**

- i. Prescribed application form can be downloaded from the University’s website [www.dtu.ac.in](http://www.dtu.ac.in)
- ii. The person appointed on deputation basis will draw the pay and other allowances as per Govt. of India/Delhi Govt. instructions issued from time to time.
- iii. Applications should be submitted through proper channel alongwith attested copies of ACRs/APAR for the last 5 years, Vigilance Clearance Certificate and Work & Conduct Report from the present employer.
- iv. Application Form must also be accompanied by self attested copies of Educational & Professional Qualifications and Experience etc.
- v. If the Grade Point System is adopted, the CGPA will be converted into equivalent marks as given below:

Grade Point	% of marks
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

- vi. 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.
- vii. The University reserves the right to fill or not to fill the post advertised and no correspondence whatever will be entertained from the candidates regarding postal delays, conduct and result of interview and reason for not being called for interview.
- viii. The Educational qualifications, 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.
- ix.** Incomplete/unsigned application/application without photograph/ application not in prescribed proforma and those received after closing date shall be summarily rejected.
- x. No TA/DA for appearing in the interview will be paid to the candidate.
- xi. If the qualification possessed by the candidate is equivalent to a degree, then the authority (with number and date) under which it has been so treated must be indicated and its copy should also be attached.
- xii. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
- xiii. The candidates who have already applied for the post in response to University's earlier advertisements dated 23.11.2016 and dated 19.06.2017 need not apply afresh.

The applications on the prescribed form, duly filled-in and complete in all respect alongwith requisite documents should be sent to the Registrar, Delhi Technological University, Shahbad Daulatpur, Bawana Road, Delhi-110042 **latest by 29.06.2018 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).

**Registrar**



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Space for  
photograph

1. Post Applied for Controller of Finance
2. Applied Mode of recruitment Direct or Deputation
3. Full Name \_\_\_\_\_
4. Date of Birth \_\_\_\_\_
5. Age (as on closing date) .....Year,..... Months, .....Days
6. Date of Superannuation \_\_\_\_\_
7. Sex \_\_\_\_\_
8. Marital Status \_\_\_\_\_
9. Nationality \_\_\_\_\_
10. Category Gen/SC/OBC/ST \_\_\_\_\_
11. (a) Mother's Name \_\_\_\_\_  
(b) Father's Name \_\_\_\_\_  
(c) Spouse Name \_\_\_\_\_
12. Postal Address for correspondence \_\_\_\_\_  
(any change of address should be  
Communicated at once to the University) \_\_\_\_\_  
\_\_\_\_\_ Pin Code \_\_\_\_\_  
Telephone No \_\_\_\_\_ Mobile No \_\_\_\_\_  
Email-address \_\_\_\_\_  
Aadhar No. \_\_\_\_\_

Contd.....2

13. Permanent address

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14. Academic Qualifications:

(i) Please attach attested copies of certificates including Date of birth  
(ii) Give particulars in a chronological order starting with Metric.

S.No	Degree	Name of Board/University	Subject/Specialisation	Division /Grade% of Marks	Year

15. Details of Experience (Give particulars in descending chronological order starting with the present post. If space is insufficient, attach separate sheet).

S.No	Employer	Post held	Nature of Duties	Pay scale/Pay band with GP	Basic Pay	Period of Employment (Month/Year)	
						From	To

Contd.....3

13.	<p>In case the present employment is held on deputation basis, please state:-</p> <p>(a) The date of initial appointment</p> <p>(b) Period of appointment on deputation</p> <p>(c) Name of the parent office/organization to which you belong</p>	
14.	<p>Additional information, if any, which you would like to mention in support of your suitability for the post.</p> <p>(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).</p>	
15.	Remarks, if any	

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. I, further, declare that the information/particulars furnished by me are true and nothing has been hide.

Signature of the Candidate

Date \_\_\_\_\_

Countersigned  
(Employer with Seal)