# Delhi Technological University

## (Formerly Delhi College of Engineering)
### Shahbad Daulatpur, Bawana Road, Delhi – 110 042

F.No. DTU/Reg/Notification/2017-18/4933

Dated: 01.03.2018

# Notification

The approval of the Competent Authority is hereby conveyed for remuneration of various activities in the University such as various admissions, examinations, recruitments etc.

## A- Admissions:

### A1: Admission of B. Tech. Students (JAC) Joint Admission Committee

| S. No. | Manpower for the Activity | No of persons | Total Honorarium per person | Remarks |
|---|---|---|---|---|
| 1. | Chairperson | 01 | 1.5 Lakh | |
| 2. | Vice-Chairperson | 02 | 80,000/- | |
| 3. | Core Committee Members (Faculty Members + Co-ordinator, Network & Computer Support+ In-charge Academic Branch+ Incharge Finance Branch) | 08 | 50,000/- | |
| 4. | Non-faculty staff associated with Chairperson | 02 | 20,000/- | |
| 5. | Secretarial Staff (Office Assistants/ Technical Assistant including from Academic branch) | 08 | 20,000/- | |
| 6. | MTS (Group D)Including from Academic Branch | 05 | 10,000/- | |
| 7. | DDO | 01 | 15,000/- | For all Admissions of Academic year. |

### A2.: Admission of B. Tech. (Evening) and B. Tech (Lateral Entry)

| S. No. | Manpower for the Activity | No of persons | Total Honorarium per person | Remarks |
|---|---|---|---|---|
| 1. | Chairperson | 01 | 20,000/- | |
| 2. | Dy. Chairperson | 01 | 15,000/- | |
| 3. | Committee Members | 04(max) | 10,000/- | |

| S. No. | Manpower for the Activity | No of persons | Total Honorarium per person | Remarks |
|---|---|---|---|---|
| 4. | Secretarial Staff (Office Assistants/ Technical Assistant) | 03 | 3,000/- | |
| 5. | MTS (Group D) | 03 | 2,000/- | |
| 6. | Co-ordinator, Network & Computer Support | 01 | 5,000/- | |
| 7. | Computer Centre Assistant | 01 | 4,000/- | |
| 8. | In-charge Academic Branch (UG) | 01 | 5,000/- | |
| 9. | Secretarial Staff Academic Branch | 01 | 3,000/- | |
| 10. | MTS (Group D) Academic Branch | 01 | 2,000/- | |

## A3: Admission of B. B. A. & B. A. Hons. (Economics)

| S.No. | Manpower for the Activity | No of persons | Total Honorarium per person | Remarks |
|---|---|---|---|---|
| 1. | Chairperson | 01 | 20,000/- | |
| 2. | Dy. Chairperson | 01 | 15,000/- | |
| 3. | Committee Member | 02(max) | 10,000/- | |
| 4. | Secretarial Staff (Office Assistants/ Technical Assistant) | 02 | 3,000/- | |
| 5. | MTS (Group D) | 02 | 2,000/- | |
| 6. | Co-Ordinator, Network & Computer Support | 01 | 5,000/- | |
| 7. | Computer Centre Assistant | 01 | 4,000/- | |
| 8. | In-charge Academic Branch | 01 | 5,000/- | |
| 9. | Secretarial Staff Academic Branch | 01 | 3,000/- | |
| 10. | MTS (Group D) Academic Branch | 01 | 2,000/- | |

## A4: Admission of M. Tech.

| S.No. | Manpower for the Activity | No of persons | Total Honorarium per person | Remarks |
|---|---|---|---|---|
| 1. | Chairperson | 01 | 20,000/- | |
| 2. | Dy. Chairperson | 01 | 15,000/- | |
| 3. | Secretarial Staff (Office Assistants/ Technical Assistant) | 03 (max) | 3,000/- | |
| 4. | MTS (Group D) | 03(max) | 2,000/- | |
| 5. | Co-Ordinator, Network & Computer Support | 01 | 5,000/- | |
| 6. | In-charge Academic Branch | 01 | 7,500/- | |
| **For Each Department** | | | | |
| a) | Co-ordinator | 01 | 10,000/- | |
| b) | Dy. Coordinator | 01 | 7,500/- | |
| c) | Secretarial Staff | 01 | 3000/- | |
| d) | MTS (Group D) | 01 | 2000/- | |

## A5: Admission of Ph. D. (Including QIP)

| S. No. | Manpower for the Activity | No of persons | Total Honorarium per person | Remarks |
|---|---|---|---|---|
| 1. | Chairperson | 01 | 20,000/- | |
| 2. | Dy. Chairperson | 01 | 15,000/- | |
| 3. | Secretarial Staff (Office Assistants/ Technical Assistant) | 03 (max) | 3,000/- | |
| 4. | MTS (Group D) | 03 (max) | 2,000/- | |
| 5. | Co-Ordinator, Network & Computer Support | 01 | 5,000/- | |
| 6. | Computer Centre Assistant | 01 | 4,000/- | |
| 7. | In-charge Academic Branch | 01 | 7,500/- | |

## A6: Admission of M. B. A.

| S. No. | Manpower for the Activity | No of persons | Total Honorarium per person | Remarks |
|---|---|---|---|---|
| 1. | Chairperson | 01 | 20,000/- | |
| 2. | Dy. Chairperson | 01 | 15,000/- | |
| 3. | Secretarial Staff (Office Assistants/ Technical Assistant) | 02 | 3,000/- | |
| 4. | MTS (Group D) | 02 | 2,000/- | |
| 5. | Co-ordinator, Network & Computer Support | 01 | 5,000/- | |
| 6. | Computer Centre Assistant | 01 | 5,000/- | |
| 7. | In-charge Academic Branch | 01 | 5,000/- | |
| 8. | Secretarial Staff Academic Branch | 01 | 3,000/- | |
| 9. | MTS (Group D) Academic Branch | 01 | 2,000/- | |
| 10. | Experts for GD/PI out of which only one should from DSM/USME | 03 per group | 3000/- per day | |

## A7: Admission of Executive - M. B. A.

| S. No. | Manpower for the Activity | No of persons | Total Honorarium per person | Remarks |
|---|---|---|---|---|
| 1. | Chairperson | 01 | 20,000/- | |
| 2. | Dy. Chairperson | 01 | 15,000/- | |
| 3. | Secretarial Staff (Office Assistants/ Technical Assistant) | 01 | 3,000/- | |
| 4. | MTS (Group D) | 01 | 2,000/- | |
| 5. | Co-Ordinator, Network & Computer Support | 01 | 5,000/- | |
| 6. | Computer Centre Assistant | 01 | 4,000/- | |
| 7. | In-charge Academic Branch | 01 | 5,000/- | |
| 8. | Experts for GD/PI out of which only one should from DSM/USME | 03 per group | 3000/- per day | |
| 9. | Secretarial Staff Academic Branch | 01 | 3,000/- | |
| 10. | MTS (Group D) Academic Branch | 01 | 2,000/- | |

## A8: Admission of DASA + International Affairs + other admission by International Office.

| S. No. | Manpower for the Activity | No of persons | Total Honorarium per person | Remarks |
|--------|---------------------------|---------------|-----------------------------|---------|
| 1. | Chairperson | 01 | 20,000/- | |
| 2. | Dy. Chairperson | 01 | 15,000/- | |
| 3. | Committee Member | 04 (max) | 10,000/- | |
| 4. | Secretarial Staff (Office Assistants/ Technical Assistant) | 03 (max) | 3,000/- | |
| 5. | MTS (Group D) | 03(max) | 2,000/- | |
| 6. | In-charge Academic Branch | 01 | 5,000/- | |

## B: Recruitment

### B1: Screening of Applications Committee

| S. No | Manpower for the Activity | No of persons | Total Honorarium per person | Remarks |
|-------|---------------------------|---------------|-----------------------------|---------|
| 1 | Chairperson | 01 | 20,000/- | |
| 2 | Registrar (For entire period and screening process of that cycle) | 01 | 20,000/- | |
| 3 | Member (s) | As per requirement | 15,000/- | |
| 4 | Branch In-charge Recruitment, Incharge Online Application Cell | 02 | 10,000/- | |
| 6 | Section Officer, Asstt. Programmer related to online applications | 02 | 5000/- | |
| 7 | Secretarial Staff (Office Assistant) | 02 per committee | 3000/- | |
| 8 | Attendants (MTS) | 02 per committee | 2000/- | |
| | Staff of the VC, PVC, Registrar Office | As per requirement Consultant OA/ JOA MTS/ Driver | 1500/- 1000/- 500/- | |

### B2: Conduct of Screening / Recruitment Test/Admission Test

| S. No | Manpower for the Activity | No of Person | Honorarium (Rs) per Session | Remarks |
|-------|---------------------------|--------------|-----------------------------|---------|
| 1. | COE, Registrar | 02 | 3000/- | |
| 2. | Observers | As per requirement | 3000/- | |
| 3. | Flying Squad Members | As per requirement | 3000/- | |
| 4. | Officer for University Control Room | 1 | 1500/- | |
| 5. | Assistant for University Control Room | 1 | 750/- | |
| 6. | Attendant for University Control Room | 1 | 300/- | |
| 7. | IT Team Members for University Control Room | 2 | 1500/- | |
| 8. | Data Verifying officer for University Control Room/ Incharge Rectt. Br. | 1 | 1500/- | |

| S. No | Manpower for the Activity | No of Person | Honorarium (Rs) per Session | Remarks |
|-------|--------------------------|--------------|------------------------------|---------|
| 9. | Assistant Data Verifying officer for University Control Room/ S.O., Rectt. | 1 | 1000/- | |
| 10. | Data Verifying Assistant for University Control Room/ Asstt.s Rectt. Branch | 3 | 750/- | |
| 11. | Superintendent | 1 | 3000/- | |
| 12. | Dy. Superintendent | One for every 500 candidates or part thereof | 1500/- | |
| 13. | Invigilators | 1 for every 24 candidates | 1000/- | |
| 14. | Examination Assistant* | 1 for every 300 candidates | 750/- | |
| 15. | Daftri * | 1 for every 300 candidates | 375/- | |
| 16. | Attendant , Watermen, Sweeper, Security Guard | One each for every 200 candidates | 300/- | |
| 17. | Electrician | 1 for every session | 300/- | |
| 18. | Camera Man | One for every 400 candidates | 3000/- | |
| 19. | Refreshment | | 30 per session per person | |
| 20. | Lunch for control room staff | | 150 per person per day | |
| 21. | Staff of the VC, PVC, Registrar Office | As per requirement Consultant OA/ JOA MTS/ Driver | 750/- 500/- 375/- | |

*One Examination Assistant and One Daftri will get one duty extra for preparatory work on preceding day of examination.

| B3: Screening Test cum Result Declaration Committee | | | Remarks |
|-----------------------------------------------------|--------------|---------------------------|---------|
| S. No. | Manpower for the Activity | No of persons | Total Honorarium per person | |
| 1 | Chairperson | 01 | 7500/- | |
| 2 | Registrar | 01 | 5000/- | |
| 3 | Member (s) | As per requirement | 5000/- | |
| 3 | Incharge Network Support | 01 | 5000/- | |
| 4 | Dy. Registrar | 01 | 5000/- | |

| S. No. | Manpower for the Activity | No. of persons | Total Honorarium per person | Remarks |
|---|---|---|---|---|
| 5 | Section Officer | 01 | 2000/- | |
| 6 | Secretarial Staff (Office Assistant) | 02 | 1500/- | |
| 7 | Attendant (MTS) | 02 | 1000/- | |
| 8 | Network Manager for Website coordination | 01 | 3000/- | |
| 9 | Computer centre Assistant | 01 | 1500 | |
| 10 | Staff of the VC, PVC, Registrar Office | As per requirement<br>Consultant<br>OA/ JOA<br>MTS/ Driver | 1500/-<br>1000/-<br>750/- | |

* Outside DTU (If required)

## B4: Presentation/ Selection/ Interview Committee (s)

| S. No. | Manpower for the Activity | No of persons | Honorarium per Person | |
|---|---|---|---|---|
| 1. | Member (External Expert) | 03 | 5000/- per day or per committee, whichever is higher | |
| 2. | Internal Members (Dean, Observers, Experts, etc.) | As per requirements | **For non working day** | **For working day** |
| 3. | Document Verification Team | As per requirements | 4000/- per day | - |
| 4. | Dy. Registrar | 01 | 3000/- per day | 1500/- per day |
| 5. | Section Officer | 01 | 2000/- per day | 1000/- per day |
| 6. | Secretarial Staff (Office Assistant) | 02 | 1500/- per day | 750/- per day |
| 7. | Attendant (MTS) | 02 | 750/- per day | 375/- per day |
| 8. | Staff of the VC, PVC, Registrar Office | As per requirement<br>Consultant<br>OA/ JOA<br>MTS/ Driver | 1500/- per day<br>1000/- per day<br>750/- per day | 750/- per day<br>500/- per day<br>375/- per day |

## C: Examinations

### C1: EVALUATION AND PAPER SETTING (All Programs All Semesters)

| S. No. | B. Tech. | Paper Setting(Rs.) | Evaluation Charges (Rs.) | Minimum |
|---|---|---|---|---|
| 1. | Theory | 2000 | 50 per script | Rs 500 |
| 2. | Minor Project, Practical, Industrial Training, Internship | 1000 if required | 50 per candidate<br>Max two examiners per candidate | Rs 500 |

| S. No. | B. Tech. | Paper Setting(Rs.) | Evaluation Charges (Rs.) | Minimum |
|---|---|---|---|---|
| 3. | Project (Major) B. Tech, MBA | | 500/- per candidate to be divided equally among all the examiners | |
| 4. | M. Tech Thesis | | 2000/- per candidate | One External & One Internal |
| 5. | Ph.D Thesis evaluation (internal only) | | 5000/- per candidate | |
| 6. | Ph. D. for conducting Ph. D Viva Voce | | 5000/- per candidate | |
| 7. | International Experts | | US $ 300/- per candidate | |

## C2: THEORY EXAMINATION MID/ END/ Supplementary

| S. No | Manpower for the Activity | No of Person | Mid Semester Per Session | End/ Supplementary Semester Per Session | Remarks |
|---|---|---|---|---|---|
| 1 | Superintendent | 01 | 500 | 1000 | |
| 2 | Dy. Superintendent | 01 for every 1000 students or part thereof | 400 | 750 | |
| 3 | Invigilator | • 1-20 Student –one per hall<br>• 21-75 Student-Two per hall<br>• 76-150 Student-Three per hall<br>• 151-250 Students-Four per hall<br>• Two Additional for Control Room | 300 | 600 | |
| 4 | Asstt Invigilator | • 1-50 students- Nil<br>• 51-150 students- 01 per hall<br>• Above 150 students – 02 per hall. | 175 | 325 | |
| 5 | Examination Assistant | One for every 500 Students | 175 | 325 | |
| 6 | Daftri | One Daftri for every 500 Students | 150 | 225 | |
| 7 | Office Attendant/ Waterman/ Safaiwala/ Security Guard | One for every 200 students | 100 | 175 | |
| 8 | Electrician | One per session | 100 | 175 | |
| 9 | Refreshment | | 30 per session per person | 30 per session per person | |
| 10 | Writing Assistant | | 250 | 500 | |

## C3: PRACTICAL EXAMINATION

| S. No | Manpower for the Activity | No of Person | Honorarium (Rs) per session | Remarks |
|---|---|---|---|---|
| 1. | University Coordinator (If required) | | 5000 for the entire examination | |
| 2. | Superintendent | One for each deptt. | 500/- | |
| 3. | Foreman or Tech Assistant (any Level) | Max 2 per lab session | 325/- | |
| 4. | Lab Attendant or MTS | Max 2 per lab session | 175/- | |
| 5. | Safaiwala | 1 per session | 175/- | |
| 6. | Waterman | 1 per session | 175/- | |
| 7. | Security Guard | 1 per session | 175/- | |

## C4: RESULT PREPARATION

| S. No | Manpower for the Activity | No of Person | Honorarium (Rs) | Remarks |
|---|---|---|---|---|
| 1 | Coordinator (Coding) | | 2 per script | |
| 2 | Assistant (Coding) | | 1 per script | |
| 3 | Coordinator (Decoding) | | 2 per script | |
| 4 | Assistant (Decoding) | | 1 per script | |
| 5 | Daftri | | 90 per day | |
| 6 | Peon (Office Attendant / Helper) | | 70 per day | |
| 7 | Tabulator (Manual/ Computer) per candidate per semester | | 9.10 per candidate | |
| 8 | Tabulator (Manual/ Computer) per candidate (Consolidated) | | 28 per candidate | |
| 9 | Scrutinizing & Moderation per candidate per semester | | 5.60 per candidate | |
| 10 | Mark Sheet Printing Work (Semester wise) | | 0.60 per mark sheet | |
| 11 | Assistant for Mark Sheet Printing (Semester wise) | | 0.50 per mark sheet | |
| 12 | Consolidated Mark Sheet Printing | | 5 per mark sheet | |
| 13 | Assistant (Consolidated Mark Sheet Verifying only) | | 5 per mark Sheet | |
| 14 | Checking of Degree Certificates | | 5 per degree | |
| 15 | Verification of Degree Certificate | | 10 per degree | |
| 16 | Approval of Degree Certificate | | 15 per degree | |

**C5: SECRECY WORK**

| S. No | Manpower for the Activity | No of Person | No of days | Honorarium (Rs) per day | Remarks |
|---|---|---|---|---|---|
| 1 | In charge Secrecy | 1 | Max. of 7 days for Mid Sem. Exam & 13 days for End/Supp. Examination | 1500 | |
| 2 | Additional In charge Secrecy | 1 | -do- | 1000 | |
| 3 | Examination Assistant | 3 | -do- | 400 | |
| 4 | Office Attendant | 3 | -do- | 250 | |

**C6: CENTRAL EVALUATION CENTRE FOR END TERM AND SUPPLEMENTARY EXAMNIATION**

| S. No | Manpower for the Activity | No of Person | | Maximum number of days for | | Honorarium (Rs) per day | Remarks |
|---|---|---|---|---|---|---|---|
| | | End. Sem. Exam | Suppl. Exam. | End Sem. Exam | Supplementary Examination | | |
| 1 | Coordinator | 1 | 1 | | | 1500 | |
| 2 | Dy. Coordinator | 3 | 2 | 30 days | 15 days | 1000 | |
| 3 | Evaluation Assistant | 4 | 2 | | | 400 | |
| 4 | Evaluation Attendant | 5 | 3 | | | 250 | |
| 5. | Safai karamchari | 1 | 1 | | | 175 | |
| 6. | Security Guard | 1 | 1 | | | 175 | |

1. The Evaluation Centre shall start on the first day of examination and continue for a maximum of 30 days. If due to any reason duration is extended, payment shall be made only for 30 days. It shall be responsibility of Centre Superintendent (Evaluation) to complete work in time. Extension shall be granted by the Controller of Examination with proper justification for the delay

**C5: SHIFTING OF ANSWER SCRIPTS**

| S. No | Examination | Total Amount in Rs | Remarks |
|---|---|---|---|
| 1 | End Semester | 5000 | |
| 2 | Supplementary | 2000 | |

(Prof. Samsher)
Registrar

F.No. DTU/Reg/Notifications/2017-18/4933                Dated: 01.03.2018

Copy to the :

1. PA to VC for kind information of the Hon'ble Vice Chancellor.
2. PA to Pro VC (I) for kind information of the Pro Vice Chancellor
3. PA to Pro VC (II) for kind information of the Pro Vice Chancellor
4. All the Deans & Heads of the Academic Department of DTU
5. All Associate Deans/ Associate Heads
6. All Branch In-charges
7. Head (Computer Center): with a request to upload on the University website.


**(Prof. Samsher)**
Registrar