

## **DELHI TECHNOLOGICAL UNIVERSITY**

Established by Govt. of Delhi vide Act 6 of 2009 (Formerly Delhi College of Engineering) SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110042

File No. F.1/2-891/2024/Estt./DTU/ 385

Dated: 10/5/04

## **Notification**

In exercise of the powers conferred under Sub-section (1) of section 23 of the Delhi Technological University Act, 2009 (Delhi Act 6 of 2009) and Statutes 10(h) of Delhi Technological University, the Board of Management in its 50<sup>th</sup> meeting held on 14.03.2024 vide agenda item no. 50.26 has approved the revised Recruitment Rules for the Post of **Senior Office Assistant (SOA).** The details are as under:-

| 2. Number of Post(s)  3. Classification Group 'B' 4. Lèvel in the Pay Matrix  5. Whether Selection or Non Selection Post  6. Age limit for Direct Recruitment Post Educational & other qualifications required for direct recruits  7. Educational & other qualifications required for direct recruits  8. Educational experience in Level-4 (7th CPC) in a Central/ State Government/ University / R&D Institution/ Autonomous Body/ Public Sector Undertaking.  8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees  9. Period of probation (if any)  10. Method of recruitment, whether by Direct Recruitment or by Promotion or by Deputation/Absorption and percentage of the posts to be filled by various methods  10. Method of recruitment, whether by Direct Recruitment or by Promotion or by Deputation/Absorption and percentage of the posts to be filled by various methods  10. Method of recruitment, whether by Direct Recruitment or by Promotion or by Deputation/Absorption and percentage of the posts to be filled by various methods  10. Method of recruitment, whether by Direct Recruitment or by Promotion or by Deputation/Absorption and percentage of the posts to be filled by various methods  10. Method of recruitment, whether by Direct Recruitment or by Promotion or by Deputation and percentage of the posts to be filled by various methods  10. Method of recruitment, whether by Direct Recruitment with Written Test and Skill Test failing which by Deputation.  11. Case total number of vacancies are in odd number, say 'n' then (n+1)/2 number of post   | 1.                 | Name of the Post   | Senior Office Assistant (SOA)                |
|--|--------------------|--|--|
| 4. Level in the Pay Matrix  5. Whether Selection or Non Selection Post  6. Age limit for Direct Recruitment  7. Educational & other qualifications required for direct recruits  8. Bachelor degree from a recognized University or equivalent with at least three years of relevant experience in Level-4 (7th CPC) in a Central/ State Government/ University / R&D Institution/ Autonomous Body/ Public Sector Undertaking.  8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees  8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees  9. Period of probation (if any)  10. Method of recruitment, whether by Direct Recruitment or by Promotion or by Deputation/Absorption and percentage of the posts to be filled by various methods  10. Method of recruitment or by Promotion or by Deputation/Absorption and percentage of the posts to be filled by various methods  10. Method of recruitment or by Promotion or by Deputation/Absorption and percentage of the posts to be filled by various methods  10. Method of recruitment or by Promotion or by Deputation, and iii. \$*25% by Dromotion failing which by Deputation; and iii. \$50% by Direct Recruitment with Written Test and Skill Test failing which by Deputation. In case total number of vacancies are in odd number, say 'n' then (n+1)/2 number of post   | 2.                 | Number of Post(s)  |  |
| Level in the Pay Matrix   Level-6 (7th CPC)  | 3.                 |  | Group 'B'                                    |
| Solution   Non-Selection   Non-Selection*/Selection***   Age limit for Direct Recruitment   35 years   |                    | Level in the Pay Matrix  |  |
| Post Age limit for Direct Recruitment Educational & other qualifications required for direct recruits  Bachelor degree from a recognized University or equivalent with at least three years of relevant experience in Level-4 (7" CPC) in a Central/ State Government/ University / R&D Institution/ Autonomous Body/ Public Sector Undertaking.  ii. Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.  (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH and 9000 KDPH respectively on an average of five (05) key depressions for each word)  8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees  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 posts to be filled by various methods  10. Method of recruitment, whether by Direct Recruitment or by Promotion and percentage of the posts to be filled by various methods  10. Method of recruitment, whether by Direct Recruitment or by Promotion and percentage of the posts to be filled by various methods  11. Typing speed of 35 w.p.m. in English or 30 w.p.m. correspond to 10500 KDPH and 9000 KDPH respectively on an average of five (05) key depressions for each word)  Educational Qualification (Academic): Yes, Same as direct recruitment as indicated at column 7.  12. *25% by Promotion failing which by Deputation; and iii. *25% by Limited Departmental Examination failing which by Deputation.  13. *25% by Direct Recruitment with Written Test and Skill Test failing which by Deputation.  14. *25% by Direct Recruitment with Written Test and Skill Test failing which by Deputation.  15. *25% by Direct Recruitment with Written Test and Skill Test failing which by Deputation.  16. *25% by Direct Recruitment with Written Test and Skill Test failing which by Deputation. | 5.                 | Whether Selection or Non Selection   |  |
| Feducational & other qualifications required for direct recruits    Sesential:   |                    | Post   |  |
| Educational & other qualifications required for direct recruits    Sesential:  |                    |  | 35 years                                     |
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| Direct Recruitment or by Promotion or by Deputation/Absorption and percentage of the posts to be filled by various methods  Deputation;  ii. **25% by Limited Departmental Examination failing which by Deputation; and iii. 50% by Direct Recruitment with Written Test and Skill Test failing which by Deputation.  In case total number of vacancies are in odd number, say 'n' then (n+1)/2 number of post   |                    |  |  |
| Direct Recruitment or by Promotion or by Deputation/Absorption and percentage of the posts to be filled by various methods  Deputation;  ii. **25% by Limited Departmental Examination failing which by Deputation; and iii. 50% by Direct Recruitment with Written Test and Skill Test failing which by Deputation.  In case total number of vacancies are in odd number, say 'n' then (n+1)/2 number of post   | 10.                | Method of recruitment, whether by  | i. *25% by Promotion failing which by        |
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| various methods  and iii. 50% by Direct Recruitment with Written Test and Skill Test failing which by Deputation.  In case total number of vacancies are in odd number, say 'n' then (n+1)/2 number of post  |                    |  | <u>*</u>                                     |
| iii. 50% by Direct Recruitment with Written Test and Skill Test failing which by Deputation. In case total number of vacancies are in odd number, say 'n' then (n+1)/2 number of post  |                    | percentage of the posts to be filled by  | Examination failing which by Deputation;     |
| Test and Skill Test failing which by Deputation.  In case total number of vacancies are in odd number, say 'n' then (n+1)/2 number of post   |                    | various methods  | and  |
| Deputation.  In case total number of vacancies are in odd number, say 'n' then (n+1)/2 number of post  | List of the second |  | iii. 50% by Direct Recruitment with Written  |
| In case total number of vacancies are in odd number, say 'n' then (n+1)/2 number of post   |                    |  | Test and Skill Test failing which by         |
| number, say 'n' then (n+1)/2 number of post  |                    |  | ~  |
|  |                    | and the same will be a supplemental to the same supplemental to the sam | In case total number of vacancies are in odd |
| will be filled by promotion  |                    |  | , ,  |
| will be filled by promotion.   |                    |  | will be filled by promotion.                 |

| 11.   | In case of recruitment by Promotion/ | &E D  |
|-------|--------------------------------------|---|
| * 1 * | Deputation/Absorption, Level in the  | *For Promotion:   |
|       | Pay Matrix from which D              | From amongst the Office Assistants with 5   |
|       | Pay Matrix from which Promotion /    | years regular service rendered thereto after  |
|       | Deputation/Absorption to be made     | appointment in the grade.   |
|       |                                      | duty to the same  |
|       |                                      | **Limited Departmental Examination:   |
|       |                                      | From amongst the Office Assistants with 3   |
|       | . :                                  | years regular service rendered thereto after  |
| -     |                                      | appointment in the grade.   |
|       |                                      | 77 - 70   |
|       |                                      | For Deputation:   |
|       |                                      | Officials working in the Central/State  |
|       |                                      | Government/University/ R&D Institutions/  |
|       |                                      | Autonomous Body/ Public Sector Undertaking  |
|       |                                      | holding the analogous post and possessing the   |
|       |                                      | qualification prescribed for direct recruitment.  |
|       | <b>%</b>                             | Officials modeling to the Grand W. Grand  |
|       |                                      | Officials working in the Central/ State   |
|       | ·                                    | Government/ University/ R&D Institutions/<br>Autonomous Body/ Public Sector Undertaking |
|       |                                      | in Level-4 (7 <sup>th</sup> CPC) and having regular service                             |
|       | *                                    | of five (05) years in the grade.  |
|       |                                      | of five (03) years in the grade.  |
|       |                                      | The departmental officials in the feeder  |
|       | the special will be a first transfer | category who are in the direct line of promotion  |
|       |                                      | shall not be eligible for consideration for   |
|       |                                      | appointment on deputation.  |
|       |                                      | 1   |
|       |                                      | Note: The maximum age limit for appointment   |
|       |                                      | by deputation shall not exceed 56 years as on   |
|       |                                      | closing date of receipt of applications.  |
| 12.   | If a Departmental Promotion          | As per DTU Rules  |
|       | Committee (DPC) exists, what is its  |   |
| 1.2   | composition                          |   |
| 13.   | Circumstances in which UPSC is to    | Not Applicable  |
|       | be consulted in making recruitment.  | Δ   |

(Prof. Madhusudan Singh)
Registrar

## Copy to:-

- 1. PA to VC, DTU for kind information to the Hon'ble Vice Chancellor, DTU.
- 2. PA to Registrar, DTU for kind information to the Registrar, DTU.
- 3. Director (Recruitment), DTU.
- 4. Assistant Registrar (Planning & Council), DTU.
- 8. Head, Computer Centre with the request to upload the same on University website.
  - 6. Guard File.

(Dr. R. Kaushik) Dy. Registrar (Estt.)