



Indira Gandhi Delhi Technical University For Women
(Formerly Indira Gandhi Institute of Technology)
Kashmere Gate, Delhi-110006

F.No. 3(91)/Admn./2017/IGDTUW/ 200

Dated: 27th April, 2017

5th May 2017

EMPLOYMENT NOTICE

Indira Gandhi Delhi Technical University For Women invites applications on prescribed format from eligible and willing candidates to fill-up the following posts on **Deputation Basis**.

Sr. No.	Name of Post	No. of posts	Pay Band & Grade Pay
1	Controller of Finance	01	PB-4, Rs. 37,400-67,000 + GP of Rs.10,000/-
2	Controller of Examinations	01	PB-4, Rs. 37,400-67,000 + GP of Rs.10,000/-
3	Deputy Controller of Examinations	01	PB-3, Rs. 15,600-39,100 + GP of Rs. 7,600/-
4	Deputy Registrar	01	PB-3, Rs. 15,600-39,100 + GP of Rs. 7,600/-
5	Assistant Registrar	01	PB-3, Rs. 15,600-39,100 + GP of Rs.5,400/-
6	Section Officer	01	PB-2, PB-2 of Rs. 9,300-34,800 + GP of Rs.4,800/-
7	Assistant	04	PB-1, Rs. 5,200-20,200 + GP of Rs.2,400/-

For detailed advertisement please visit to IGDTUW website i.e. www.igdtuw.ac.in

Note:- Last date for submission of application is 30th May, 2017 upto 5.00 PM.


Registrar

Detailed advertisement



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Date of Advertisement: 6th May, 2017

Closing Date: 30th May, 2017 upto 5.00 PM.

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6	Section Officer	01	PB-2, PB-2 of Rs. 9,300-34,800 + GP of Rs.4,800/-
7	Assistant	04	PB-1, Rs. 5,200-20,200 + GP of Rs.2,400/-

1. **The eligibility, experience and age etc. are as under:-**

1) **Controller of Finance**
(PB-4 of Rs. 37,400-67,000+ GP of Rs.10,000)

Deputation from following categories of officers belonging to established Finance and Accounts Cadres/ Services of the Govt. of India/ Delhi, autonomous institution's Finance and Accounts department/ Public Sector undertaking etc:-

Holding analogous post;

Or

Working in PB-4 of Rs.37,400-67,000 with GP of Rs.8,700 with at least 05 years regular service in the grade;

Or

Working in PB-3 of Rs. 15,600-39,100 with GP of Rs.7,600/- with at least 10 years regular service in the grade.

Period of Deputation: The initial period of deputation shall be two years, which may be extended with mutual consent.

Age Limit: Not exceeding 56 years.

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2) **Controller of Examinations**
(PB-4 of Rs. 37,400-67,000+ GP of Rs. 10,000)

Holding analogous post or next below post in PB-IV with GP of Rs.8,700/8,900 having essential qualification as given below:-

Ph. D in Engineering/Technology

10 (Ten) years experience as Dy. Controller of Examinations/Deputy Registrar or 05 years experience as Associate Professor (Engineering/Technology) with experience in Educational Administration,

Or

Post Graduate Degree in Engineering/ Technology with at least 55% marks or equivalent grade

At least 15 years experience as a Assistant Professor (Lecturer)/ Associate Professor (Reader), out of which 3 years should be in the Associate Professor (Reader) grade with experience in educational administration.

DESIRABLE: 5 years experience of examination system in a University or Board.

Period of Deputation: The initial period of deputation shall be two years, which may be extended with mutual consent.

Age Limit: Below 56 years

3) **Dy. Controller of Examinations**
(PB-3 : Rs. 15,600-39,100 with GP of Rs. 7,600/-)

From officers of Central/State Govt. Services/ Autonomous Govt. organizations holding analogous post in PB-3 of Rs.15,600-39,100 with GP of Rs.7,600/-.

Or

Officers in PB-3 of Rs. 15,600-39,100 with GP of Rs.6,600 having 5 years regular service in the grade;

Or

Officers in PB-3 of Rs.15,600-39,100 with GP of Rs.6,000/5,400 having 10 years regular service in the grade.

Period of Deputation: The initial period of deputation shall be two years, which may be extended with mutual consent.

Age Limit: Not exceeding 56 years,

4) **Dy. Registrar**
(PB-3 of Rs. 15,600-39,100 with GP of Rs. 7,600/-)

Deputation from officers of Central/State Govt. Services/
Autonomous Govt. organizations holding analogous post with
Administrative Experience of minimum 09 years.

Or

Officers in PB-3 of Rs. 15,600-39,100 with GP of Rs.6,600
having 5 years regular service in the grade;

Or

Officers in PB-3 of Rs.15,600-39,100 with GP of Rs.5,400
having 10 years regular service in the grade.

DESIRABLE: Good working knowledge of Computer Operations
and Office Procedure.

Period of Deputation: The initial period of deputation shall be
two years, which may be extended with mutual consent.

Age Limit: Not exceeding 56 years,

5) **Assistant Registrar**
(PB-3 : Rs. 15,600-39,100 GP : Rs. 5,400)

(a) Officers holding analogous posts in Central/State Govt,
deptts./ autonomous body/ public sector undertaking/
Govt, educational institution on regular basis;

Or

At least five years service in PB-2 of Rs.9,300-34,800
with GP of Rs.4,800/-.

(b) Good working knowledge of Computer Operations and
Office Procedure.

Period of Deputation: The initial period of deputation shall be
two years, which may be extended with mutual consent.

Age Limit: Not exceeding 56 years,

6) **Section Officer**
(PB-2 of Rs. 9,300-34,800 with GP of Rs.4,800/-)

From the officials holding analogous post or Assistants/Grade-II
(DASS) in PB-2 of Rs. 9,300-34,800 with GP of Rs.4,200 with at least
five years service in the Govt. Deptts./Autonomous institutions.

Period of Deputation: The initial period of deputation shall be two
years, which may be extended with mutual consent.

Age Limit: Not exceeding 56 years,

7) **Assistant**
(PB-I of Rs.5,200-20,200 with GP of Rs.2,400/-)

Deputation:

From the officials holding analogous post or Lower Division Clerk/Gr. IV(DASS) in PB-1 of Rs. 5,200-20,200 with GP of Rs.1,900 with at least five years service in the grade in Govt. Deptts./Autonomous institutions.

Period of Deputation: The initial period of deputation shall be two years, which may be extended with mutual consent.

Age Limit: Not exceeding 56 years,

2. **General Instructions and Guidelines**

- i. Indira Gandhi Delhi Technical University for Women is an Autonomous Body under Govt. of NCT of Delhi. The employment of the University shall be governed by the rules and regulations, service conditions, as may be notified by the University from time to time.
- ii. In addition to basic pay, employee shall be entitled to other allowances as per rules and regulations of the University.
- iii. University reserves the right to make any criteria for short listing the candidates if numbers of applications received in large numbers.
- iv. University reserves the right to cancel the whole recruitment process or any particular post without assigning any reason.
- v. The initial terms of deputation is for two years and extendable from year to year basis based upon performance as per rule.
- vi. The Educational qualification, 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
- vii. Although the initial period of deputation is for two years however on any stage IGDTUW found that the performance of the candidate is not upto the mark, he/she may be repatriated before completion of initial period of deputation.
- viii. The aspiring applicants satisfying the eligibility criteria in all respects can submit their application alongwith a set of photocopies of all the relevant documents through proper channel to the "Registrar, IGDTUW, Kashmere Gate, Delhi-110006". Candidates are advised to send an advance copy of the application to avoid any delay. However, the original application through proper channel should reach in IGDTUW prior to the date of interview/written examination whichever is earlier as decided by the University.
- ix. The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling all the eligibility criteria as on the closing date of application, failing which their applications will be rejected.



- x. Wherever experience is prescribed as minimum eligibility condition for a post, only post qualification experience shall be counted.
- xi. Working knowledge of latest computer applications and good communication skills are mandatory for all positions.
- xii. Mere fulfilling the minimum educational qualification and experience shall not entitle a candidate to be necessarily called for further process of recruitment.
- xiii. In case a candidate wishes to apply for more than one post, he/ she is required to fill separate application form.
- xiv. Date, Time and Venue for Interview/written examination for the above post will be uploaded on the University Website i.e. www.igdtuw.ac.in. Therefore, the candidates are advised to visit University Website for above information. No separate communication will be sent in this regard.
- xv. The original certificates/ documents of successful candidates will be verified at the time of interview. The shortlisted candidates must bring all original certificates and one set of photocopy of Essential and Desirable Qualifications along with **i)** "No Objection Certificate" from the current employer **ii)** Experience Certificate, if any and any other document in support of fact given in the application form.
- xvi. The Candidate must submit a "**No Objection Certificate**" from the employer at the time of interview while verification of documents, otherwise their candidature will not be considered for the post applied for.
- xvii. At any stage, if it is found that candidate don't fulfill the eligibility criteria, will be summarily rejected. Therefore, candidates must ensure at their end that they fulfill the required eligibility criteria as prescribed in the advertisement for the post applied for.
- xviii. Deputation shall be governed by standard terms and conditions of deputation issued by Govt. of India from time to time.
- xix. The dispute, if any, with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
- xx. No TA/DA shall be payable to applicant for any journey performed for attending the written examination/ interview.
- xxi. Canvassing in any form will lead to disqualification.
- xxii. No interim correspondence or personal enquiries shall be entertained by the University

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