



# Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

Kashmere Gate, Delhi-110006

Job Advertisement No: DIP/Shabdharth/0147/20-21

Dated: 11<sup>th</sup> July 2020

Indira Gandhi Delhi Technical University for Women (IGDTUW) has been established by Delhi Govt. in May 2013 vide Delhi State Legislature Act 9 of 2012, as a Non-Affiliating Teaching and Research University in Delhi to work in emerging areas of Professional Education among Women, with focus on Engineering, Technology, Applied Sciences, Management and its Allied Areas with the objective to achieve excellence in these and related fields. The University invites applications to fill up the following positions:

Sl. No.	Name of the Post	Pay Scale/AGP/Remuneration (In Rupees)	Total Positions (Unreserved)
01	Public Relation Officer	PB3 – Rs. 15,600-39,100 + GP of Rs. 5,400 as per 6 <sup>th</sup> CPC Pay Matrix Pay Level 10 as per 7 <sup>th</sup> CPC	01
02	Private Secretary	PB2- Rs. 9,300-34,800 + GP 4,800/- as per 6 <sup>th</sup> CPC Pay Matrix Pay Level 8 as per 7 <sup>th</sup> CPC	01
03	Senior Stenographer	PB2- Rs. 9,300-34,800 + GP 4,200/- as per 6 <sup>th</sup> CPC Pay Matrix Pay Level 6 as per 7 <sup>th</sup> CPC	01
04	Cashier	PB1- Rs. 5,200-20,200 + GP 2,400/- as per 6 <sup>th</sup> CPC Pay Matrix Pay Level 4 as per 7 <sup>th</sup> CPC	01
05	*Consultant (Administration)	Retired/Retiring Govt. Employees of Central/State Govt.	01
06	*Consultant (Accounts/PWD)		01

\*The Retired Govt. Employees below the age of 65 years are eligible to apply for the post of Consultant (Administration) and Consultant (Accounts/PWD) and will be paid as per Govt. of Delhi Norms. The posts are purely on contract basis.

The applications are to be submitted **online** at [www.recruitment.igdtuw.ac.in/staff](http://www.recruitment.igdtuw.ac.in/staff) latest by **13<sup>th</sup> August 2020**. A **printed copy** of the duly filled in application generated online alongwith one **passport size photograph**, self-attested copies of requisite documents and a printed receipt of the application fee of Rs. 750/- must reach to the Office of the Registrar, IGDTUW, Room No. 213, Administrative Block, Kashmere Gate, Delhi-110006 latest by **14<sup>th</sup> August, 2020 - 4.00 P.M.**

Relevant details regarding educational qualification, experience etc. required for all the posts as advertised may be seen at [Annexure-I](#).

## **General Instructions**

- (1). The candidates must apply for above said post(s) before the last date of receipt of applications.
- (2). No column of the Application shall be left blank.
- (3). IGDTUW will not be responsible for any postal delay.
- (4). No application will be considered by the University after the last date of submission of application form.
- (5). No subsequent request will be considered by the University for any changes or modification in the application.
- (6). Further, no application shall be considered if the print copy of the same in respect of online application form and other documents etc. is received in the University after the last date & time.
- (7). Application Fee is Non-Transferable and Non-Refundable. In case a candidate is willing to apply for more than one Post, separate application form is required to be submitted along with prescribed application fee for each post/application.
- (8). Application Fee is to be paid online by using only Credit Card or Net Banking.
- (9). **The Educational Qualification, experience, age and other conditions of eligibility as stipulated for the post applied for shall be determined as on the closing date of receipt of application.**
- (10). Mere acceptance of online form on Recruitment portal does not make candidate eligible for the position. Eligibility shall be checked based on the documents submitted by the candidates at a subsequent stage. The Candidature of the applicant shall be subject to verification of testimonial etc.
- (11). Printed copy of the duly filled Application Form generated online along with one passport size photograph, proof of payment of application fee must also be accompanied by self-attested copies of all Educational and Professional Qualifications, Experience Certificates, documents etc. An application without relevant documents is likely to be rejected during the course of screening.
- (12). The actual number of posts may vary at the time of test/interview at the discretion of the University.
- (13). The University reserves the right to withdraw any advertised post at any time without assigning any reason. Any consequential vacancies arising at the time of test/Interview can also be filled accordingly.
- (14). The University reserves the right to short list applicants/candidates on the basis of written examination or in any other manner to shortlist for final interview before the Selection Committee as may be considered appropriate and no reason for rejection shall be communicated.
- (15). Fulfilment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment. Candidates found eligible for test/interview, on the basis of their duly filled applications and attached certificates and written test conducted, if any, shall be informed separately through website of the University. The candidates are advised to check the University website on regular basis.
- (16). The persons already in employment in Govt. Department/ Autonomous Bodies / Public Sector Undertakings / Universities under Central/State Govt. should apply through proper

channel and submit **'No objection Certificate'** along with vigilance clearance certificate from their employer at the time of interview.

- (17). Canvassing/enquiry in any form will be treated a disqualification.
- (18). Applicant having more than one wife/husband **is not eligible** for appointment unless exempted under law.
- (19). No TA/DA shall be payable to the applicant for any journey performed for attending any test/interview.
- (20). The posts of Consultants are purely on Contract Basis for a period of One Year or till filling up of vacancies on regular basis whichever is earlier.
- (21). Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction in Delhi.

The envelope containing hard copy of duly filled application generated online along with one passport size photograph, proof of payment of application fee and self attested copies of all Educational and Professional Qualifications, Experience Certificates, documents etc. should be superscripted as "Job Advertisement No: **DIP/Shabdharth/0147/20-21**dated **11<sup>th</sup> July 2020**" - "Application for the post of ....."

**The envelope should be addressed to the—"Registrar, Indira Gandhi Delhi Technical University for Women, Room No. 213, First Floor, Administrative Block, Kashmere Gate, Delhi-110006" and must reach to the office of Registrar, IGDTUW latest by 14<sup>th</sup> August, 2020 upto 4:00 p.m.**

Registrar  
IGDTUW

**Annexure – I**

Sl. No.	Name of the Post	Pay Scale/AGP/Remuneration (In Rupees)& Age*	Eligibility Qualification and Experience	Total Positions (Unreserved)
01	Public Relation Officer	PB3 – Rs. 15,600-39,100 + GP of Rs.5,400 as per 6 <sup>th</sup> CPC Pay Matrix Pay Level 10 as per 7 <sup>th</sup> CPC	1. Master's degree in Mass Communication/Journalism/PR/English & Communication Studies/ MBA (HR) with at least 55% marks or equivalent from an Indian University.  2. At least 05 years' experience on a post in PB-2 of Rs. 9,300-20,200 with GP of Rs.4800/- in the relevant field or equivalent in public relations activities including press and electronic media, preparation of publicity material etc. preferably in a University or institution of higher education or reputed public sector.  3. Excellent command of English &Hindi languages both in speaking and writing and strong communication skill	01
		Age - The Age limit for direct recruits is 35 (Thirty-Five)		
02	Private Secretary	PB2- Rs. 9,300-34,800 + GP 4,800/- as per 6 <sup>th</sup> CPC Pay Matrix Pay Level 8 as per 7 <sup>th</sup> CPC	1. Bachelor's degree with at least 55% marks from a recognized University or equivalent with at least three years' experience in PB-2 of Rs. 9,300-34,800 with GP of Rs. 4,200/- or in an equivalent status having total comparable emoluments in a University/ Govt. Dept/ autonomous body/ public sector undertaking/recognized educational institution.  2. Candidate should have proficiency in stenography and should be able to handle computers and conversant with secretarial and modern office management practices.	01
		Age - The Age limit for direct recruits is 35 (Thirty-Five) years		
03	Senior Stenographer	PB2- Rs. 9,300-34,800 + GP 4,200/- as per 6 <sup>th</sup> CPC Pay Matrix Pay Level 6 as per 7 <sup>th</sup> CPC	1. Bachelor's degree with at least 55% marks from a recognized University or equivalent.  2. Shorthand speed of 100 wpm in English or 80 wpm in Hindi.  3. Data Entry Speed of at least 10500 Key Depressions Per Hour for English or 9000 Key Depression Per Hour for Hindi.  4. Certificate/Diploma in computer applications of at least six months duration from a reputed institution.	01
		Age - The Age limit for direct recruits is 35 (Thirty-Five) years		
04	Cashier	PB1- Rs. 5,200-20,200 + GP 2,400/- as per 6 <sup>th</sup> CPC Pay Matrix Pay Level 4 as per 7 <sup>th</sup> CPC	1. B. Com. from a recognized University or equivalent.  2. Two years' experience of maintenance of commercial accounts in PB-1 of Rs.5,200-20,200 with GP of Rs.1,900/- or in an equivalent status having total comparable emoluments in a University/ Govt. department/ autonomous body/ public sector undertaking/ recognized educational institution.  3. One year's diploma in application of Accounting Software from a recognized institute.	01
		Age - The Age limit for direct recruits is 35 (Thirty-Five) years		
05	Consultant (Administration)	Retired/Retiring Govt. Employees of Central/State Govt.	1. From the officials retired from Central Govt./Govt. of NCT of Delhi from analogous post or Supdt./Grade-I (DASS) in PB-2/PB-3 with Grade Pay of Rs. 4800/5400 with at least five years' service.  2. Officers having experience in handling administrative matters and working knowledge of Computer & Software (s) and good working knowledge of Office Procedure.	01
06	Consultant (Accounts/ PWD)	Age - The Age limit is not more than 65 Years in case of retired Govt. employees. A Copy of Vigilance Clearance Report and Pension Payment Order for Retirement are compulsory required to be attached alongwith the Application Form	1. From the officials retired from Central Govt./Govt. of NCT of Delhi from analogous post or AAO/AO/Supdt./Grade-I (DASS) in PB-2/PB-3 with Grade Pay of Rs. 4800/5400 with at least five years' service.  OR  1. Officers having served in Central Govt. / Govt. of NCT of Delhi as Junior Engineer (Civil)/Asst. Engineer (CIVIL) with at least 5 years of service.  Note: Working knowledge of Computer.	01

\* The Educational Qualification, experience, age and other conditions of eligibility as stipulated for the post applied for shall be determined as on the closing date of receipt of application.