



दिल्ली कौशल एवं उद्यमिता विश्वविद्यालय
DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY
(A State University Established under Govt. of NCT of Delhi Act 04 of 2020)
Sector 9, Dwarka, New Delhi – 110077

F.No.12(184)/HR/DSEU/2024

Dated: 01.01.2025

ADVERTISEMENT 01/2025

Opening Date for Submission of Online Application: - 06.01.2025

Closing Date for Submission of Online Application: - 04.02.2025

Online Applications are invited to fill up the various Non-Teaching posts in the University as per the following details:

S.No	Name of Post	UGC Pay Level	No. of Posts Advertised (Category Wise)				Total Posts Advt.	Mode of Recruitment Rules
			U.R	OBC	SC	ST		
1.	Registrar	14	01	-	-	-	01	Tenure Post for 05 years on Deputation/Direct
2.	Controller of Finance	14	01	-	-	-	01	Tenure Post for 05 years on Deputation/Direct
3.	Controller of Examination	14	01	-	-	-	01	Tenure Post for 05 years on Deputation/Direct
4.	Deputy Registrar	12	01	01	-	-	02	Direct
5.	Assistant Registrar	10	02	01	01	-	04	Direct

The number of posts advertised is indicative and the University reserves the right not to fill up any post and may decrease or increase the number of posts.

ELIGIBILITY AND EDUCATIONAL QUALIFICATION:

As per enclosed Recruitment Rules as annexed in the following pages.

IMPORTANT NOTE:

1. Modification, if any, pertaining to this advertisement like qualifications, interview dates, requisite documents etc. will be uploaded and updated on the University website. The candidate are advised to visit the University website www.dseu.ac.in from time to time.
2. This advertisement must be read with General Terms and Conditions enclosed along with this advertisement.
3. The Number of posts are indicative and may vary.
4. Relaxation in qualification/age for SC/ST/OBC/PWD shall be as per Govt. norms as applicable. The OBC candidates must be in possession of Non-Creamy Layer certificate issued during current financial year along with his/her caste certificate issued by Govt. of NCT of Delhi.
5. Reservation for PwBD will be applicable in accordance with the Instructions/Orders Circulars issued from time to time by the Govt. of Delhi and DoPT, Govt of India.
6. For any query, please contact at E-Mail: recruitment@dseu.ac.in

Last date to apply online: 04 February, 2025 till 23:50 hrs.

APPLICATION FEE:

Rs.2000/- for UR/OBC candidates and Rs. 1500/- for SC/ST and PwBD candidates separately for each category of post.

If a candidate is applying for more than one post, he/she should submit separate application for each post.

RESERVATION BENEFITS: -

1. Reservation benefits will be available to the SC/ST/OBC/PwBD in accordance with the Instructions/Orders Circulars issued from time to time by the Govt. of Delhi and DoPT, Govt of India. In case if there is any change in reservation rules/norms in future they will be applied on the date of selection.
2. Candidates who wish to be considered against reserved vacancies and/or to seek age relaxation, must be in possession as on closing date of submission of online application, relevant certificates (SC/ST/OBC(Delhi) Non Creamy layer (NCL/PWD/Educational/Experience etc.) issued by the competent/notified authority in prescribed format valid for the financial year 2024-25 otherwise their claim for any category will not be entertained and their applications will be considered against un-reserved (UR) category vacancies, if eligible otherwise.

The candidate has to select a particular category when applying online for the post. No request for change of Category will be entertained at later stage.

3. Only OBC (Delhi) candidates notified by Govt. of NCT of Delhi vide letter/order No. F/19(10)2001/S-111/Pt. File/2278-2285 dated 27/07/2007 and no. F.19(01)/2012/S.IV/ 1241- 1258 dated 20/07/2016 will be given the benefit of reservation/ age relaxation under OBC category. OBC (Outside) candidates will be treated as un-reserved candidates and they must apply under UR category. The OBC candidates must be in possession of non-creamy layer certificate, issued by Competent Authority on or before the closing date of submission of online application valid for the financial year 2024-25 along with his/her OBC certificate. OBC Candidates belonging to "Creamy Layer" are not entitled to avail any concession otherwise extended to OBC category. Such candidates have to indicate their category as UR.
4. Only following two types of certificates will be accepted as valid certificates for grant of benefit of reservation to OBC:

(A) OBC certificate (Delhi) issued by the Revenue Department of Govt. of NCT of Delhi, on the basis of an old certificate issued to any member of individual's family from Competent Authority. GNCT of Delhi, along with NCL valid for the financial year 2024-25, issued by the competent authority on or before closing date of submission of online application.

(B) OBC certificate issued by a competent authority outside Delhi to a person belonging to community duly notified as OBC by GNCT of Delhi. This certificate should have mandatorily been issued on the basis of OBC certificate issued by Competent Authority of Govt. of NCT of Delhi to a family member of the concerned person who had been residing in Delhi before 08/09/1993, along with NCL issued by the competent authority on or after 01/04/2024 and before the closing date of online application.

5. (1) A candidate belonging to SC/ST/OBC who is selected on the same standard as applied to general category candidates and who appears in the general merit list is treated as own merit candidate. Such candidate will be adjusted against unreserved point of the reservation roster. In other words, when a relaxed standard is applied in selecting an SC/ST/OBC candidate, for example in the age limit, experience, qualification, extended zone of consideration larger than what is provided for general category candidates, etc., the SC/ST/OBC candidates are to be counted against reserved vacancies. Such candidates would be deemed to be unavailable for consideration against unreserved vacancies.
- (ii) The candidates belonging to SC/ST in other states are also eligible to apply under their respective category subject to submission of relevant certificates.
- (iii) No relaxation for age will be applicable for SC/ST/OBC candidates who are applying against general vacancy.

REGISTRAR

1	Name of Post	Registrar
2	Number of Posts	To be decided by the University
3	Classification	Group 'A'
4	Scale of Pay/Pay Band / Grade Pay	Level-14 (Rs.144200/- to 218200/-)
5	Whether Selection or non-selection post	Tenure Post for a period of five years on Deputation/Direct
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<p>Educational Qualification: Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale;</p> <p>Experience: Officers holding analogous posts in Pay Level-14 (Pre-revised PB-4-Rs. 37400-67000 with GP of Rs. 10,000 under the Central/ State Govts./ University/ Educational Institutes of higher learning/ Statutory or Semi-Govt./ Autonomous organization/ Public Sector Undertakings. OR Holding the post of Dy. Registrar in Pay Level-12 (Pre-revised PB-3-Rs. 15600-39100 with GP of Rs. 7600/-) and having at least 8 years of regular service in the grade. OR Holding the post of Assistant Professor/ Assistant Registrar (Sr. Scale) with 15 years of regular service. OR An IAS officer of AGMUT Cadre with one year service in the Senior Scale. OR An officer of UTCS Cadre with one year service in the Junior Administrative Grade. Period of deputation - Shall not ordinarily exceed five years Every Registrar shall be entitled to be covered under superannuation scheme of the University.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of Probation	Not Applicable
10	Method of recruitment	Direct/Deputation for a tenure of five years or till attaining the age of superannuation as per the Statutes and ordinance of the University.
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	Deputation: Qualifications & Experience: As indicated at col. 7.
12	Composition of DPC	As per Act/Statutes /UGC Notification

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Comptroller of Finance

1	Name of Post	Comptroller of Finance (CoF)
2	No. of Posts	To be decided by the University
3	Classification	Group 'A'
4	Scale of Pay/Pay Band / Grade Pay	Level 14 (Rs.144200/- to Rs.218200/-)
5	Whether Selection or non-selection post	Tenure Post for a period of five years on Deputation/Direct
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct/Deputation for a tenure of five years or till attaining the age of superannuation as per the Statutes and ordinance of the University.
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	<p>Deputation:</p> <p>Appointment preferably by drawing officers not below the Level 12 belonging to the Indian Audit and Accounts services or other similar organized Services in Central/ State Govt.</p> <p style="text-align: center;">or</p> <p>Direct/Deputation for a tenure of five years or till attaining the age of superannuation as per the Statutes and ordinance of the University.</p> <p>Note: The Selection Committee for deputation shall be the same as at column 12.</p>
12	Composition of DPC	As per Act/Statutes /UGC Notification

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CONTROLLER OF EXAMINATIONS

1	Name of Post	Controller of Examinations (CoE)
2	Number of Post	1 (One)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band / Grade Pay	Level 14 (Rs.144200/- to Rs.218200/-)
5	Whether Selection or non-selection post	Tenure Post for a period of five years on Deputation/Direct
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;">or</p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;">or</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct/Deputation for a tenure of five years or till attaining the age of superannuation as per the Statutes and ordinance of the University.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	<p>Deputation:</p> <p>Qualifications & Experience: As indicated at col. 7.</p> <p>Grade: Holding analogous post or eight years' experience at Pay Level-12</p> <p>Selection Committee: As at column 12.</p>
12	Composition of DPC or Selection Committee	As per Act/Statutes /UGC Notification

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DEPUTY REGISTRAR

1	Name of Post	Deputy Registrar
2	Number of Post (s)	To be decided by the University
3	Classification	Group – A
4	Scale of Pay/Pay Band /Grade Pay	Level 12 (Rs.78800-Rs.209200/-)
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	55 Years
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>i. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii. Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration. OR Comparable experience in research establishment and/ or other institutions of higher education. OR 05 years of administrative experience as Assistant Registrar or in equivalent post in the Pay Level 10 and above.</p> <p>Desirable:</p> <p>1. At least 3 years experience in Rs.6600/- Grade Pay in Pay Band 3 of Rs.67700-208700/- (Level-11 as per 7th CPC) in equivalent cadre in Group A in a Govt. department/ University/ Educational Or Research Institutions.</p> <p>2. Good working knowledge of Computer Operations and Office Procedure.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions (Direct)	Not Applicable
9	Period of probation, if any	To be decided by the University
10	Method of recruitment whether by direct recruitment or by deputation/absorption and percentage of the post to be filled by various methods.	100% by Direct Recruitment till the year 2028.
11	In case of recruitment by deputation/ absorption, grades from which deputation/absorption to be made	Deputation: Officers holding analogous posts on regular basis or with five years regular service in Pay Level 11 or with eight years regular service in Pay Level 10 in the Central/State Government, Universities and other autonomous organisations.
12	Composition of DPC or Selection Committee	As per Act/Statutes /UGC Notification

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ASSISTANT REGISTRAR/ ADMINISTRATIVE OFFICER

1	Name of Post	Assistant Registrar/ Administrative Officer
2	Number of Post (s)	To be decided by the University
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10 (Rs.56100/- to Rs.177500/-)
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct Recruits	Essential Qualifications: I. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: No, but must possess at least Bachelor's degree from a recognized University/Institute.
9	Period of probation, if any	To be decided by the University
10	Method of recruitment whether by direct recruitment or by deputation/absorption and percentage of the post to be filled by various methods.	100% by Direct Recruitment till the year 2028.
11	In case of recruitment by deputation / absorption, grades from which deputation / absorption to be made	Deputation: Officers holding analogous posts on regular basis or with 5 years regular service in lower grades position in Level 7/Level 8 in the Central /State Government, Universities and other autonomous organizations. Knowledge of Computer Applications
12	Composition of DPC or Selection Committee	As per Act/Statutes /UGC Notification

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GENERAL INSTRUCTIONS

1. Candidate should be an Indian Citizen.
2. The numbers of posts are tentative and may vary as per requirement of University or based on the vacancies existing at the time of recruitment.
3. All applicants who are presently employed in Government/Semi Govt/Public Sector Undertaking/University/Recognized Educational Institute etc. should submit their application through proper channel enclosing a certificate from the Government organization stating no Vigilance or Disciplinary case is pending or contemplated against them and also submit a no objection certificate from present employer at the time of interview. Failure to provide the same shall make them ineligible for consideration to the post.
4. The educational qualification(s), 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.
5. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment.
6. The copies of all Educational and Professional Qualifications, Experience Certificates, Caste Certificate/ PWD certificate/Ex-Serviceman certificate (in case claiming benefit of reservation, fee exemption & age relaxation etc.) must be submitted at the time of Document verification /Interview.
7. Update (if any) pertaining to this advertisement, to fill up referred post, will be uploaded on university website www.dseu.ac.in . It is in the interest of the applicant to visit the university website from time to time.
8. In case of large number of applicants, University reserves the right to shortlist applicants in any manner as may be considered appropriate and no reasons for rejection shall be communicated.
9. The University reserves the right to fill or not to fill post advertised, no correspondence, whatsoever, will be entertained from the candidates regarding postal delays, conduct, result and reason for not being shortlisted.
10. The University reserves the right to withdraw advertised post at any time without assigning any reason. Any consequential vacancies arising at the time of Interview may also be filled up from the available candidates.

11. Full name may be mentioned in application form. If there was change of name at any stage of time, original name may also be mentioned.
12. 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.
13. No applicant having more than one living wife/husband is eligible for appointment.
14. Candidature of applicant shall be subject to verification of testimonials at a subsequent stage.
15. No TA/DA shall be payable to applicant for any journey performed for attending the test/ interview.
16. Canvassing in any form will be treated as disqualification.
17. No enquiry personal or in writing for recruitment shall be entertained.
18. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
19. The printout of duly filled online application along with copy of educational qualifications/ experience etc. complete in all respects, should be submitted in the University or sent by Speed post, so as to reach to the Director Recruitment, Delhi Skill and Entrepreneurship University, Sector-09, Dwarka, New Delhi 110077 latest by 14th February, 2025.
20. The envelope containing application should be superscribed as "Application for the post of..... on Direct/Deputation.
21. University will not entertain any correspondence related to postal delay, conduct of interview, its result or reasons for not considering the applications of any candidate submitted by any applicant.