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

F.No 63(98)/DSEU/E-I/Non-Teaching/Part-time staff/2026/307 Date: 16/10/26

OFFICE ORDER

Guidelines for Engagement of Part time (Non-teaching) staff.

This is in Supersession to the office order No:10(196)/DSEU/Acad/2023/2082 dated 04.03.2025 and guidelines for Engagement of part time Technical/Lab. Staff in the Academic Session 2023-24 at DSEU campuses for engagement of part time (non-teaching) staff.

Accordingly, the following provisions shall be implemented with immediate effect:

A. Engagement of Part-Time Technical/Laboratory Staff

(i) Workshop staff shall be engaged as Technical Assistants/Laboratory Attendants, as applicable, possessing the relevant skill set and fulfilling the eligibility requirements prescribed in the approved DSEU Recruitment Rules applicable to the respective posts.

(ii) There shall be no separate engagement of manpower as Workshop Instructor or Workshop Attendant on part-time basis.

(iii) The engagement shall be made against the functional requirements of the University/Campuses and in accordance with the applicable Recruitment Rules.

B. Educational Qualifications and Eligibility

The educational qualifications and eligibility criteria for engagement against the posts of Technical Assistant and Laboratory Attendant shall remain as prescribed in the approved DSEU Recruitment Rules.

There shall be no further relaxation in the prescribed educational qualifications or eligibility criteria for engagement of part-time Technical/Laboratory Staff.

C. Remuneration

The remuneration payable to part-time Technical/Laboratory Staff shall be as follows:

Name of post	Rate per hour	Maximum Ceiling per Day
Technical Assistant	₹ 200/-	₹ 1,600/-
Laboratory Assistant	₹ 150/-	₹ 1,200/-

There shall be no separate remuneration structure for workshop Instructor and Workshop Attendant, as the workshop staff shall be engaged against the posts of Technical Assistant/Laboratory Attendant, as applicable and they will be designated accordingly.

The above remuneration shall be subject to the applicable Government norms/orders regarding minimum wages and other statutory requirements, as applicable from time to time.

D. Mechanism for Engagement

(i) An Expression of Interest (EOI) for requirement of part-time Technical/Lab Staff shall be published on the University website and displayed on the Notice Boards of the respective Campuses for wider dissemination.

(ii) Interested candidates shall submit their CVs/applications through the prescribed online mode.
(iii) Submission of CV/application shall not confer any right or claim for engagement.
(iv) The final decision regarding temporary engagement of part-time Technical/Lab Staff shall rest with the Campus Director, Associate Campus Director and Lab Incharge keeping in view the academic and operational requirements of the Campus. Maximum one person can be engage for a Workshop/Lab.
(v) Payment shall be made on an hourly basis, subject to verification of the practical classes/duties actually performed and mandatory biometric attendance, duly verified by the Department Incharge/Campus Director.
(vi) Verification of documents and the mode of selection shall be undertaken by a Screening Committee constituted at the Campus level.
(vii) TDS and other statutory deductions, wherever applicable, shall be made in accordance with the prevailing rules/regulations. Payment shall be made through NEFT/RTGS to the bank account of the engaged staff.
(viii) No formal appointment letter shall be issued to the part-time 'Technical/Lab Staff. Their engagement shall be purely temporary and on a part-time basis, subject to the approved guidelines and requirements of the University.
(ix) Part-time Technical/Lab Staff shall not be entitled to the rights, privileges or benefits available to regular employees of the University. They shall also have no preferential or special right in any selection process for regular posts and they would be required to submit an undertaking in this regard.
(x) The University shall retain the right to amend, modify or revise the guidelines, subject to approval of the Vice-Chancellor/Competent Authority, as applicable.
(xi) In case of any dispute arising in connection with the engagement or remuneration of part-time Technical/Lab Staff, the decision of the Competent Authority shall be final and binding.

E. General Provisions

The engagement of part-time Technical/Lab Staff shall be purely temporary and need-based and shall not confer any right upon the engaged personnel for regular appointment, continuation or absorption in the University.

This issues with the approval of the Competent Authority.

Encl: RRs of Technical Assistant/Laboratory Attendant.
(Annexure-A & Annexure-B

16/10/2026
Assistant Registrar
(E-I)

F.No 63(98)/DSEU/E-I/Non-Teaching/Part-time staff/2026 1307
Date: 16/10/26

Copy to:

1. PA to Vice-Chancellor
2. PA to Registrar
3. Dean Committee members
4. All Campus Directors
5. DCA, Accounts Branch

OSD (IT) — For upload of this Office Order on University's website

Assistant Registrar
(E-I)