

**DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY**  
**Integrated Institute of Technology Complex,**  
**Sector 9, Dwarka, New Delhi-110077**

Advt.No. 1(18)/DSEU/Estt./Rectt. Registrar/2020/32

Dated: 28/12/2020

**RECRUITMENT TO THE POST OF REGISTRAR**

Govt. of Delhi had enacted Delhi Skill and Entrepreneurship University Act 2020, Department of Law, Justice and Legislative Affairs vide its notification no.F.14(65)LA-2020/cons2law/82-91 dated 26<sup>th</sup> May,2020 has published this Act for general information (Delhi Act of 04 of 2020) conveying the assent of Hon'ble Lt. Governor of Delhi dated 26<sup>th</sup> February 2020.

An Act to provide quality education in applied sciences and skill education in various disciplines of education and to take advantage of demographic dividend; design and impart skills oriented programmes to address the challenges of developing, trained and employable human resources for national growth.

S.No.	Nomenclature of Post	Mode of Recruitment	Pay Band	Number of Post
1.	Registrar	On Tenure basis through direct recruitment/ deputation	PB-IV (Rs.37400-67000) with Grade Pay of Rs.10000/- (6 <sup>th</sup> CPC), Level-14 with rationalized entry pay of Rs.1,44,200/- as per 7 <sup>th</sup> CPC pay matrix	01

**Qualification & Experience:**

Post	Qualification	Age limit
Registrar	<p><b>Essential</b></p> <p>1. 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>2. At least 15 years of experience as Assistant Professor in the Academic Level-11 or AGP of Rs.7000 and above or with 8 years of service in the academic Level-12 or AGP of Rs.8000 and above including as Associate Professor along with experience in Education Administration.</p> <p style="text-align: center;"><b>OR</b></p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;"><b>OR</b></p> <p>15 Years of administrative experience out of which 08 years shall be as Deputy Registrar or an equivalent post.</p> <p><b>Desirable</b></p> <p>1. Proven ability in administration, preferably in a large educational or research institution, financial or personal management with the capacity to lead administration in a residential R &amp; D Institution.</p>	58 years

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	<p>2. Additional degree or diploma in Management or Law.</p> <p>3. Competence in computer skills and all forms of communication.</p> <p><b>Note:</b></p> <p>1. The Registrar shall hold office for a term of 05 (Five) years from the date of which he/she enters his/her office. However, the age of Retirement is 60 years.</p>	
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### General Instructions

- i. The candidate must be a citizen of India.
- ii. Persons working in Central/State Govt./ NCT of Delhi/University/Autonomous Body/Govt. Undertaking/Recognized Research Institute can apply for appointment by transfer on deputation basis.
- iii. The persons appointed on deputation basis will draw the pay and other allowances as per Govt. of India/Delhi Govt. instructions issued from time to time.
- iv. The persons applying for deputation should apply through proper channel along with attested copies of ACRs/APARs for the last 5 years, Vigilance Clearance Certificate and Work & Conduct Report from the present employer.
- v. Application Form must also be accompanied by attested copies of Educational & Professional Qualifications and Experience etc.
- vi. In case, procedure for conversion of Grade Point to percentage of marks is mentioned on the degree itself, the same shall be applied or otherwise, Grade Point in 10 point scale system will be adopted and the Cumulative Grade Point Average will be converted into equivalent marks as below:  
**"Percentage of Marks = 10 x CGPA"**
- vii. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment. In case of large number of applicants, University reserves the right to short-listing applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated.
- viii. The University reserved the right to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding postal delays, conduct and result of interview and reason for not being called for interview.
- ix. Application must be sent in the prescribed format only.
- x. 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.
- xi. All columns must be filled in the application form. No column should be left blank, instead it should be marked "N.A." wherever not applicable.
- xii. The persons already in employment in Government Department/Autonomous Bodies/Universities under Central/State Government/Autonomous Bodies/Universities under Central/State Government should apply through proper channel.
- xiii. The persons working in private organization, claiming previous experience of working in Government Department/Autonomous Bodies/Universities under Central/State Government on regular basis, should enclose a certificate from the Govt. organization stating no vigilance or disciplinary case was pending or contemplated against them. Failure to provide the same shall make them ineligible for consideration to the post.

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- xiv. Incomplete/unsigned application/application without photograph/application not in prescribed Performa and those received after closing date shall be rejected.
- xv. Candidates must ensure that their application must reach the University well in time. The University will not be responsible for any postal delay or loss.
- xvi. No TA/DA in connection with the submission of application form or appearing in the interview will be paid to the candidate.
- xvii. If the qualification possessed by the candidates is equivalent, then the authority (with number and date) under which it has been so treated must be indicated and its copy may also be attached.
- xviii. No document will be accepted or considered by the University after submission of application form by the candidate and no subsequent request for its change will be considered or granted.
- xix. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.

The complete application, on the prescribed form, duly filled in along with all the desired documents should be submitted in the University campus at the Office of Registrar on any working day OR sent by post so as to reach the Registrar, Delhi Skill & Entrepreneurship University, Integrated Institute of Technology Complex, Sector 9, Dwarka, New Delhi-110077 latest by 15.01.2021 at 05.00 p.m. (In case the closing date happens to be a public holiday the next working day will be the last date for receiving of applications). **The University will not be responsible or any postal delay or loss.**

Registrar



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Advt.No. 1(18)/DSEU/Estt./Rectt. Registrar/2020/

Dated

- |     |  |                                  |       |
|-----|--|----------------------------------|-------|
| 1.  | Post Applied for                       |                                  | Photo |
| 2.  | Applied Mode of Recruitment            | Direct or Deputation             |       |
| 3.  | Full Name                              | _____                            |       |
| 4.  | Date of Birth                          | _____                            |       |
| 5.  | Age (as on closing date)               | .....Year, .....Months,.....Days |       |
| 6.  | Date of Superannuation                 | _____                            |       |
| 7.. | Sex                                    | _____                            |       |
| 8.  | Marital Status                         | _____                            |       |
| 9.  | Nationality                            | _____                            |       |
| 10. | Category Gen/SC/OBC/ST                 | _____                            |       |
| 11. | (a) Mother's Name                      | _____                            |       |
|     | (b) Father's name                      | _____                            |       |
|     | (c) Spouse Name                        | _____                            |       |
| 12. | Postal Address for correspondence      | _____                            |       |
|     | (any change of address should be       | _____                            |       |
|     | Communicated at once to the University | _____                            |       |
|     |  | _____ Pin Code)_____             |       |
|     | Telephone No.                          | _____ Mobile No._____            |       |
|     | Email address                          | _____                            |       |
|     | Aadhar No.                             | _____                            |       |

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13. Permanent Address

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14. Academic Qualifications:

- (i) Please attach attested copies of certificates including Date of Birth.  
(ii) Give particulars in a chronological order starting with Metric.

S.No.	Degree	Name of Board/University	Subject/Specialisation	Division/Grade % of marks	Year

15. Details of Experience (Give particulars in descending chronological order starting with the present post . If space is insufficient, attach separate sheet).

S.No.	Employer	Post held	Nature of Duties	Pay Scale/Pay band with GP	Basic pay	Period of Employment (month/year)	
						From	To

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16.	<p>In case the present employment is held on deputation basis, Please state:-</p> <p>(a) The date of initial appointment</p> <p>(b) Period of appointment on deputation</p> <p>(c) Name of the parent office/organization to which you belong</p>	
17.	<p>Additional information, if any, which you would like to mention in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient).</p>	
18.	Remarks, if any	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. I, further, declare that the information/particulars furnished by me are true and nothing has been hide.

Signature of the Candidate

Date \_\_\_\_\_

Countersigned

(Employer with Seal)

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