



## **ADVERTISEMENT**

### **DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY**

Integrated Institute of Technology  
Campus, Sector-9, Dwarka, New  
Delhi-110077

(For Website)

Advertisement No. 6 of 2021

The Delhi Skill and Entrepreneurship University intends to engage the services of the Controller of Finance on Direct/ Deputation on full time basis. Complete details are available on the website of the Department of Training and Technical Education, Government of NCT of Delhi i.e. <http://tte.delhigovt.nic.in/>.

Applications of the desired persons should reach Registrar, DSEU, Integrated Institute of Technology Complex, Sector-9, Dwarka, New Delhi-110077 by post and through email [registrar@dseu.ac.in](mailto:registrar@dseu.ac.in) up to 15<sup>th</sup> April 2021 by 5.00 PM

**Registrar, DSEU**



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Integrated Institute of Technology  
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Advt. No.6 of 2021

File No.. F.1(17)/DSEU/Estt./2020/

Dated:01/04/2021

### **RECRUITMENT TO THE POST OF CONTROLLER OF FINANCE**

Govt. of Delhi had enacted Delhi Skill and Entrepreneurship University Act 2019, 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. The University proposes to fill up a post of Controller of Finance on tenure appointment of five years on direct or on deputation basis( Full Time) by inviting applications in PB-4 of Rs. 37,400-67,000 with GP of Rs. 10,000/- (Pay Level: 14).

<b>S. No.</b>	<b>Nomenclature of Post</b>	<b>Mode of Recruitment</b>	<b>Pay Band (consolidated)</b>	<b>Number of Post</b>	<b>Period of contract</b>
1.	Controller of Finance	Direct recruitment through open advertisement and interview /Deputation	PB-IV (37400-67000) with Grade Pay of Rs.10,000/- (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	5 years tenure basis/deputation basis (Full Time)

**Educational and other Qualifications required for direct recruitment /deputation:**

1.	Name of the post	Controller of Finance
2.	No. of Post	01
3.	Classification	Group 'A'
4.	Scale of pay	PB-IV 37400-67000 with Grade Pay of Rs.10,000/- (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
5.	Whether Selection post or non-selection post	Selection
6.	Age Limit	55 years
7.	Educational and other qualifications required for direct recruitment / deputation	<p>i. Master's Degree with at least 55% of the marks or an equivalent grade 'B' in a point scale wherever grading system is followed.</p> <p>ii. Holding an analogous post in PB-IV, Rs.37,400-67,000 with AGP of Rs.10,000/- on a regular basis.</p> <p style="text-align: center;"><b>OR</b></p> <p>At least 15 years' of regular service as Group 'A' Officer of an organized Finance &amp; Accounts Cadre / services of the Central / State / UT Govt. / Govt. of NCT of Delhi / Autonomous Bodies, out of which at least 08 years should be in PB-3, Rs. 15,600-39,100 with Grade Pay of Rs.7,600/- or above .</p> <p>Note :</p> <p>The Controller of Finance shall hold office for a term of 05 (five) years from the date of which he/she enters his/her office or upto age of 60 years whichever is earlier.</p>
8.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods	Direct Recruitment on 05 years tenure basis/deputation basis
9.	Age of Superannuation	60 years

## 1. General Instructions

- i. The candidate must be a citizen of India.
- ii. Prescribed application form of Controller of Finance can be downloaded from the University/Dtte website <http://tte.dehigovt.nic.in/>
- iii. Before applying, candidates should ensure that he / she fulfils all the eligibility conditions / norms.
- iv. The person appointed on deputation basis will draw the pay and other allowances as per Govt.of India / Delhi Govt. instructions issued from time to time.
- v. The persons in employment in Government Department/Autonomous Bodies/Universities under Central/State Government should apply through proper channel. The applicants are advised to apply through proper channel and must submit the attested copies of ACRs/APARs for the last 5 years, Vigilance Clearance Certificate and Work & Conduct Report from the present employer at the time of interview, wherever applicable.
- vi. Application Form must also be accompanied by self-attested copies of Educational and Professional Qualifications, fees, and Experience etc.
- vii. 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: -

$$\text{“Percentage of Marks} = 10 \times \text{CGPA”}$$

- viii. In case of a large number of applicants, University reserves the right to short-list the applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated.
- ix. The University reserves the right to fill or not to fill the post advertised and no correspondence whatever will be entertained from the candidates regarding postal delays, conduct and result of interview and reason for not being called for an interview.
- x. The Educational qualifications, 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. Selected candidates will be posted anywhere in NCT of Delhi.
- xii. The University reserved the right to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding any delays, conduct and result of interview and reason for not being called for an interview.
- xiii. Fulfilment of conditions of minimum qualifications shall not necessarily entitle any applicant to be called for further process of recruitment. In case of a large number of applicants, the University reserves the right to shortlisting of applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated.
- xiv. If the qualification possessed by the candidate is equivalent to a degree then, the authority (with number and date) under which it has been so treated must be indicated and its copy should also be attached.
- xv. 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.
- xvi. All columns /fields must be filled in the application form. No column should be left blank, instead it should be marked 'N.A.' wherever not applicable.
  - xvii. Email address & Mobile No. of the candidate must be clearly mentioned for further course of contract / correspondence.
  - xviii. Incomplete / unsigned application(uploaded) / application without photograph / application not in prescribed proforma and those received after closing date shall be rejected.
  - xix. No TA/DA in connection with the submission of application form or appearing in the interview/selection will be paid to the candidate.
  - xx. 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.
  - xxi. In case of any query candidate may enquire at email id [registrar@dseu.ac.in](mailto:registrar@dseu.ac.in)
  - xxii. Any dispute with regard to this recruitment will be subject to the Courts / Tribunals having jurisdiction over Delhi.

## 2. How to apply:

- a. The candidates for the post of Controller of Finance are requested to fill up the application proforma available on the University/DTTE website. The scanned copy of duly filled in and signed application form along with requisite self-attested documents should be emailed at [registrar@dseu.ac.in](mailto:registrar@dseu.ac.in) as a single PDF file only within the stipulated date and time i.e. on or before 15<sup>th</sup> April 2021 by 5.00 PM
  - b. The candidate are also required to send hard copy of duly filled in application form in original along with the desired/relevant documents, to the office of Registrar, DSEU, Integrated Institute of Technology complex, Sector-9, Dwarka, New Delhi-110077 to reach not later than by 5.00 PM on **15<sup>th</sup> April 2021**.
- 3. Photograph:** One recent passport size photograph in white/ light background with a clear front view of the candidate in normal attire without cap / sunglasses / wigs should be pasted on the application in the space provided and signed by the candidate on the top of the photograph. Photograph date should be mentioned at the bottom of the photograph.
- 4. Mode of Selection:** Candidates who have been shortlisted after scrutiny of applications will subsequently be called for an interview, whose details will be uploaded on the department website. **PLEASE ENSURE AN EMAIL ADDRESS THAT IS REGULARLY CHECKED AND ACCESSED BY THE CANDIDATE IS PROVIDED.**
- 5. Final Decision:** The decision of DSEU in all matters relating to eligibility, acceptance or rejection of the application, penalty for false information and mode of selection will be final, binding on the candidates and no enquiry or correspondence will be entertained by DSEU in this connection. DSEU reserves the right to cancel the candidature of the candidate at any stage of recruitment process and even after the selection / appointment of the candidate, if he / she does not fulfil the conditions specified in the notification.
- 6.** The DSEU reserves the right to rectify inadvertent error, omission, if any.

**Registrar, DSEU**



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**Advt. No. 06 2021**  
**File No.. F.1(17)/DSEU/Estt/2020/**

**Dated:**

1. Post Applied for
2. Applied Mode of Recruitment On Direct/Deputation basis
3. Full Name \_\_\_\_\_
4. Date of Birth \_\_\_\_\_
5. Age ( as on closing date) \_\_\_\_\_
6. Date of Superannuation \_\_\_\_\_
7. Sex \_\_\_\_\_
8. Marital Status \_\_\_\_\_
9. Nationality \_\_\_\_\_
10. Category Gen/SC/OBC/ST \_\_\_\_\_
11. Mother's Name \_\_\_\_\_
12. Father's Name \_\_\_\_\_
13. Spouse Name \_\_\_\_\_

14. Postal Address for correspondence:

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15. Telephone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

16. Email Address (checked and accessed regularly)

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17. Aadhar No. \_\_\_\_\_

18. Permanent Address: \_\_\_\_\_

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

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

20. 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

<p>21. In case the present employment is held on deputation basis, please state:-</p> <p>(a) The date of initial appointment                  (b) Period of appointment on deputation                  (c) Name of the parent office/ organization to which you belong</p>	
<p>22. 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>	
<p>Remarks, if any</p>	

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 hidden.

I take full responsibility for taking permissions from my employer for applying for this post.

Signature of the Candidate With Date