



## ADVERTISEMENT NO. – 01/09/2021

1	Name of the Post	ASSISTANT REGISTRAR
2	Post Code	0109202103
3	Number of Post	03(Three)* UR – 02, OBC - 01
4	Mode of Recruitment	Direct Recruitment
5	Pay Level / Remuneration per month	L-10: Rs. 56100-177500
6	Age Limit	35 years
7	Education & Other qualification required for Direct recruits	Essential: 1. Master's degree with atleast 55% marks or its equivalent grade of 'B' in the UGC 7 pt scale along with good academic record, as laid down by UGC. 2. Experience of 3 Years in the relevant field at the pay level-8 or above.
8	In case recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	NA
9	Period of Contract (In case of Contractual)	NA
10	Roles & Responsibilities	<ul style="list-style-type: none"> <li>• To Assist Deputy Registrar and Higher Official to discharge his/her duties.</li> <li>• Any other responsibility as and when assigned by the higher authority.</li> </ul>



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### GENERAL INSTRUCTIONS AND INFORMATION

1. The candidates must read the instructions for APPLYING ONLINE carefully when candidate login for filling up of application, which are available in subsequent Paras.

- (i) The candidates must apply online only. No other mode of application shall be accepted.
- (ii) The candidates who wish to apply for the above post are required to fill up the online application form. The last date for filling up the online application form is 15.10.2021 till 12:00 (Mid Night).

### 2. MODE OF SELECTION:

The selection of the candidate shall be made through an interview.

### 3. GENERAL INSTRUCTIONS:

- (i) The candidate must be a citizen of India.
- (ii) Employment in the University shall be governed by the Acts, Statutes, Rules and Regulations, Service Conditions, as may be notified by the University / GNCTD time to time.
- (iii) ***The above numbers of posts advertised are provisional and can be varied as per the requirement of the University.***
- (iv) Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the receipt for application.
- (v) Applications should be submitted online on the University website i.e. <https://dseu.ac.in/work-with-us/> latest by 15.10.2021 till 12:00 (Mid Night). All entries must be filled in the online application form. No entry should be left blank, instead, it should be marked 'NA' wherever not applicable.



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- (vi) In case a candidate is willing to apply for more than one Post/Department, separate application form is required to be submitted.
- (vii) The crucial date for determining the age limit shall be the last date for filling up of Online Application form.
- (viii) Mere acceptance of online form on DSEU's portal does not make the 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.
- (ix) The age limit for direct recruitment posts is relaxable for Govt. Servants / Ex-Servicemen as per instructions issued by the Government/DSEU from time to time.
- (x) The persons already in employment in Govt. Department/ Autonomous Bodies / Public Sector Undertakings / Universities under Central/State Govt. should apply through proper channel.
- (xi) Persons serving in Government/Semi-Government/Autonomous Bodies/Statutory Bodies/PSUs/PSBs should produce a No Objection Certificate at the time of Interview/Skill Test/Exam, as the case may be.
- (xii) Age relaxation, in respect of SC/ST/OBC/Persons with Benchmark Disabilities (PwBD) / Ex-serviceman candidates etc. shall be given as per rules/orders of the Government of NCT of Delhi on the subject.
- (xiii) The appointment of SC/ST/OBC/EWS candidate shall be on provisional basis and will be subject to verification of Caste/ Tribe certificate etc.
- (xiv) Only OBC (Delhi) candidates will be given the benefit of reservation/age relaxation under OBC category. **OBC (outside Delhi) candidates will be treated as unreserved candidates and they must apply under Unreserved (UR) Category.**
- (xv) The OBC candidates must be in possession of Non-Creamy Layer Certificate; along with his/her caste certificate and it should be valid with respect to the latest/current financial



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year. **Only following two types of certificates will be accepted as valid certificates for grant of benefit of reservation to OBCs:-**

- (a) OBC certificate (Delhi) issued by the Revenue Department of Govt. of NCT of Delhi, on the basis of a old certificate issued to any member of individual's family from GNCT of Delhi.
  - (b) OBC certificate issued by a competent authority outside Delhi to a person belonging to a community duly notified as OBC by Govt. of NCT of Delhi. This certificate should have mandatorily been issued on the basis of OBC certificate issued by Govt. of NCT of Delhi to a family member of the concerned person who had been residing in Delhi before 08/09/1993.
- (xvi) The persons working for a 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 that Government Organization stating no vigilance or the disciplinary case is pending or contemplated against them.
- (xvii) Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment.
- (xviii) In case of the large number of applicants, University reserves the right to shortlist applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated.
- (xix) The candidates applying for more than one post should submit a separate application form along with the requisite fee for each post, if any.
- (xx) Candidates must ensure that their application must reach the University well in time.
- (xxi) The University will not be responsible for any postal delay or loss.
- (xxii) The digital/electronic mode of communication, instead of postal mode, will be adopted throughout the recruitment process.



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(xxiii) In case, the procedure for conversion of Grade Point to the 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:

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

(xxiv) ***The University reserves the right to fill or not to fill all the posts advertised and no correspondence whatsoever will be entertained from the candidates regarding postal delays, delay in conduct and result of interview and reason for not being called for interview/test.***

(xxv) The Educational qualifications, age, experience, and other conditions of eligibility as stipulated against the post shall be determined as on the last date of filling up of Online Application form.

(xxvi) Incomplete or/and unsigned application, without photograph/signature shall be summarily rejected.

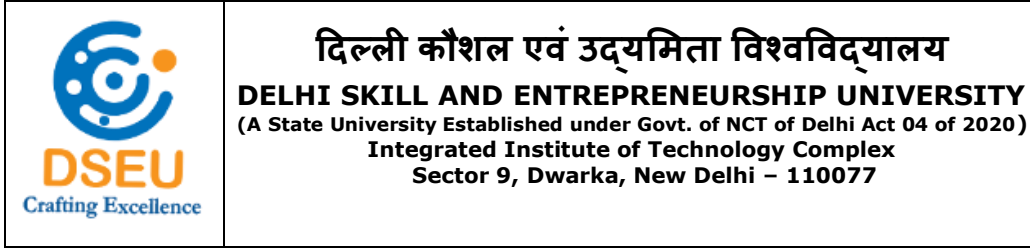
(xxvii) No TA/DA for appearing in the written test/interview, etc. will be paid to the candidate.

(xxviii) If the qualification possessed by the candidate is equivalent to a required 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.

(xxix) No documents will be accepted or considered by the University after submission of the application form by the candidate and no subsequent request for its change will be considered or granted.

(xxx) All appointments in regular pay scales (excepts vacancies on deputation/ on contract) shall initially be on a probation basis.

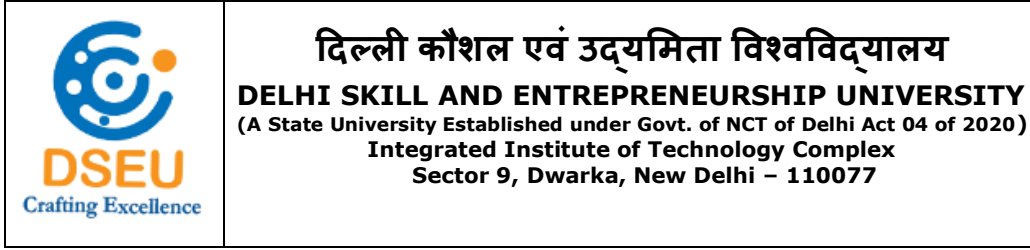
(xxxi) No applicant having more than one wife/husband is eligible for appointment unless exempted under law.



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- (xxxii) In case of any query, the candidate may enquire at email id [career@dseu.ac.in](mailto:career@dseu.ac.in), [osd-recruitment@dseu.ac](mailto:osd-recruitment@dseu.ac) in or may call at +91-9310802675 (10AM – 6PM)
- (xxxiii) Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over NCT of Delhi.
- (xxxiv) The application in direct recruitment category will be considered for Campus Directors if and only if the application(s) in “on Deputation Category” from eligible candidate(s) will not be received. However candidates from both the categories (On Deputation & Direct Recruitment) are encouraged to participate.
4. The link for filling up of online application will be available on University website i.e. [www.dseu.ac.in](http://www.dseu.ac.in) on 28.09.2021.
5. Further, any communication related to recruitment will be displayed on the University website [www.dseu.ac.in](http://www.dseu.ac.in) from time to time. The candidates are advised to regularly visit the University website [www.dseu.ac.in](http://www.dseu.ac.in) for any updates.

Sd/-  
Registrar



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