



DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009
(Formerly Delhi College of Engineering)

SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110042

File No. F.DTU/Rectt./2024/F-962/4378

Dated: 06.11.2025

ADVERTISEMENT No. 03/2025

RECRUITMENT TO NON-TEACHING MINISTERIAL GROUP C POSTS

The opening date and closing date for receipt of online applications are as under: -

Opening Date for Submission of Online Applications: - **10/11/2025 (10th November, 2025)**
Closing Date for Submission of Online Applications: - **30/11/2025 (30th November, 2025)**

Online Applications are invited for Direct Recruitment to the following non-teaching ministerial group C posts.

Post Code.	Nomenclature of Post	Classification of the post (Group)	For Direct Recruitment						
			Category						Total No. of posts*
			UR*	OBC*	SC*	ST*	EWS*	PwBD*	
1	Junior Office Assistant (JOA)	Group C	20	13	7	3	5	2	50
2	Office Assistant (OA) / Data Entry Operator (DEO)	Group C	8	4	2	1	1	0	16
Total No. of posts			28	17	9	4	6	2	66

*The number of vacancies are indicative and may be increased or decreased. The number of posts advertised is provisional and can be varied as per the requirement of the University.

*The post reserved for PwBD, candidate of any category i.e UR/SC/ST/OBC/EWS may apply.

1. JUNIOR OFFICE ASSISTANT (Level -2, Entry Pay Rs.19900/- 7th CPC)

Essential & other qualifications required for Direct Recruitment:

- Bachelor Degree from a recognized university.
- Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.
(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH and 9000 KDPH respectively on an average of five (05) key depressions for each word).

Age limit for Direct Recruitment: 32 years

2. Office Assistant (OA) / Data Entry Operator (DEO) (Level -4, Entry Pay Rs.25500/- 7th CPC)

Essential & other qualifications required for Direct Recruitment:

- Bachelor Degree from a recognized university with at least two years of relevant experience in Level-2 (7th CPC) in a Central/State Government/University/R&D Institution/Autonomous Body/Public Sector Undertaking.
- Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.
(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH and 9000 KDPH respectively on an average of five (05) key depressions for each word).

Age limit for Direct Recruitment: 35 years

3. ELIGIBILITY CRITERIA

- i. The candidate must be a citizen of India.
- ii. The Educational Qualification, Experience, Age and other eligibility condition as stipulated in advertisement shall be determined as on 30/11/2025 (Closing date of online application form).
- iii. Age Limit: As mentioned against each post. Crucial date for determining the age limit shall be as on 30/11/2025 (Closing date of online application form).

4. Mode of Selection for Direct Recruitment posts:

(i) Examination Scheme

Table –I

Tier	Posts	Time	Total Ques. (MCQ)	Total Marks (MCQ)	Total Marks (Descriptive)	Grand Total	Syllabus
One Tier Only	Junior Office Assistant (JOA) & Office Assistant (OA) / Data Entry Operator (DEO)	<u>2 hrs.</u>	<u>200</u>	<u>200</u>	<u>N.A.</u>	<u>200</u>	General Awareness, General Intelligence & Reasoning Ability, Arithmetical & Numerical Ability, English Language & Comprehension

DTU will conduct Examination i.e. Written Test / CBT for the post as per examination scheme given in. However, DTU reserves the right to change/amend the examination scheme, if so required, any time before the examination.

Note:

- (i) The Examination i.e. Written Test / CBT questions will be in English only.
- (ii) Negative Marking will be applicable and deduction of 0.25 marks will be made for each wrong MCQ answer.
- (iii) There is no provision of re-evaluation/re-checking of Answer Sheets/Answer Scripts in respect of the examinations conducted by DTU. **No correspondence in this regard shall be entertained.**
- (iv) The DTU reserves the right to cancel/withdraw/delete any question/questions from the Test.
- (v) The DTU has fixed the minimum qualifying marks for different categories (UR/SC/ST/OBC/EWS/PwBD/EXSM) in order to achieve qualitative selection and to recruit the best talent available and the same is available on the website of the DTU, however, cutoff marks for selection in different categories may go higher depending upon the marks obtained by the candidates and number of vacancies.
- (vi) The DTU makes provisional selection of the candidates on the basis of information provided in the application and documents/certificates provided by the candidate at the time of submission of document and DTU verifies and satisfies itself about the authenticity of documents/certificates and eligibility as per the Recruitment Rules before finally appointing the candidate(s). Therefore, the provisional selection of a candidate does not confer upon him/her any right of appointment unless the Appointing Authority is satisfied, after such inquiry as may be considered necessary, that the candidate is suitable in all respects for appointment to the post.
- (vii) If there are two or more candidates in the same category having equal marks in the written test / CBT, candidate older in age is given preference in the final merit list.

(ii.) SYLLABUS

General Awareness: Current Events National & International, History, Polity, Constitution, Sports, Art & Culture, Geography, Economics, Everyday Science, Scientific Research, National/International Organizations /Institutions. Higher Education System (UGC and AICTE Regulations, General Financial Rules, Fundamental Rules and Services Rules, General Office Procedures.

General Intelligence & Reasoning Ability: verbal and Non-verbal Reasoning, Analogies, Similarities, Differences, Space Visualization, Problem Solving, Analysis, Judgment, Decision Making, Visual Memory, Discrimination, Observation, Relationship, Concepts, Arithmetical Reasoning, Verbal and Figure Classification, Arithmetical Number Series etc.

Arithmetical & Numerical Ability: Simplification, Decimals, Data Interpretation, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

English Language & Comprehension: Comprehension, Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms, Usage of Words.

Written Test / Computer Based Test (CBT):

The Written Test / CBT will contain the objective type multiple choice questions from the above syllabus.

Skill Test:

The candidates who obtain the qualifying marks in the Written Test / CBT as may be prescribed by the University will only be called for skill test. **The skill test will be of qualifying nature.**

Note(s):

1. There will be separate written test and skill test for each post.
2. The contents of the syllabus for written test are same for the post of Junior Office Assistant (JOA) and Office Assistant (OA) / Data Entry Operator (DEO). However, the difficulty level of test will be different for each post.

(iii.) Minimum qualifying marks in the written test / computer based test (CBT) and Selection of number of candidates considered for skill test:

- (a) **The candidates to be eligible for skill test must have scored minimum qualifying marks for different categories (UR /SC /ST /OBC /EWS /PwBD) in the written test / CBT as follows:**

General/EWS: 40%

OBC(Delhi): 35%

SC/ST/PH (PwBD): 30%

OR

- (b) Number of candidates to be qualified for the skill test shall be ten times of the number of post advertised for respective categories.

Out of (a) and (b) above, whichever gives lower number of candidates, will be taken for final cut off.

In addition, the candidate (if any), who scored the minimum cut off marks in written test / CBT in the same category, will also be considered qualified.

- (c) The criteria (b) is applicable for finalizing the list of candidates who are declared qualified for the skill test.

(iv.) Skill Test

Candidates shall be shortlisted for the skill test on the basis of their performance in the written test / CBT and those who qualify in the skill test shall be included in the category wise final merit list for appointment on the basis of merit in the written test / CBT.

Candidates who obtain the qualifying marks in the Written Examination as may be prescribed by the University will only be called for the Skill Test. **The skill test will be of qualifying nature.**

(v). Final Merit List

In case of same marks in the written test / CBT, the candidate older in age is given preference in the final merit list.

5. AGE RELAXATION:

Table – II

S.NO.	CATEGORIES	EXTENT OF AGE CONCESSION
1.	SC/ST	05 years
2.	OBC (Delhi)	03 years
3.	PH (PwBD)	10 years
4.	PH (PwBD) + SC/ST	15 years
5.	PH (PwBD) + OBC(Delhi)	13 years
6.	Departmental candidate i.e regular DTU employees and Govt. servants with at least three years continuous service (this instruction are online applicable to Central Govt. Civilian Employees and Employees of all Departments/Autonomus/Local Bodies of Govt. of NCT Delhi).	Upto 05 years for Group 'B' posts (which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of post) as per DoP&T norms. Upto 40 years of age (45 years for SC/ST, 43 years for OBC-Delhi) for Group 'C' post (which are in the same line or allied cadres) as per DoP&T norms.
7.	Meritorious Sports Persons	Upto 05 years (10 years for SC/ST and 08 years for OBC-Delhi candidates)
8.*	Ex-Servicemen Group C & B (Non-Gazetted)	Period of Military service plus 3 years
9.	Disabled Defence services personnel (Group "C")	45 years (50 years of SC/ST, 48 years for OBC-Delhi)
10.	Widows/ divorced women/ women judicially separated and who are not re-married (for Group 'C' posts)	Upto the age of 35 years (upto 40 yrs for SC/ST & 38 for OBC-Delhi)
11.	Contractual Employees of DTU	One-time relaxation of upper age limit to the contractual employees working in DTU at the time of regular appointment on direct recruitment basis will be available in accordance with the OM no. 19(11)/2015/S-IV/1751-1756 dated 11.06.2019 issued by Services Deptt., GNCTD. Such candidates will be eligible for one-time relaxation in upper age limit upto a maximum period of 05 years, subject to other conditions mentioned therein.

(Note:- This will be regulated as per DOPT Guidelines/ Govt. of NCT of Delhi from time to time.)

1. An Ex-serviceman who has already secured employment under the central

Government/Delhi Govt. or its autonomous/local bodies in Group C and D will be permitted the benefit of age relaxation as prescribed for ex-servicemen for securing another employment in higher grade or cadre in Group C and D. However, such candidate will not be eligible for benefit of reservation.

2. In case of physically handicapped/Person with Disability (PwBD), relaxation in age-limit shall be applicable irrespective of the fact whether post is reserved or not, provided the post is identified suitable for persons with disabilities.
3. No relaxation for age will be applicable for SC/ST/OBC candidates who are applying against general vacancy.
4. If a person with disability is entitled to age concession by virtue of being a Govt. Servant, concession to him/her will be admissible either as a 'person with disability' or as a Govt. Servant ' whichever may be more beneficial to him/her.
5. Cumulative age relaxation may be allowed, wherever applicable as per Govt. norms.
6. All the age relaxation benefits will be subject to the ceiling of 56 years of age. In other words, any person who is above the age of 56 years as on the crucial age will not be eligible to apply.

6. EXAMINATION FEES AND MODE OF PAYMENT:

- | | | |
|--|---|-----------|
| i. For Gen/OBC category candidates | : | Rs.1500/- |
| ii. For PwBD/EWS/EX- Servicemen/SC/ST candidates | : | Rs.750/- |

Note:-

The candidates are required to fill up the online application form and also take a print out of online application form with the desired/relevant documents to be submitted at the time of Document Verification prior to Skill Test. **The application fee will be acceptable through online mode only.** The application fee shall be Rs.1500/- in case of General/OBC categories and Rs.750/- in case of PwBD/EWS/Ex-Servicemen/SC/ST/ categories for applications in case of direct recruitment. No other mode of payment will be accepted by the University. Candidates are advised to visit University website i.e. www.dtu.ac.in from time to time for further notifications with regard to dates for written examination and skill test etc.

7. General Instructions for all Candidates

1. The candidate must be citizen of India.
2. Closing Date for Submission of Online Application is **30/11/2025 (30th November, 2025).**
3. Employment of the University shall be governed by the Acts, Statutes, Rules and Regulations, Service Conditions, as may be notified by the University from time to time.
4. Eligible candidates may apply online through the website www.dtu.ac.in from 10th November, 2025 up to 30th November, 2025 thereafter the link will be disabled
5. The candidates must go through the **INSTRUCTIONS FOR APPLYING ONLINE** carefully while filling up Online Application Form for the post concerned.
6. Applications should be submitted online on University website www.dtu.ac.in before the last date for inviting such applications. All columns must be filled in the online application form.

7. After submitting applications through ONLINE, candidates should take a print out of registration cum application form and produce along with self-attested copies of certificates / documents, at the time of document verification to be conducted prior to Personal Interview/skill test/laboratory practical test.
8. Self-attested copies of Educational & Professional Qualifications and Experience are to be uploaded on DTU Portal.
9. Age limit for direct recruitment posts is relaxable for Govt. servants/SC/ST/OBC/PH (PwBD) etc., as per instructions issued by the Govt. of NCT of Delhi/DTU from time to time in **Table - II**. Crucial date for determining the age limit shall be the last date for receipt of applications.
10. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment.
11. The University reserves the right to fill or not to fill any or all the posts advertised and no correspondence whatsoever from the candidates regarding postal delays, conduct, result and reason for not being shortlisted will be entertained.
12. The University(DTU) reserves the right to cancel or modify the advertisement or part of it, at any stage.
13. The centers for holding the examination will be in Delhi/NCR as decided by the University(DTU).
14. The University(DTU) reserves the right to cancel a part or entire process of examination or a part of it due to Administrative reason(s) and in case of unfair means, cheating or other irregularities/ malpractice noticed by the University(DTU). The University(DTU) also reserves the right to cancel or set up a new examination centre and divert the candidates from a particular examination centre to another examination centre, if required. The University(DTU) also reserves the right to shift candidates of any one centre to some other centre to take the Exam. No request for change in date, time and centre of exam will be accepted under any circumstances.
15. In case of any inadvertent error in publication of advertisement, the final result will be prepared on the basis of Recruitment Rules(RRs) of the concerned post, DoPT guidelines and any other prevailing guidelines of GNCTD and GOI.
16. **The University(DTU) reserves the right to change or make amendment in the examination scheme, any time before the examination, if so required.** The candidature of the candidate to the Examination is entirely provisional and subject to the outcome of any direction/ decision/ order/ pronouncement of any Court of Law and mere issuance of Admit Card or appearance at Examination does not entitle him/her to any claim for the post.
17. The number of vacancies are indicative and may be increased or decreased. The number of posts advertised is provisional and can be varied as per the requirement of the University.
18. All appointments under direct recruitment mode shall be made on temporary basis but likely to continue.
19. Reservation benefits will be available to the SC/ST/OBC/EWS/PH (PwBD) category

candidates in accordance with the instructions / orders / circulars issued from time to time by the Govt. of NCT of Delhi. The reservation benefits under SC/ST categories shall be admissible as per judgment dated 12.9.2012 of Hon'ble High Court of Delhi as passed in No. 5390/2010, CM No. 20815/2010 – Deepak Kumar and Ors Vs District and Sessions Judge, Delhi and Ors. as per which SC/ST candidates of other States/UTs shall also be eligible for reservation benefit. However, this shall be further subject to policy decision of Govt. of NCT of Delhi for SC/ST migrants of other States.

20. Candidates who wish to be considered against reserved vacancies and /or to seek age relaxation, must be in possession as on **closing date of online application form** i.e. **30th November 2025** of relevant certificates (EWS/SC/ ST/OBC (Delhi)- Non Creamy layer (NCL) /PwBD/Educational/ Experience etc.) issued by the competent / notified authority in prescribed format 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 that particular category when applying online for the post. No request for change of Category will be entertained at any later stage.
21. Only OBC (Delhi) candidates notified by Govt. of NCT of Delhi vide letter/Order no. F/19(10)2001/S-III/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 Delhi) candidates will be treated as un-reserved candidates and they must apply under UR category. The OBC (Delhi) candidates must be in possession of non-creamy layer certificate issued by the Competent Authority on or after 01.04.2025 but not later than closing date of online application along with his/her caste certificate. OBC (Delhi) 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.
22. 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 GNCT of Delhi, on the basis of an old certificate issued to any member of individual's family from the Competent Authority, 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 GNCT of Delhi. This certificate should have mandatorily been issued on the basis of OBC certificate issued by the 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.
23. Candidates belonging to Economically Weaker Sections (EWS) will have to furnish self-attested copy of valid Income & Asset certificate issued by the Competent Authority on or after 01.04.2025 but not later than closing date of online application at the time of Documents Verification.
24. Abbreviations used are denoted as under: UR-Un-Reserved (General), SC- Scheduled Caste, ST – Scheduled Tribes, OBC - Other Backward Classes, EWS – Economically Weaker Sections, PH (PwBD) - Physically Handicapped (Person with Benchmark Disability), VH– Visually Handicapped, LV-Low Vision, OH-Orthopedically Handicapped, BL-Both Leg, OA– One Arm, OL–One Leg, OAL-One Arm and One Leg, HH–Hearing Handicapped.
25. The candidates applying for more than one post should submit separate application form along with requisite fee for each post.

26. The Educational qualification, age, experience and other conditions of eligibility as stipulated above against each post shall be determined as on the closing date of online applications.
27. The persons already in employment in Govt. Department/Autonomous Bodies/ Universities under Central /State Government should submit the copy of online application alongwith its enclosures through proper channel at the time of Documents Verification.
28. The persons, working in Private organizations, claiming previous experience of working in Govt. Department/Autonomous Bodies/ Universities under Central /State Government should enclose a certificate from that Government organization stating no Vigilance or Disciplinary case was pending or contemplated against them at the time of Documents Verification. Failure to provide the same shall make them ineligible for consideration to the post.
29. No TA/DA in connection with appearing in the examination/skill test will be paid to the candidate.
30. No enquiry in person or in writing for recruitment shall be entertained.
31. If the qualification possessed by the candidate 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 uploaded.
32. If more than one application is submitted in online for the same post, the last filled application along with the fee will be considered.
33. **Use of Calculator, Laptop, Palmtop, Bluetooth devices, earbuds, camera, other Digital Instrument/ Mobile/ Cell phone, Pager/ electronic watches and any metallic items etc. is/ are not allowed. Candidates are strictly advised not to bring any of the above gadgets in the examination centre as no arrangements for keeping or for security of these items will be available at the centers.**
34. In case any candidate is caught/ found to be in possession of any prohibited gadget/instrument/article, he/ she would be debarred from the examination and legal proceedings shall also be initiated against the candidates.
35. Notification/Corrigendum/Addendum issued to the advertisement, if any, will be published on the University (DTU) website.
36. **Scribe Form** required which needs to be submitted by the applicant and his/her scribe on the day of exam. Extra Time (per hour) will be given to the candidate who will take up the exam with the help of scribe as per the Delhi Government Norms.
37. In case of any query candidate may call at **9513044823** or raise a query at Helpdesk Tab provided in Online Application Portal.
38. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.

8. Instructions for Registration of Online Application Form & Submission of Application:

i) Before applying for the Post(s) against this Advertisement, candidates should ensure they possess/fulfill all the eligibility conditions including age, educational qualification(s), reservation, medical standard(s) etc. prescribed for the Post.

ii) **Candidates should enter their Name, Father's Name and Date of Birth as recorded in the Matriculation certificate/Secondary (10th) Examination Certificate only.** In case of subsequent change in Name, candidates should indicate their changed Name only in the Online Application. However, other details should match with the Matriculation Certificate. Date of such change should be prior to the date of ONLINE Registration.

Gazette Notification or any other legal document as applicable for such cases should be submitted at the time of Document Verification (DV).

iii) The signatures of the candidates on all documents should be identical in all stages of Recruitment process and must be in running hand and not in block/capital or disjointed letters. Signatures in different style at the time of CBT. PET (where applicable). Document Verification & Medical Examination etc. may result in cancellation of candidature.

iv) The Online Application process involves 02 (two) steps for successful filling up of the Application Form.

v) The candidates should ensure the completion of both the Step 1 and Step 2 of the Online Application process i.e. Registration process and submission of Application along with depositing of Examination Fee (as applicable) by the stipulated date and time given in this Advertisement. **Candidates in their own interest are advised, not to wait till the last date & time and register their Application well within the time. DTU shall not be held responsible, if a candidate is not able/fail to log on to the website of DTU to submit their Application on account of heavy load on Internet/website disconnection etc. due to last minute rush near the closing days of Online Registration.**

vi) **Active E-MAIL ID & Mobile Number:** Candidates should have their own active personal E-mail ID and Mobile Number. **It should be kept active during the period of this entire Recruitment process. Registration number, Password, e-Admit Card for CBTs/PET, E-Call Letter for Document Verification or any other important communication will be sent only on the same registered E-mail ID of candidate (candidates should also check E-mail in spam/junk box message) or/and through SMS. DTU will not be responsible for bouncing back of any E-mail & undelivered SMS sent to the candidates.**

vii) Candidates are advised to visit DTU website on regular basis to get the updates. Responsibility of receiving and downloading of information/communication etc. will be that of the candidate. DTU will not be responsible for any loss of E-mail sent, due to invalid/wrong E-mail ID provided by the candidate and no correspondence in this regard will be entertained.

viii) The candidates are, therefore, requested to check regularly their E-mail for any communication from DTU. DTU will not entertain any request for change of Mobile Number and E-mail ID address at any stage. **Please note that the e-Admit Card for any stage of selection process will not be sent by Post.**

ix) The candidate must fill-in the online Application after going through the detailed Advertisement Notice and upload the following:

a) Educational Qualification details with percentage of marks etc., as per eligibility criteria.

- b) Caste/Category Certificate (for SC/ST/OBC-NCL/EWS/PwBD candidates).
- c) Discharge Certificate (Retirement) in case of Ex-Serviceman Candidate.
- d) Dependency Certificate in case of dependent of Servicemen killed in action.
- e) Scanned Photograph, Signature.

x) Detailed Instructions for filling up the Online Registration form are given in **Annexure -1 (A)**.

xi) Instructions regarding Scanning of Photograph, Signature, and Certificate are given in **Annexure – 1 (B)**.

9. INSTRUCTIONS FOR COMPUTER BASED TEST (CBT):

i) **E-Admit Card** for CBT, containing the details of the Centre/Venue for the Examination etc., will be sent to the candidates at their registered E-mail ID. The candidates are required to take a print-out of their Admit Card. The candidates may also download and print their Admit Cards from the DTU website using their Registration Number and the Password. Candidates will not be allowed to enter the Examination Centre without valid Admit Card.

ii) Candidates must carry the printed copy of e-Admit Card and one valid photo ID (Voter's ID, Driving License, Aadhaar Card, Passport, PAN or any other ID Card issued by Government of India) in ORIGINAL while coming to appear in the Examination failing which candidate shall not be allowed to appear in CBT.

iii) Candidates must report to their allotted Examination Centre at least one and a half hour before the commencement of Examination. The entry gates of Examination Centre will be closed half an hour before commencement of Examination. No entry will be allowed after closure of gates.

iv) **Banned items: Calculator, Mobile phone, Bluetooth, Pen drive, Headphone, Earplug, Laptop, iPad, Digital Diary, Digital Watch, Wrist watches, Book/Notes, Wallet/Purse. Metallic Wears including ornaments, Bangles, Belt, Bracelets or any other electronic/communication devices etc. are strictly prohibited inside the Examination Centre. If any candidate is found in possession of any of these banned item(s), during CBT/PET, his/her candidature will be cancelled besides taking legal action. As such, the candidates are advised in their own interest not to bring any of the banned items to the Examination Centre. If any candidate comes with the above restricted item, he/she shall not be allowed to appear in the Examination unless he/she keeps it outside the premises of Examination Centre. There is no facility for safe keeping of the personal belongings of candidates outside the Examination Hall and DTU will not be responsible for any loss.**

v) The candidates found provisionally eligible shall be issued e-Admit Cards for appearing in Computer Based Test, at their own expenses.

**-Sd-
Registrar**

How to Apply

Candidates satisfying the eligibility conditions have to apply through online mode on DTU website only i.e. **<https://www.dtu.ac.in>**. Candidates are advised to read the instructions carefully before applying online and also all the instructions given on main page of online Application. Candidates should take utmost care to furnish the correct details while filling online Application Form. In case of multiple registrations for the same Post, the candidature is liable for cancellation/rejection without any notice/intimation to the candidate. **Any mistake committed by the candidate shall be his/her sole responsibility.**

Application through any other mode will not be accepted. No documents are required to be sent to DTU by post in connection with the Application.

Steps for Applying:

STEP-I (Registration):

- a) Candidates can apply online by visiting the DTU website and going to the tab “Jobs” available at **<https://www.dtu.ac.in>**.
- b) Candidates will get the DTU Recruitment Home/Index page and have to click on “Register” available on this page for new Registration.
- c) Candidates will be redirected to Registration page and further needs to sign-up by filling up Post applied, Name, valid Mobile Number and valid E-mail ID.
- d) After this, candidates will have to Generate OTP and accept the Terms & Conditions by clicking 'I Agree' Checkbox.
- e) Candidates have to re-verify the details after entering the OTP & Captcha.
- f) Reserved Category candidates need to check from Advertisement whether the vacancy is available under their respective reserved Category. If vacancy is not available under original Category, then such candidates will be considered as ‘Unreserved (UR)’.
- g) After submitting the above details, candidates will receive Login ID & Password on their registered Mobile Number and E-mail ID, hence candidates are advised to cross check the Mobile Number & E-mail ID before proceeding.

STEP-II: FILLING-UP OF APPLICATION & SUBMISSION OF FEE

- a) Candidates should now click on the “Go to Application” given in the top right corner of the screen or re- login with Login ID & Password received on registered E-mail ID/Mobile Number.
- b) The candidate should now fill-up all the desired/required information in the online Form correctly. Also, upload scanned images of Photo/Signature/Documents in the respective different links as per detailed guidelines for scanning and uploading given in Annexure-1 (B). The candidate can see Application under option PREVIEW before submission. The candidate should check the details filled-in and make necessary corrections, under option EDIT (if any). However, Name, Post applied, Email-Id and Mobile Number cannot be changed.
- c) Once the application is submitted (Step II), NO Change /edit will be allowed thereafter.
- d) After submission of application, candidates will automatically be redirected to Payment gateway (**if applicable**) to deposit the Examination Fee + applicable charges (if any) through different payment mode. Process Flow for deposit of Examination Fee through Payment Gateway of is as under:
 - i. Do not refresh/go back on page while payment is in progress, doing so might interfere the ongoing transaction.

- ii. Post submission, the candidate will be re-directed to Payment gateway to make the online payment of Application Fee.
- iii. Kindly verify the Fee details and make the payment for Application fee via any of the different payment modes.
- iv. Post successful payment of Application Fee, candidate will be redirected to his/her Application Form.

In case of any issue related to submission of online Application and Fee payment candidate may contact via Helpdesk Tab provided in online Application Portal.

Application Form:

Now, Candidates are required to download the online Application Form generated by the System, which may be retained for future reference. This should NOT be sent to DTU.

Instructions regarding scanning of PHOTOGRAPH, SIGNATURE and CERTIFICATES

Scanned image of candidates Photograph, Signature and Certificates shall be as per the specifications given below:

- a) There are separate links for uploading Photograph, Signature and Certificates. Click on the respective link to Upload Photograph/Signature/Certificates.
 - b) Browse and select the location where the scanned Photograph /Signature/ Certificates files have been saved. Select the file by clicking on it.
 - c) Click the 'Open/Upload' button. The Photograph/Signature/ Certificate file will get uploaded. If the file size and format are not as prescribed, an error message will be displayed. In such a case, change the size and format of the file as required and re-upload.
 - d) Candidates should upload the scanned (digital) image of their Photograph, Signature and other relevant Certificates as per the process given below. The applicant should note that only jpg or jpeg formats are acceptable:
- i) **Photograph:**
- a) Photograph must be a recent passport size color photograph (not older than 03 weeks).
 - b) Make sure that the picture is in color, taken against a light-colored, preferably white background. Look straight at the camera with a relaxed face.
 - c) Dimensions of the image should be approximately 200X230 pixels. It will not be possible to accommodate larger images. Size of file should be between 100kb-200kb in jpg/jpeg format only.
 - d) If the size of the file is too large, then adjust the settings of the scanner such as the DPI resolution, number of colors etc., during the process of scanning. Minimum resolution should be 200 dpi.
- i) **Signature image:**
- a) The applicant has to sign on white paper with Black ink pen.
 - b) The signature must be of the applicant only and not of any other person. If at any stage the signature is not found to be matching with the candidate's actual signature, the applicant's candidature may be summarily rejected.
 - c) Please scan the signature area only and not the entire page.
 - d) Dimensions of the image should be approximately 140X60 pixels. Size of file should be between 80kb– 150kb in jpg/jpeg format only.
- ii) **Certificates:**
- a) Please scan the relevant certificates i.e. Essential Qualification and SC/ST/OBC-NCL/EWS/PwBD/ExSM, as applicable, which is issued by Competent Authority. Kindly make sure same is properly visible in the scanned file.
 - b) Size of file should be between 100kb–1MB in jpg/jpeg/PDF format only.