



**INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN**  
**(UNDER DELHI ACT 9 OF 2012, GOVT. OF NCT OF DELHI)**  
**(ISO 9001 : 2015 CERTIFIED UNIVERSITY)**  
 St. JAMES CHURCH, NEW CHURCH ROAD, KASHMERE GATE,  
 DELHI -110 006.

**RECRUITMENT NOTICE FOR FILLING UP VARIOUS NON-TEACHING POSITIONS  
 IN IGDTUW, DELHI.**

**[Note: The Portal for filing up of Online Application will open from 10<sup>th</sup> September 2021]**

IGDTUW, Delhi is inviting Online Applications in the prescribed format from the eligible candidates for Direct Recruitment to the following Ministerial Positions [Group 'A' – Non-Teaching Category] as per the details given below:-

**1. VACANCIES FOR MINISTERIAL/ NON-TEACHING POST (s):**

Sl. No.	Name of the Post	Pay Scale/ Level (As per 7 <sup>th</sup> CPC)	Category					Total
			UR	SC	ST	OBC	EWS	
1	Controller of Examinations	Level-14, Pay Matrix Rs.1,44,200 – 2,18,200	01	--	--	--	--	<b>01</b>
2	Deputy Registrar	Level-12, Pay Matrix Rs.78,800 – 2,09,200	01	--	--	--	--	<b>01</b>
3	Assistant Registrar	Level-10, Pay Matrix Rs.56,100 – 1,77,500	02	--	--	--	--	<b>02</b>
4	Assistant Controller of Examinations	Level-10, Pay Matrix Rs.56,100 – 1,77,500	01	--	--	--	--	<b>01</b>
<b>Total Post</b>			<b>05</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>05</b>

**2. ELIGIBILITY QUALIFICATION, EXPERIENCE, AGE ETC. FOR NON-TEACHING POST(S)**

Name of the Post	Essential Qualification and Experience	Age limit
CONTROLLER OF EXAMINATIONS	a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed  <b>AND</b> b) At least 15 years of experience as Assistant Professor in the Academic Level 11 or equivalent and above or with 8 years of service in the Academic Level 12 or equivalent and above including as Associate Professor along with experience in educational administration  <b>OR</b> c) Comparable experience in research establishment and/ or other institutions of higher education,  <b>OR</b> 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.	55 Years  Relaxable for Govt. Servants/Ex-servicemen as per rule.  The crucial date for determining the age limit shall be the last date for receipt of applications.

DEPUTY REGISTRAR	<p>Master's degree with at least 55% marks or its equivalent grade of "B" in the UGC 07 (seven) point scale along-with Nine years of experience as Assistant Professor in the Academic Level 10 or equivalent and above with experience in educational administration,</p> <p style="text-align: center;"><b>OR</b></p> <p>Comparable experience in research establishment and/or other institutions or higher education,</p> <p style="text-align: center;"><b>OR</b></p> <p>5 years of administrative experience as Assistant Registrar or in equivalent post</p>	<p>45 Years</p> <p>Relaxable for Govt. servants/ex-serviceman as per rule.</p> <p>The crucial date for determining the age limit shall be the last date for receipt of applications.</p>
ASSISTANT REGISTRAR	<p>Master's degree with at least 55% marks or its equivalent grade of "B" in the UGC seven-point scale along with a good academic record as laid down by UGC.</p>	<p>35 Years</p> <p>Relaxable for Govt. servants/ex-serviceman as per rule.</p> <p>The crucial date for determining the age limit shall be the last date for receipt of applications.</p>
ASSISTANT CONTROLLER OF EXAMINATIONS	<p>Master's degree with at least 55% marks or its equivalent grade of "B" in the UGC seven-point scale along with a good academic record as laid down by UGC.</p>	<p>35 Years</p> <p>Relaxable for Govt. servants/ex-serviceman as per rule.</p> <p>The crucial date for determining the age limit shall be the last date for receipt of applications.</p>

1. **HOW TO APPLY:**

- i) The candidates must read the instructions for APPLYING ONLINE carefully when candidate login for filling up of application, which are available in subsequent Paras.
- ii) The candidates must apply online only. No other mode of application shall be accepted.
- iii) 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 04.10.2021 till 12:00 (Mid Night).
- iv) All the candidates are also required to send the printout of their duly filled in and signed online application form along with the desired/relevant documents to the **Office of the Additional Registrar (HR), Indira Gandhi Delhi Technical University for Women, First Floor, Administrative Block, Kashmere Gate, Delhi-110 006** latest by 11.10.2021 till 4:30 P.M.

- v) Candidate is required to pay application fee amounting to Rs. 1,000/- (Rupees One Thousand Only).
- vi) Application Fee is Non-Transferable and Non-Refundable.

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 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. [www.igdtuw.ac.in](http://www.igdtuw.ac.in) latest by 04.10.2021 till 12:00 (midnight). All columns must be filled in the online application form. No column should be left blank, instead, it should be marked 'NA' wherever not applicable.
- vi) The crucial date for determining the age limit shall be the last date for filling up of Online Application form.
- vii) Mere acceptance of online form on IGDTUW'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.
- viii) The age limit for direct recruitment posts is relaxable for Govt. Servants / Ex-Servicemen as per instructions issued by the Government/IGDTUW from time to time.
- ix) The persons already in employment in Govt. Department/ Autonomous Bodies / Public Sector Undertakings / Universities under Central/State Govt. should apply through proper channel.
- x) 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.
- xi) 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.
- xii) Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment.
- xiii) 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 and no claim for refund of fee shall be entertained in any case.

- xiv) The candidates applying for more than one post should submit a separate application form along with the requisite fee for each post.
- xv) Candidates must ensure that their application must reach the University well in time.
- xvi) The University will not be responsible for any postal delay or loss.
- xvii) No enquiry in person or in writing for recruitment shall be entertained.
- xviii) Application Form must also be accompanied by self-attested copies of Educational and Professional Qualifications, and Experience etc.
- xix) 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:  
$$\text{“Percentage of Marks} = 10 \times \text{CGPA”}$$
- xx) 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.
- xxi) 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.
- xxii) Incomplete or/and unsigned application, without photograph/signature / application not in prescribed proforma/non-submission of printout of the online application form (hard copy) along with necessary documents/ form received without requisite fees and those received after the closing date shall be summarily rejected.
- xxiii) No TA/DA for appearing in the written test/interview, etc. will be paid to the candidate.
- xxiv) 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.
- xxv) 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.
- xxvi) All appointments in regular pay scales shall initially be on a probation basis.
- xxvii) No applicant having more than one wife/husband is eligible for appointment unless exempted under law.
- xxviii) In case of any query, the candidate may enquire at email id [recruitment@igdtuw.ac.in](mailto:recruitment@igdtuw.ac.in) or may call at 011-23865541.
- xxix) Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over NCT of Delhi.

The link for filling up of online application will be available on University website i.e. [www.igdtuw.ac.in](http://www.igdtuw.ac.in) on 10.09.2021.

Further, any communication related to recruitment will be displayed on the University website [www.igdtuw.ac.in](http://www.igdtuw.ac.in) from time to time. The candidates are advised to regularly visit the University website [www.igdtuw.ac.in](http://www.igdtuw.ac.in) for any updates.

The last date for filling up the online application is 04.10.2021 till 12:00 (Mid Night). The candidates are required to fill up the Online Application Form and Annexure and also submit the envelope containing hard copy of online application alongwith enclosures covering the candidate's credentials like Education Qualifications, Experience, Caste Certificate, NOC from the Employer, Proof of Fee, and should be superscripted as "Advertisement Notice No. : \_\_\_\_\_dated \_\_\_\_\_", "Application Number: \_\_\_\_\_ for the post of \_\_\_\_\_" latest by 11.10.2021 by 04:30pm.

The envelope should be addressed to the "Additional Registrar (HR), Indira Gandhi Delhi Technical University for Women, Room No. 205, First Floor, Administrative Block, Kashmere Gate, Delhi-110006".

**[REGISTRAR]  
IGDTUW, DELHI.**