



Indira Gandhi Delhi Technical University For Women

(Formerly Indira Gandhi Institute of Technology)

Kashmere Gate, Delhi-110006

No. F.3 (25)/Admn/2013/IGDTUW/4943

Dated: 15/02/2016

To

1. Secretary,
Services Department,
Govt. of NCT of Delhi
2. Director,
Netaji Subhash Institute of Technology,
Dwarka, New Delhi
3. Registrar,
Delhi Technological University,
Shahbad Daulat Pur Road,
New Delhi
4. Registrar,
GGSIP University,
Sector-16-C, Dwarka,
New Delhi
5. Registrar,
University of Delhi,
North Campus, Delhi
6. Registrar,
Jawahar Lal Nehru University,
Hauz Khas, New Delhi
7. Registrar,
Jamia Milia Islamia University,
Jamia Nagar, Okhla, New Delhi
8. Deputy Secretary (Admn.)
DSSSB, Karkardooma,
Delhi
9. State Co-ordinator (Delhi)
National Informatics Centre,
CGO Complex, A Block,
Lodhi Road, New Delhi
10. Manager (HR),
ICSIL, Administrative Block, above post office
Okhla Industrial Estate, Phase-III,
New Delhi
11. Managing Director, NICS
NBCC Tower, 15 Bhikaji Cama
Place, New Delhi
12. Registrar, IGNOU, Maidan Garhi
New Delhi-68
13. Registrar, NLU, Sector 14
Dwarka, New Delhi
14. Registrar, Ambedkar University, Kashmere
Gate, Delhi
15. Registrar, IIT
Okhla Industrial Estate
New Delhi
16. Director, IIT Hauz Khas, New Delhi
17. Director, NIT,
A-7, Institutional Area
Near Satyawadi Raja Harish
Chandra Hospital, Narela,
New Delhi
18. Director, Department of Education
GNCTD, Old Secretariat, Delhi
19. Director, DTTE
Muni Maya Ram Marg, Pitam Pura
Delhi-110088
20. HOD (IT) for uploading on website of IGDTUW.

Sub: Filling up the posts on deputation basis.

Sir,

In continuation of this office letter No.F.3(25)/Admn/2013/IGDTUW/4719-4736 dated: 05.02.2016, the qualifications & experience required for the posts to be filled on deputation basis are as under:-

Sr. No.	Name of the Post	Pay Scale	Nos. of the post	Qualification & Experience Required
1	Deputy Controller of Examination	PB-3 : Rs. 15,600- 39,100 with GP of Rs. 7,600/-	1	Deputation From officers of Central/State Govt. services/ Autonomous Govt. organizations holding analogous post in PB-3 of Rs.15,600-39100 with GP of Rs. 7600 with 8 years experience in the related field.

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2	Assistant Registrar	PB-3 : Rs. 15600-39,100 GP : Rs. 5400	2	<p>Deputation:</p> <p>a. Officers holding analogous posts in Central/State Govt, deptts./ autonomous body/ public sector undertaking/ Govt, educational institution on regular basis; Or At least five years service in PB-2 of Rs.9,300-34,800 with GP of Rs.4,800/--.</p> <p>b. Good working knowledge of Computer Operations and Office Procedure</p>
3	Assistant Controller of Examination	PB-3 : Rs. 15,600-39,100 GP : Rs. 5400/-	1	<p>Deputation:</p> <p>From officers of Central/State Govt. services/ Autonomous Govt. organizations holding analogous post in PB-3 of Rs. 15,600-39100 with GP of Rs. 5400 with 5 years experience in the related field in PB-2 of Rs.9,300-34.800 with Grade Pay of Rs. 4800/4600/-.</p>
4	Networking Administrator-cum-Programmer	Pay Band -3 Rs. 15,600-39,100 with Grade Pay Rs. 5400/-.	1	<p>Deputation: - Officials from the State Governments/ Universities/ Recognized Research Institutions/ Public Sector Undertakings/ Statutory, Semi-Government or Autonomous Organizations: -</p> <p>(A)</p> <p>(i) Holding analogous post on regular basis.</p> <p>(ii) 3 years regular service in PB-2, Rs. 9300-34800/- with Grade Pay Rs. 4600/-</p> <p>(iii) 8 years regular service in PB-2, Rs 9300-34800/- with Grade Pay Rs. 4200/-</p> <p>(B) Educational qualification prescribed for direct recruitment.</p> <p>ESSENTIAL: -</p> <p>(i) Post Graduate Degree in Computer Science/Information Technology/ B.Tech or Master's in Computer Applications (MCA) with at least 55% marks or its equivalent alongwith professional certification from Microsoft/ Oracle/ Cisco/ Sun/ Red Hat.</p> <p>(ii) At least 3 years experience in managing networking, software development in Government/ Public/ Private Organization of repute.</p>

				<p>Desirable: -</p> <p>(i) Working experience on Microsoft IIS Web server and LINUX-Apache Server, and implementation of Intrusion Protection System (IPS).</p> <p>(ii) Working experience of ERP implementation, problem solution in a University system or Educational Institutions of Higher Learning.</p>
5	Workshop Superintendent	PB-3 Rs. 15,600-39,100 Grade Pay Rs. 5400/-.	1	<p>Deputation: -</p> <p>From the officials holding analogous post or a post in the related field in PB-2 of Rs. 9300-34800 with GP of Rs.4600/4800 with at least eight years service in the Govt. Deptts./Autonomous institutions.</p>
6	Section Officer	PB-2 of Rs. 9,300-34,800 with GP of Rs.4,800/-	2	<p>Deputation: -</p> <p>From the officials holding analogous post or Assistants/Grade-II (DASS) in PB-2 of Rs. 9300-34800 with GP of Rs.4200 with at least five years service in the Govt. Deptts./Autonomous institutions.</p>
7	Assistant	PB-I of Rs.5,200-20,200 with GP of Rs.2,400/-	5	<p>Deputation: -</p> <p>From the officials holding analogous post or Lower Division Clerk/Gr. IV(DASS) in PB-1 of Rs. 5200-20,200 with GP of Rs.1900 with at least five years service in the grade in Govt. Deptts./Autonomous institutions</p>
8	Assistant Accountant	PB-I of Rs.5,200-20,200 with GP of Rs.2,400/-	1	<p>ESSENTIAL:</p> <p>(a) B. Com. from a recognized University or equivalent.</p> <p>(b) Two years experience of maintenance of commercial accounts in PB-1 of Rs.5,200-20,200 with GP of Rs. 1,900/- or in an equivalent status having total comparable emoluments in a University/ Govt. department/ autonomous body/ public sector undertaking/ recognized educational institution.</p> <p>(c) One year's diploma in application of Accounting Software(s) from a recognized institute.</p>
9	Cashier	PB-I of Rs.5,200-20,200 with GP of Rs.2,400/-	1	<p>ESSENTIAL:</p> <p>(a) B. Com. from a recognized University or equivalent.</p> <p>(b) Two years experience of maintenance of commercial accounts in PB-1 of Rs.5,200-20,200 with GP of Rs. 1,900/- or in an equivalent status</p>

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				<p>having total comparable emoluments in a University/ Govt. department/ autonomous body/ public sector undertaking/ recognized educational institution.</p> <p>(c) One year's diploma in application of Accounting Software(s) from a recognized institute.</p>
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It is, therefore, requested that the contents of this letter may be brought to the notice of the staff working in your organization and forward the applications of willing candidates to this University for consideration. The applications must reach this University by 31st March 2016 positively.


(Achla Singh)
Registrar, IGDTUW