



# DELHI INSTITUTE OF TOOL ENGINEERING

(Govt. of NCT of Delhi)



Campus-I: Wazirpur Industrial Area, Delhi – 110052

Campus-II: Maa Anand Mayee Marg, Okhla Industrial Area, Phase-II, New Delhi-110020

Delhi Institute of Tool Engineering is Centre of Excellence in Tool and allied Engineering, functioning under the administrative control of Directorate of Training and Technical Education, Govt. of NCT of Delhi and is conducting Diploma, B.Tech & M.Tech courses besides Skill Development programmes to promote studies, research, technology, innovation, incubation and extension work in emerging areas of technology. Applications are invited to fill up the following **Teaching /Non-Teaching** positions **on deputation basis:**

### Teaching Posts: [21 posts]

S. No.	Name of the Post, Pay Scale (As per 6 <sup>th</sup> Pay Commission) & Stream of specialization	No. of Post
1.	Professor [Tool Engineering/Mechanical/Production Engineering] (Rs. 37400-67000) AGP of Rs. 10,000	01
2.	Associate Professor, (Rs. 37400-67000) AGP of Rs. 9,000 [Tool Engineering/Mechanical/Production Engineering(1) + Electronics Engineering ( 1)]	02
3.	Assistant Professor, (Rs. 15600-39100) AGP of Rs. 6000 [Tool Engineering/Mechanical/Production Engineering (7) + Electronics Engineering (4) + Computer Engineering ( 1) + Electrical Engineering (1)	13
4.	Lecturer, (Rs. 15600-39100) AGP of Rs. 5400/6000 [Tool Engineering/Mechanical/Production Engineering (3) + Mechanical Engineering (2)]	05

### Non –Teaching Posts [19 posts]

S.No.	Designation	Level as per 7 <sup>th</sup> Pay Commission	No of Posts
1	Assistant Director (Admin &Accounts)	L-10 of Pay Matrix [pre-revised scale PB-III Rs.15600-39100 + GP Rs. 5400/-]	2
2	Superintendent	L-7of Pay Matrix [pre-revised scale PB-II Rs.9300-34800 + GP Rs. 4600/-]	2
3	Sr. Private Secretary	L-6 of Pay Matrix [pre-revised scale PB-II Rs. 9300-34800 + GP Rs. 4200/-]	1
4	Upper Division Clerk	L-4 of Pay Matrix [pre-revised scale PB-I Rs. 5200 -20200 + GP Rs. 2400/-]	4
5	Private Secretary	L-4 of Pay Matrix [pre-revised scale PB-I Rs. 5200-20200 + GP Rs. 2400/-]	2
6	Lower Division Clerk	L-2of Pay Matrix [pre-revised scale PB-I RS. 5200-20200 + GP Rs. 1900/-]	6
7	Steno	L-2of Pay Matrix [pre-revised scale PB-I Rs. 5200-20200 + GP Rs. 1900/-]	2

## Eligibility and Qualification

S. No.	Name of the Posts, Stream specialization & No of posts	Qualification												
1.	<p><b>Professor</b></p> <p><b>[One post]</b></p> <p>[Tool Engineering/ Mechanical/Production Engineering]</p>	<p><b>Essential: (For Technical)</b></p> <p>B.E. / B.Tech and M.E. / M.Tech in relevant branch with First Class or equivalent either in B.E. / B.Tech or M.E / M.Tech and Ph. D, or equivalent in appropriate discipline.</p> <p>Post Ph.D. publications and guiding Ph.D. students is highly desirable.</p> <p><b>Experience:</b> Minimum of 10 years teaching / research / industrial experience out of which at least 5 years should be at the level of Associate Professor.</p> <p style="text-align: center;">OR</p> <p>Minimum of 13 years' experience in Teaching and / or Research and / or Industry.</p> <p>In case of Research experience, good academic record and books / research paper publications/ IPR / Patents record shall be required as deemed fit by the expert members of the Selection Committee.</p> <p>If the experience in Industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising / designing, planning, executing , analyzing, quality control, innovating , training, technical books / research paper publications / IPR / patents etc. as deemed fit by the expert members of the Selection Committee.</p> <p>Note 1: The exact requirement of a particular engineering discipline/branch with specialization will be indicated at the time of each recruitment.</p> <p>Note 2: If a Class/division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/division. If a Grade Point system is adopted the CGPA will be converted into equivalent marks as below:-</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Grade Point</th> <th style="width: 30%;">Percentage of marks</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">6.25</td> <td style="text-align: center;">55%</td> </tr> <tr> <td style="text-align: center;">6.75</td> <td style="text-align: center;">60%</td> </tr> <tr> <td style="text-align: center;">7.25</td> <td style="text-align: center;">65%</td> </tr> <tr> <td style="text-align: center;">7.75</td> <td style="text-align: center;">70%</td> </tr> <tr> <td style="text-align: center;">8.25</td> <td style="text-align: center;">75%</td> </tr> </tbody> </table> <p><b>Note 3:-</b> PhD shall be from a recognized university.</p> <p>Note 4:- Equivalence for PhD is based on publication of 5 International Journal papers, each journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization.</p> <p>Note 5:- For an incumbent Assistant Professor, experience at the level of Assistant Professor will be considered equivalent to experience at the</p>	Grade Point	Percentage of marks	6.25	55%	6.75	60%	7.25	65%	7.75	70%	8.25	75%
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		<p>level of Associate Professor, provided the incumbent Assistant Professor has acquired or acquires PhD degree in the relevant discipline.</p> <p>Note 6: Experience at Diploma Institution is also considered equivalent to experience in degree level institutions at appropriate level and as applicable. However qualifications as above shall be mandatory.</p> <p>Note 7: Preference will be given to candidates with industrial experience in Tool Engineering/Production Engineering.</p> <p><b>Please refer detailed RRs for other eligibility conditions for deputation at URL : <a href="http://dite.delhigovt.nic.in/rr/Professor.pdf">http://dite.delhigovt.nic.in/rr/Professor.pdf</a></b></p>												
<p>2.</p>	<p><b>Associate Professor</b></p> <p><b>[Two Posts]</b></p> <p>[Tool Engineering/Mechanical /Production Engineering]: [1Post]</p> <p>&amp;</p> <p>Electronics Engineering: [1Post]</p>	<p><b>Essential qualification:-</b></p> <p>B.E. / B.Tech and ME/M Tech in relevant branch with First Class or equivalent either in BE/B Tech or ME. /M.Tech and Ph D or equivalent in appropriate discipline.</p> <p>Post Ph.D. publications and guiding PhD Student is desirable.</p> <p>Experience :-</p> <p>Minimum of 05 years' experience in teaching / research / industry of which 2 years post Ph D experience is desirable.</p> <p><b>Note 1:-</b> If a Class /division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/division. If a Grade Point system is adopted the CGPA-will be converted into equivalent marks as below:-</p> <table border="1" data-bbox="578 1102 1086 1346"> <thead> <tr> <th>Grade Point</th> <th>Equivalent Percentage</th> </tr> </thead> <tbody> <tr> <td>6.25</td> <td>55%</td> </tr> <tr> <td>6.75</td> <td>60%</td> </tr> <tr> <td>7.25</td> <td>65%</td> </tr> <tr> <td>7.75</td> <td>70%</td> </tr> <tr> <td>8.25</td> <td>75%</td> </tr> </tbody> </table> <p><b>Note 2:-</b> PhD shall be from a recognized University.</p> <p><b>Note 3:-</b> Equivalence for PhD is based on publication of 5 International Journal papers, each journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization.</p> <p><b>Note 4:</b> Experience at Diploma Institution is also considered equivalent to experience in degree level Institutions at appropriate level and as applicable. However qualifications as above shall be mandatory.</p> <p><b>Note 5:</b> Preference will be given to candidates with Industrial experience in Tool Engineering/Production Engineering</p>	Grade Point	Equivalent Percentage	6.25	55%	6.75	60%	7.25	65%	7.75	70%	8.25	75%
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<b>3.</b>	<p><b>Assistant Professor</b></p> <p><b>[Thirteen Posts]</b></p> <p>Tool Engineering/Mechanical /Production Engineering: [7Posts] &amp; Electronics Engineering: [4Posts] &amp; Computer Engineering: [1 Post] &amp; Electrical Engineering: [1 Post]</p>	<p><b>Essential:- (For Engineering &amp; Technology )</b></p> <p>B.E. / B.Tech and ME /M Tech in relevant branch with First Class or equivalent either in BE/B Tech or ME / M.Tech from a recognized University.</p> <p><b>Note 1:-</b> If a Class/division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/division. If a Grade Point system is adopted the CGPA will be converted into equivalent marks as below :-</p> <table border="1"> <thead> <tr> <th>Grade Point</th> <th>Equivalent Percentage</th> </tr> </thead> <tbody> <tr> <td>6.25</td> <td>55%</td> </tr> <tr> <td>6.75</td> <td>60%</td> </tr> <tr> <td>7.25</td> <td>65%</td> </tr> <tr> <td>7.75</td> <td>70%</td> </tr> <tr> <td>8.25</td> <td>75%</td> </tr> </tbody> </table> <p><b>Note 2:</b> Qualification should be acquired through regular programme and not through distance Education.</p> <p><b>Note 3:</b> Preference will be given to candidates with industrial experience in Tool Engineering/Production Engineering</p> <p><b>Please refer detailed RRs for other eligibility conditions for deputation at URL: <a href="http://dite.delhigovt.nic.in/rr/AP.pdf">http://dite.delhigovt.nic.in/rr/AP.pdf</a></b></p>	Grade Point	Equivalent Percentage	6.25	55%	6.75	60%	7.25	65%	7.75	70%	8.25	75%
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<b>4.</b>	<p><b>Lecturer</b></p> <p><b>[Five Posts]</b></p> <p>Tool Engineering /Mechanical/Production Engineering: [3 Posts]  &amp; Mechanical Engineering: [2 Posts]</p>	<p><b>Essential qualification: -</b></p> <p>Essential:- B.E. / B.Tech in relevant branch with first Class or equivalent from a recognized University/Institute. If a candidate has a Master's degree in Engineering/Technology, First class or equivalent is required at Bachelor or Master's level.</p> <p><b>Note 1:</b> If a class/division is not awarded, a minimum of 60% marks in aggregate shall be considered equivalent to 1<sup>st</sup> Class/Division. If a Grade point system is adopted, the CGPA will be converted to equivalent marks as below: Grade Point Equivalent percentage</p> <table border="1"> <thead> <tr> <th>Grade Point</th> <th>Equivalent Percentage</th> </tr> </thead> <tbody> <tr> <td>6.25</td> <td>55%</td> </tr> <tr> <td>6.75</td> <td>60%</td> </tr> <tr> <td>7.25</td> <td>65%</td> </tr> <tr> <td>7.75</td> <td>70%</td> </tr> <tr> <td>8.25</td> <td>75%</td> </tr> </tbody> </table>	Grade Point	Equivalent Percentage	6.25	55%	6.75	60%	7.25	65%	7.75	70%	8.25	75%
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### **Non-Teaching posts:**

S. No.	Name of the Posts, Stream specialization & No of posts	Qualification
1	<p><b>Assistant Director (Admn. &amp; Accounts)</b> :[Two Posts]</p>	<p><b>Essential qualification:-</b></p> <p><b>Deputation:</b></p> <p>Officers of Central/ State Government/ Union Territories/ Autonomous or Statutory organizations/ PSUs/ Universities/ Recognized Research Institution</p> <p>(a) (i) Holding analogous Post on regular basis in parent cadre or department.</p> <p>(ii) Superintendent or equivalent posts having 3 years regular service in PB-2, Rs. 9300-34800/-+ Rs. 4600/- ( Grade Pay) [L-7]</p> <p>(iii) Assistant or equivalent posts having 8 years of regular service in the Pay band-2, Rs.9300-34800/-+ Rs. 4200/- ( Grade Pay) [L-6]</p> <p>(b) Possessing the following qualifications:</p> <p>(i) Bachelor's Degree from a recognized University/ Institute.</p> <p>(ii) Having good knowledge of English and Hindi.</p> <p>(iii) Having 05 years' experience of dealing with Govt. of India Rules relating to autonomous bodies.</p> <p><b>Note 1:</b> The departmental officers in the feeder category who are in the direct line on promotion will not be eligible for consideration for appointment on deputation/absorption. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.</p>

		<p><b>Note 2:</b> Period of deputation (Including short term contract) in another post held immediately preceding this appointment in the same or some other organization or any department of Government of NCT of Delhi shall ordinarily not to exceed three years.</p> <p><b>Note 3:</b> The maximum age limit for appointment by deputation (including short term contract) shall not exceed 56 years as on closing date of receipt of applications.</p> <p><b>Note 4:</b> For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the recommendations of the 6<sup>th</sup> Central Pay Commission has been extended, shall be deemed to be the service rendered in the corresponding grade pay or pay scale extended based on the said pay commission, except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up gradation.</p> <p><b>Please refer detailed RRs for other eligibility conditions for deputation at URL : <a href="http://dite.delhigovt.nic.in/rr/AD-Admn-Accts-xc.pdf">http://dite.delhigovt.nic.in/rr/AD-Admn-Accts-xc.pdf</a></b></p>
2	<p><b>Superintendent:</b> [Two Posts]</p>	<p><b>Deputation:</b> Officers of Central/ State Government/ Union Territories/ Autonomous or Statutory organizations/ PSUs/ Universities/ Recognized Research Institution</p> <p>(b) (i) Holding analogous Post on regular basis in parent cadre or department.</p> <p>(ii) Assistant or equivalent posts having 5 years of regular service in the Pay band-2, Rs.9300-34800/- +Rs. 4200/- ( Grade Pay).[L-6]</p> <p>(b) Possessing the following qualifications:</p> <p>(i) Bachelor's Degree from a recognized University/ Institute.</p> <p>(ii) Typing Speed of 35/30 w.p.m. in English / Hindi on Computer</p> <p>(iii) Having good knowledge of English and Hindi.</p> <p>(iv) Having 3 years' experience of dealing with Govt. of India Rules relating to Admin./Accounts.</p> <p>.</p> <p><b>Note 1:</b> The departmental officers in the feeder category who are in the direct line on promotion will not be eligible for consideration for appointment on deputation/absorption. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 2:</b> Period of deputation (Including short term contract) in another post held immediately preceding this appointment in the same or some</p>

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3	<p><b>Sr. Private Secretary</b></p> <p><b>[One Post]</b></p>	<p><b>Deputation:</b></p> <p>Officers of Central/State Government/Union Territories/ Autonomous or Statutory organizations/ PSUs/ Universities/ Recognized Research Institution</p> <p>(a) (i) Holding analogous Post on regular basis in parent cadre or department.</p> <p>(ii) Private Secretary or equivalent with regular service of 10 years in the pay band-1, Rs. 5200-20200+Rs. 2400/- (Grade Pay).[L-4]</p> <p>(b) Possessing the following qualifications:</p> <p>(i) Bachelor's Degree from a recognized University/ Institute.</p> <p>(ii) Dictation 10 minutes @ 100 wpm.(Hindi &amp; English)</p> <p>(iii) Transcription on computer 40 words per minutes (English) and 55 words per minutes in (Hindi).</p> <p>(iv) Good knowledge of English and Hindi.</p> <p><b>Note 1:</b> The departmental officers in the feeder category who are in the direct line on promotion will not be eligible for consideration for appointment on deputation/absorption. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 2:</b> Period of deputation (Including short term contract) in another post held immediately preceding this appointment in the same or some</p>

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4	<p><b>Upper Division Clerk</b></p> <p><b>[Four Posts]</b></p>	<p><b>Deputation:</b></p> <p>Officers of Central/State Government/Union Territories/ Autonomous or Statutory organizations/ PSUs/ Universities/ Recognized Research Institution</p> <p>(a) (i) Holding analogous Post on regular basis in parent cadre or department.</p> <p>(ii) Lower Division Clerk or equivalent with regular service of 8 years in the pay band-1, Rs. 5200-20200+Rs. 1900/- (Grade Pay) [L-2]</p> <p>(b) Possessing the following qualifications:</p> <p>(i) Senior Secondary (12<sup>th</sup> Pass) from any recognized Board  (ii) Typing Speed of 35/30 w.p.m. in English / Hindi on computer.  (iii) Experience in basic computer application.</p> <p><b><u>Desirable:</u></b></p> <p>Bachelor's Degree from a recognized University/ Institute.</p> <p><b>Note 1:</b> The departmental officers in the feeder category who are in the direct line on promotion will not be eligible for consideration for appointment on deputation/absorption. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 2:</b> Period of deputation (Including short term contract) in another post held immediately preceding this appointment in the same or some other organization or any department of Government of NCT of Delhi shall ordinarily not to exceed three years.</p>



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5	<p><b>Private Secretary</b></p> <p>[Two Posts]</p>	<p><b>Deputation:</b></p> <p>Officers of Central/State Government/Union Territories/ Autonomous or Statutory organizations/ PSUs/ Universities/ Recognized Research Institution</p> <p>(a) (i) Holding analogous Post on regular basis in parent cadre or department.</p> <p>(ii) Stenographer or equivalent with regular service of 8 years in the pay band-1, Rs. 5200-20200+Rs. 1900/- (Grade Pay). [L2]</p> <p>(b) Possessing the following qualifications:</p> <p>i) Dictation 10 minutes @ 80 wpm.(Hindi &amp; English)</p> <p>(ii) Transcription on computer: 50 words per minutes (English) and 65 words per minutes in (Hindi).</p> <p>(iii) Good knowledge of English and Hindi.</p> <p><b>Desirable:</b></p> <p>Bachelor's Degree from a recognized University/ Institute.</p> <p><b>Note 1:</b> The departmental officers in the feeder category who are in the direct line on promotion will not be eligible for consideration for appointment on deputation/absorption. Similarly deputationist shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 2:</b> Period of deputation (Including short term contract) in another post held immediately preceding this appointment in the same or some other organization or any department of Government of NCT of Delhi shall ordinarily not to exceed three years.</p>

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6	<p><b>Lower Division Clerk</b>  <b>[Six Posts]</b></p>	<p><b>Deputation:</b>  Officers of Central/State Government/Union Territories/ Autonomous or Statutory organizations/ PSUs/ Universities/ Recognized Research Institution</p> <p>(a)(i) Holding analogous Post on regular basis in parent cadre or department.</p> <p>(ii) Employees consisting of Multi-Tasking Staff (erstwhile Group 'D') having 03 years of regular service in the pay band-1, Rs. 5200-20200+Rs.1800/- (Grade Pay)[L-1]</p> <p>(b) Possessing the following qualifications:</p> <p>(i) Senior Secondary (12<sup>th</sup> Pass) from any recognized Board/ Institute.</p> <p>(ii) Typing speed on computer shall be as per the norms prescribed below</p> <p><b>English Typing @ 35 w.p.m</b></p> <p><b>Hindi Typing @ 30 w.p.m.</b></p> <p>(Time allowed – 10 mts.)</p> <p>(35 w.p.m and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each work)</p> <p><b>Note 1:</b> The departmental officers in the feeder category who are in the direct line on promotion will not be eligible for consideration for appointment on deputation/absorption. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.</p>

		<p><b>Note 2:</b> Period of deputation (Including short term contract) in another post held immediately preceding this appointment in the same or some other organization or any department of Government of NCT of Delhi shall ordinarily not to exceed three years.</p> <p><b>Note 3:</b> The maximum age limit for appointment by deputation (including short term contract) shall not exceed 56 years as on closing date of receipt of applications.</p> <p><b>Note 4:</b> For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the recommendations of the 6<sup>th</sup> Central Pay Commission has been extended, shall be deemed to be the service rendered in the corresponding grade pay or pay scale extended based on the said pay commission, except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up gradation.</p> <p><b>Please refer detailed RRs for other eligibility conditions for deputation at URL:</b></p> <p><b><a href="http://dite.delhigovt.nic.in/rr/LDC-xc.pdf">http://dite.delhigovt.nic.in/rr/LDC-xc.pdf</a></b></p>
7	<p><b>Steno</b></p> <p><b>[2Posts]</b></p>	<p><b>Deputation:</b></p> <p>Officers of Central/State Government/Union Territories/ Autonomous or Statutory organizations/ PSUs/ Universities/ Recognized Research Institution</p> <p>(a) (i) Holding analogous Post on regular basis in parent cadre or department.</p> <p>(b) Possessing the following qualifications:</p> <p>Senior Secondary (12<sup>th</sup> Pass) from any recognized Board.</p> <p><b>Skill Test :</b></p> <p>(i) Dictation 10 minutes @ 80 wpm.  (ii) Transcription on computer: 50 words per minute (English) and 65 words per minutes in (Hindi).  (iii) Good knowledge of English and Hindi.</p> <p><b>Desirable:</b></p> <p>Bachelor's Degree from a recognized University/Institute.</p> <p><b>Note 1:</b> Period of deputation (Including short term contract) in another post held immediately preceding this appointment in the same or some other organization or any department of Government of India shall ordinarily not to exceed three years.</p>

		<p><b>Note 2:</b> The maximum age limit for appointment by deputation (including short term contract) shall not exceeding 56 years as on closing date of receipt of applications.</p> <p><b>Note 3:</b> For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the recommendations of the 6<sup>th</sup> Central Pay Commission has been extended, shall be deemed to be the service rendered in the corresponding grade pay or pay scale extended based on the said pay commission, except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p> <p><b>Please refer detailed RRs for other eligibility conditions for deputation at URL: <a href="http://dite.delhigovt.nic.in/rr/Steno-xc.pdf">http://dite.delhigovt.nic.in/rr/Steno-xc.pdf</a></b></p>
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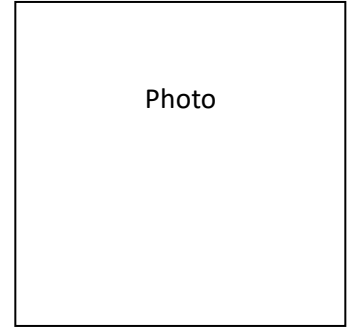
**NOTE:-**

- I. The deputation will be governed by DOPT OM No. 6/8/2009 –Estt (Pay-II) dated 17<sup>th</sup> June 2010 and as amended from time to time. Please refer column no 11 of the detailed RR available on DITE website and URL link provided under each post for eligibility for deputation posts.
- II. DITE has two campuses at Wazirpur and Okhla Industrial Area and the incumbent can be posted in any of the campus of DITE depending upon organizational requirements.
- III. The number of posts may vary at the discretion of Delhi Institute of Tool Engineering. Applicants not found suitable for the position applied, may be considered for the next lower position, if available.
- IV. The persons serving in Central/State University/Colleges/Institutions or Central Government Organization/PSU/Research Labs may only apply. **The candidates serving in private sector shall not be eligible.**
- V. The persons already in employment in Govt. Departments / Autonomous Bodies/ Universities should apply through **proper channel**, however, they can send an advance copy of the application. Only those candidates will be considered for interview whose applications are received through proper channel with NOC and ACR's/APAR's etc. or they provide the NOC at the time of interview/personal talk.
- VI. Relaxation of 5% marks shall be awarded for SC/ST/PWD candidates. They have to attach the copy of certificate issued by competent authority along with the application.
- VII. Prescribed application form along with relevant details regarding educational qualification, experience and specialization required for various **Teaching posts** advertised is annexed below as **Annexure –A [Form for applications for Teaching Posts] & Annexure-B [Form for Non-Teaching posts. The candidates may use the applicable format.**
- VIII. The envelope containing the application should be super subscribed with **“Application for the post of ..... on deputation”**.

- IX. The application on the prescribed form, duly filled in, complete in all aspects, should be submitted by Post/By Hand addressed to Director-Cum-Principal, Delhi Institute of Tool Engineering, Wazirpur Industrial Area, Delhi-110052.
- X. The last date of receiving of duly filled application will be 30 days from the date of publication in Employment News. Application received late shall not be entertained and delay in transit shall be the responsibility of applicant.
- XI. Separate application form is to be submitted for each post and please indicate stream for Teaching Posts as shown at 1.b in the application format indicated in the advertisement against name of post and No of posts.**
- XII. No column in the application format should be left blank. Strike out those columns, which are not applicable.
- XIII. In case of large numbers of applicants, DITE reserves the right to short-list applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated.
- XIV. 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.
- XV. DITE reserve the right of not filling any post without assigning any reason.
- XVI. Full name be mentioned in application form. If there was change of name at any stage of time, original name may also be mentioned.
- XVII. Incomplete/unsigned applications/application without photograph/application not in prescribed proforma and those received after closing date shall be rejected.
- XVIII. No TA/DA shall be payable to applicant for any journey performed for attending the interview.
- XIX. Canvassing in any form shall attract disqualification.
- XX. No enquiry either personal or in writing shall be entertained.
- XXI. Please write your email ID & Mobile number properly, as all communication will be done through e-mail.**
- XXII. You are advised to visit the DITE website regularly for all updates for filling up of vacancies.
- XXIII. Any dispute regards this recruitment will be subject to Courts/Tribunals having jurisdiction in Delhi.

**APPLICATION FORM FOR TEACHING POSTS ON DEPUTATION**

- Note:**
1. Fill in all the information in block letters only.
  2. Attach separate sheet in case of insufficient space in any column.
  3. Attach self-attested copies of all the qualification & experience certificates.



1.a Post applied for  1. Professor  
2. Associate Professor  
3. Assistant Professor  
4. Lecturer

b. Stream.: 1. Tool Engineering/Mechanical/Production Engineering  
2. Electronics Engineering  
3. Computer Engineering  
4. Electrical Engineering  
5. Mechanical Engineering(for Lecturer)

2. Candidate's Name in full

3. Father's/ Husband's Name:

6. Permanent residential address:   
  
  
PIN

7. Address for correspondence:   
  
  
PIN

8. (a) Telephone No. (with STD Code) :

(b) Mobile No. :

(c) Fax No. (with STD code) :

9. E-mail ID :

10. Marital status:  11. Sex:

12. Nationality :

13. Category (General/ SC/ST/OBC etc./PwD)

13. Designation & complete postal Address of current employer   
  
  
 PIN

14. **Educational Qualifications:**

Examination	University/ Board	Year of Passing/ Award	Division	% age of marks / Grade	Subjects
Matric /SSC/ 10 <sup>th</sup> Class					
10+2 or equivalent					
*Graduation or Equivalent.....					
* Post Graduation or equivalent.....					
M. Phil			** Title of Ph.D. Thesis		
Ph. D. **					
Any other					

**\* Indicate Degree Awarded**

15. Field of specialization: \_\_\_\_\_

16. Experience (Please start with the latest):

Name of the institution/organization	Post held	Pay scale	Period		Nature of work	Last basic pay (in Rs.)	Reasons for leaving (wherever applicable)
			From	To			

17. Date of submission of Ph.D. Thesis :   (Day)   (Month)     (Year)

18. i) Month & year of passing of NET or similar test :   (Month)     (Year)

ii) Roll No. :





- II. That his/her Average Annual Confidential Report /APAR for the last five years are rated as. \_\_\_\_\_ (Duly attested Copies enclosed)
- III. That No vigilance case is pending or contemplated against him/her.
- IV. In case his/her selection; he/she shall be relieved immediately.

**Date:**.....

**Place:**..... **Signature & Seal of the employer/HOO**

**Phone no:**

**Note:** Without Signature/seal of employer the application shall be rejected.



Age as on closing date of application: Years \_\_\_\_ Months \_\_\_\_

8. Father's/Husband's name:

9. Marital status:

10. Sex:

11. Nationality

12. Category (Gen./OBC/SC/ST/PWD\*):

13. Designation & complete postal Address of current employer

PIN

**14. Educational Qualification: (Matric onwards Attach self-attested copies)**

Examination	Division/Grade	% age of marks	University/Board	Passing/Award Yr.	Subjects

**15. Experience (Please start with the latest & Attach self-attested copies):**

Post held/Designation & Nature of Appointment	Name of the Institute/Department /Organization	Period of Experience			Pay Band/ Pay scale/ & GP	Last basic Pay (Rs.)	Nature of Work
		From	To	Total (year & Month)			

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16. Certified that the information given by me in this application form is complete and correct to the best of my knowledge & belief and nothing has been concealed there from. I also understand that in case any information is found to be false, my services shall be liable to be terminated without notice.

I have read the instructions and guidelines issued for the candidates.

**Date:**.....

**Place:**.....

**Signature of the candidate**

17. Recommendation of the employer

I. That Sh. /Smt. \_\_\_\_\_ Son /wife/daughter

of \_\_\_\_\_ is working in

\_\_\_\_\_

on the Post of -----since \_\_\_\_\_

II. That his/her Average Annual Confidential Report /APAR for the last five years are rated as. \_\_\_\_\_ (Duly attested Copies enclosed)

III. That No vigilance case is pending or contemplated against him/her.

IV. In case his/her selection; he/she shall be relieved immediately.

**Date:**.....

**Place:**..... **Signature & Seal of the employer/HOO**

**Phone no:**

**Note:** Without Signature/seal of employer the application shall be rejected.