



F.No. 12(133)/HR/DSEU/2023/1271

Dated : 23.01.2023

**VACANCY CIRCULAR**

The Delhi Skill and Entrepreneurship University (DSEU) was established in August 2020 by the Government of NCT of Delhi to equip students with world-class skill education to enable access to aspirational jobs and inculcate entrepreneurial mindset and entrepreneurship. DSEU aims to create a win-win for the youth and the industry by filling the existing gaps in Delhi training. The applications are invited for empanelment of Non-Teaching supporting Staff/Lab Staff and not for contractual or regular recruitment. The empaneled candidates may be called on need based on daily/monthly basis.

**A. Following is the tentative posts for which empanelment of Non-Teaching supporting staff /Lab Staff (on Part-Time basis) is required**

S.No.	Name of Post	Education Qualification/Criteria
1.	Junior Assistant/ Office Assistant	(i)12 <sup>th</sup> Class or equivalent qualification from a recognized Board/ University. (ii)A typing speed of 30 WPM in English or 25 WPM in Hindi on manual typewriter OR A Typing speed of 35 WPM in English or 30 WPM in Hindi on Computer (35 WPM and 30 WPM correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word.)
2.	Lab Attendant	12 <sup>th</sup> Pass from a recognized Board/ University with Physics, Chemistry, Maths (PCM) as subjects OR 12 <sup>th</sup> Pass from a recognized Board/ University with Physics, Chemistry, Biology (PCB) as subjects
3.	Workshop Assistant	03 years diploma from a recognized Institute/ Board/ University or equivalent in relevant/ allied subjects. OR Class 10 <sup>th</sup> passed with ITI/ National Trade Certificate/ National Apprenticeship Certificate or equivalent from a recognized Institute/ Board/ University in the relevant or an allied subject/ field with two years' experience in the desired trade in a Government/ Public Sector Undertaking.
4.	Technical Assistant	(i)Matriculation or equivalent from recognized Board (ii)Diploma minimum of 2 years of regular duration in the relevant trade awarded by the State Board of Technical Education/recognized University or equivalent OR Bachelor of Science Degree in relevant field or equivalent

5.	Junior Master Trainer	Bachelor's degree or Diploma and at least 1-3 years of practice in the relevant field. The person should have high competence in the relevant fields.
----	-----------------------	---

- B. Age:** The superannuated government officials may also be considered for engagement on part-time basis subject to the maximum age limit of 65 years.
- C. Mode of selection** - The mode of selection for the above-mentioned post shall be written/Skill test. The syllabus and the date of skill test shall be announced separately on the university website. The retired Govt. servants is exempted from the skill test.
- D.** Interested candidates should bring the filled in Application form (Annexure -I)
- E.** The link to download the application form will be available on university website i.e. [www.dseu.ac.in](http://www.dseu.ac.in) w.e.f 24.01.2023. The closing date for applying the post is 06.02.2023. The Hard copy of the application form is to be submitted to the Registrar, Delhi Skill and Entrepreneurship University, Dwarka, Sector-9, Delhi-110077 latest by 11.02.2023.
- F. Engagement of Non-Teaching/Lab Staff** – The preparation of a panel for engagement of Non-Teaching /Lab staff will be made for engagement of staff on a temporary/daily basis to meet the requirements of the University against the sanctioned vacant posts as per the below mentioned norms.
- G. Norms for the hiring of Part-Time Non-Teaching/Lab staff is as under:**

S.No.	Particulars	Rates and Maximum permissible limit/ amount per month
1.	Library Assistant or any other equivalent post etc.	Rs.160/- per hour with a maximum ceiling of Rs.28000/- per month whichever is the lowest
2.	Technical Assistant or any other equivalent post etc.	Rs.125/- per hour with a maximum ceiling of Rs.22000/- per month whichever is the lowest
3..	Junior Assistant/Office Assistant, Lab Attendant, Workshop Assistant	Rs.100/- per hour with a maximum ceiling of Rs.18000/- per month whichever is the lowest

**H. General Instructions:**

- I. The Candidate must be citizen of India.
- II. The crucial date for determining eligibility will be the last date of receipt of applications.
- III. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
- IV. The 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.
- V. All qualifications must be from recognized Board/Universities/Institutes. The Candidates who have obtained qualifications from any Board/University/Institution declared fake or not recognized by respective regulatory bodies shall not be eligible. If a Grade Point System is adopted the CGPA will be converted into equivalent marks.
- VI. The prescribed essential qualifications and experience indicated are bare minimum and mere possession of the same will not entitle any candidate for further process of Empanelment.
- VII. University reserves the right not to select the candidate or fill the post advertised without assigning any reason.
- VIII. No TA/DA is payable for attending the interview.
- IX. Concealment of facts or supply of wrong information will result in cancellation of candidature at any time in addition to legal action.
- X. The Candidates are advised to keep on visiting the website of the University for related updates including any corrigendum/addendum.
- XI. A candidate found ineligible at any stage of selection his/her candidature will summarily be cancelled.
- XII. Canvassing in any form will be treated as disqualification.
- XIII. All candidates are required to attach the self-attested documents in support of qualification and experience with the application form.
- XIV. The application received after the last date or otherwise found incomplete shall not be entertained.
- XV. DSEU reserves the right to withdraw the vacancy circular at any time without assigning any reason. The selected applicants are liable to be posted in any Campus of the DSEU.
- XVI. No interim correspondence or personal enquiries shall be entertained by the University.
- XVII. In case of any dispute, the territorial jurisdiction shall be of the High Court of Delhi.
- XVIII. In case of any query, the candidate may enquire at email id [recruitment@dseu.ac.in](mailto:recruitment@dseu.ac.in)

  
(REGISTRAR)  
DESU