

DELHI PHARMACEUTICAL SCIENCES AND RESEARCH UNIVERSITY
The First Pharmacy University in India and a State University of GNCT of Delhi)
(Established under Act 07 of 2008, Govt. of NCT of Delhi)
Pushp Vihar, Sect-III, M.B. Road, New Delhi-110017

F.No. 10/281/Rect/DPSRU/2025/ 4416

Date: 23/6/2025

Rect. Notice No. DPSRU/NTS/DEP/2025/01

Recruitment of Non – Teaching Staff on Deputation Basis

Delhi Pharmaceutical Sciences and Research University is first pharmacy University of India and State University of GNCT of Delhi.

Applications are invited from the eligible and suitable Indian Nationals to fill up the following Non-Teaching Posts on Deputation basis.

Sr. No.	Name of Post	Discipline	Scale of Pay	No. of Post (s)	Mode of Selection
1.	Assistant Registrar	Administration	Level 10	01	Deputation
2.	Section Officer	Administration	Level 8	02	Deputation
3.	Assistant Accounts Officer	Accounts	Level 8	02	Deputation
4.	Private Secretary	Secretarial	Level 8	01	Deputation
5.	Computer Programmer	Computer	Level 8	01	Deputation
6.	Senior Technical Assistant	Laboratory	Level 7	02	Deputation
7.	Assistant Section Officer	Administration	Level 7	04	Deputation
8.	Security Officer	Administration	Level 7	01	Deputation
9.	Personal Assistant	Secretarial	Level 7	01	Deputation
10.	Librarian	Library	Level 6	01	Deputation
11.	D'Man Cum Artist	Estate	Level 6	01	Deputation
12.	Electrician	Estate	Level 5	01	Deputation
13.	Professional Assistant	Library	Level 5	01	Deputation
14.	Physical Training Instructor	Sports	Level 5	01	Deputation
15.	Sr. Lab Assistant/Lab Assistant	Laboratory	Level 4	06	Deputation
16.	Assistant Grade II	Administration / Accounts	Level 4	04	Deputation
17.	Store Keeper	Store	Level 4	01	Deputation
	Total			31	

1. Requirement of Qualifications and Experience etc.

Sr. No.	Designation /Pay Level (7 th CPC)	No. of Positions	Mode of Selection	Essential Qualification and Experience	Max Age Limit
1	Assistant Registrar (Level 10)	01	Deputation	Officials working in the relevant field in Central/State Government/ University/R&D Institutions/ Autonomous Body/Public Sector Undertaking holding the analogous post and possessing the following qualification: 1. Master's degree with at least 55% of Marks or its equivalent grade of B in the UGC seven-point scale (5% relaxation in marks for SC/ST category)	Not exceeding 56 years
2	Section Officer (Level 8)	02	Deputation	Officials working in the relevant field in Central/State Government/ University/ R&D Institutions/ Autonomous Body/Public Sector Undertaking holding the analogous post and possessing the following qualification: 1. Graduate from Recognized University/Institution	Not exceeding 56 years
3	Assistant Accounts Officer (Level 8)	02	Deputation	Officers from the Central/ State Govt./ Universities/ Other autonomous organizations. 1. Holding analogous post on regular basis. OR 2. With 2 years' regular service in the relevant field in the Level 7. OR 3. With 6 years' regular service in the relevant field in the Level 6.	Not exceeding 56 years
4	Private Secretary (Level 8)	01	Deputation	Officers from the Central/ State Govt./ Universities / Other autonomous organizations. 1. Holding analogous post on regular basis. OR 2. With 2 years' regular service in the relevant field in the Level 7. OR 3. With 6 years' regular service in the relevant field in the Level 6. And possessing the following qualifications: 1. Degree from recognized University or Institution 2. Speed of 100 W.P.M in shorthand (English / Hindi) and 40 w.p.m in typewriting in English/Hindi)	Not exceeding 56 years
5	Computer Programmer (Level 8)	01	Deputation	Officials working in the relevant field in Central/State Government/ University/ R&D Institutions/ Autonomous Body/Public Sector Undertaking holding the analogous Post and possessing the following qualification: 1. Bachelor Degree in Computer Application/Computer Science/MCA/M.Sc (in Computer Science/B. Tech (IT / Computer Science / Software Engineering) form Govt recognized University or Institute. OR 2. A Level diploma from National Institute of Electronics & Information Technology Department/PGDCA.	Not exceeding 56 years
6	Senior Technical Assistant (Level 7)	02	Deputation	Officials working in the relevant field in Central/State Government/ University/ R&D Institutions/ Autonomous Body/Public Sector Undertaking Holding the analogous Post and possessing the following qualification: 1. B. Sc in Science (PCM/PCB) / Bachelor Degree in Pharma/Allied Health Science from a recognized University/Board or equivalent.	Not exceeding 56 years
7	Assistant Section Officer (Level 7)	04	Deputation	Officials working in the relevant field in Central/State Government/ University/ R&D Institutions/ Autonomous Body/Public Sector Undertaking holding the analogous post and possessing the following qualification: 1. Graduate from recognized University/institution.	Not exceeding 56 years
8	Security Officer (Level 7)	01	Deputation	Officers from the Central/ State Govt./ Universities/ Other autonomous organizations. 1. Holding analogous post on regular basis. OR 2. With 5 years' regular service in the relevant field in the Level 6.	Not exceeding 56 years
9	Personal Assistant (Level 7)	01	Deputation	1. Officers holding analogous post on regular basis. OR 2. with 5 years of regular service in Level 6 in any Central / State Govt./ University/ PSU and other Central or State Autonomous	Not exceeding 56 years

				Institutions. And possessing the following qualifications: 1. Degree from recognized University or Institution. 2. Speed of 100 W.P.M in shorthand (English/Hindi) and 40 w.p.m in typewriting in English/Hindi).	
10	Librarian (Level 6)	01	Deputation	Officials working in the relevant field in Central/State Government/ University/ R&D Institutions/ Autonomous Body/Public Sector Undertaking holding the analogous post and possessing the following qualification: 1. Master's Degree in Library Science or Library and Information Science of recognized University/DPSRU.	Not exceeding 56 years
11	D'man cum Artist (Level 6)	01	Deputation	Officers from the Central/ State Govt./ Universities/ Other autonomous organizations. 1. Holding analogous post on regular basis. OR 2. With 6 years' regular service in the relevant field in the Level 5. OR 3. With 10 years' regular service in the relevant field in the Level 4.	Not exceeding 56 years
12	Electrician (Level 5)	01	Deputation	Officers from the Central/ State Govt./ Universities/ Other autonomous organizations. 1. Holding analogous post on regular basis. OR 2. With 5 years' regular service in the relevant field in the Level 4.	Not exceeding 56 years
13	Professional Assistant (Level 5)	01	Deputation	1. Officers holding analogous post with relevant experience on regular basis OR 2. With 5 years regular service at Level 4 or with 10 years regular service at Level 2 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions. And possessing the following qualifications: 1. Bachelor's degree in Library Science or equivalent degree with 50% or more marks or equivalent degree from a recognized University.	Not exceeding 56 years
14	Physical Training Instructor (Level 5)	01	Deputation	Officers from the Central/ State Govt./ Universities/ Other autonomous organizations. 1. Holding analogous post on regular basis. OR 2. With 5 years' regular service in the relevant field in the Level 4.	Not exceeding 56 years
15	Sr. Lab Assistant/Lab Assistant (Level 4)	06	Deputation	Officials working in the relevant field in Central/State Government/University/R&D Institutions/Autonomous Body/Public Sector Undertaking holding the analogous post and possessing the qualification prescribed as follows: 1. Bachelor's degree in pharmacy with 02 years' experience in level 02. OR 2. Diploma in pharmacy with 04 years' experience in level 02. OR 3. B.Sc in Science (PCM/PCB/Allied Health Sciences with 02 years' experience in level 02. OR 4. Diploma in Allied Health Sciences with 04 years' experience in level 02.	Not exceeding 56 years
16	Assistant Grade II (U.D.C / Grade III DASS) (Level 4)	04	Deputation	Officials working in the relevant field in Central/State Government/University/R&D Institutions/Autonomous Body/Public Sector Undertaking holding the analogous post and possessing the following qualification: 1. Graduate from a recognized University in any discipline	Not exceeding 56 years
17	Store Keeper (Level 4)	01	Deputation	Officials working in the relevant field in Central/State Government/University/R&D Institutions/Autonomous Body/Public Sector Undertaking holding the analogous post and possessing the following qualification: 1. Bachelor's Degree with Commerce/ Economics/ Statistics/Business Studies/ Public Administration as a subject from a recognized University/Institute.	Not exceeding 56 years

2. General Instructions: -

1. Candidates of only Indian Nationality can apply for these posts.
2. The deputation period will be initially for 1 year which may be extended as per Rules and the requirements of the University.
3. Candidates should read carefully the requisite essential qualifications, age, experience criteria, etc., laid down in the advertisement before applying for the relevant post. Since all the applications will be screened on the basis of data submitted by the candidate in the "Application form", the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, if it is found that candidates have furnished false or wrong information, their candidature will be rejected.
4. a) Application once submitted cannot be altered/ resubmitted under any circumstances. Further, no request with respect to making changes in any data/ particulars entered by the candidate in the Application will be entertained, once the application is submitted. Therefore, please keep all data/details ready before you start filling up the Application.
b) Candidates may apply on prescribed application form downloaded from the DPSRU Website. They can apply for more than one post provided, if they fulfill the eligibility criteria. In such a case, the candidate has to apply for each post separately. However, based on the number of candidates applying for different posts, the DPSRU reserves the right to hold a written test and/or Interview for the various posts together or separately on a single or multiple days across various sessions as per suitability of the University.
c) Candidates are advised to download the application form from the website and digitally entered. All columns must be filled in the application form and no column should be blank. Instead, it should be marked as "N.A" wherever not applicable. Manually written applications (except forwarding note) will not be considered.
5. Incomplete applications, those without relevant supporting documents (self-attested copies of Date of birth/Degrees/Certificates/Marksheets/Experience Certificates/documents, etc.) will be rejected.
6. Mere fulfillment of minimum qualifications and experience does not entitle any candidate to receive call letter.
7. The applicant serving in Govt./Semi-Govt./PSUs/Autonomous organization must send their hard copy of application (in the prescribed format) along with the relevant documents "Through Proper Channel". Such candidates are required to send advance copies of their applications before the due date but their candidature shall only be considered if their applications are received through proper channel within 15 days ⁽¹⁾ (24/07/2025, Thursday) after the last date prescribed for receipt of hard copy of applications.
8. Pay will be fixed as per Govt. rules.
9. No TA/DA and accommodation shall be provided for attending the written test/skill test/interview.
10. The maximum age limit and eligibility conditions shall be reckoned for all the posts as on the last date for submission of applications i.e., on ⁽²⁾ 09/07/2025, Wednesday.
11. Applicants under deputation will be considered for permanent absorption on completion of deputation period as per rules, necessity and subject to satisfactory service.
12. **Mode of Selection:** The selection process consists of **written test/skill test and/or Interview**.
Skill test will be conducted for the post of Private Secretary and Personal Assistant with the shorthand (English/Hindi) speed of 100 w.p.m and 40 w.p.m Type writing in English/Hindi. Candidates selected in skill test will be called for personal interview for the posts of Private Secretary and Personal Assistant.
Candidates are advised to visit the Website <https://dpsru.edu.in/> regularly. No separate call letter will be sent. Email communication will only be sent.
13. A Candidate's admission to the Written Test/Skill Test/Interview and subsequent process is strictly provisional. The mere fact that the call letter(s) has been issued to the candidate does not imply that his/her candidature has been finally declared by the DPSRU. The DPSRU would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/Certificate/documents or has suppressed any material fact(s). If any of these shortcomings is/are detected after appointment in the DPSRU, their services are liable to be summarily terminated.
14. The University reserves the right to: (a) Withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect (b) Fill or not to fill up some or all the posts advertised for any reasons whatsoever (c) Increase/Decrease the number of posts without giving any reason. (d) Any addition/deletion and

- changes in matter of terms and conditions given in this notification of recruitment (e) Hold written/Skill test/interview, Presentation and/or Interview for selection, whenever circumstances so warrant.
15. Applicants are advised to mention their correct and active email id in the application, as all the correspondence like issuance of call letter or any other information will be communicated through email only.
16. Intimations will be sent only by E-mail as per the details mentioned in the Application form.
17. In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published in the University's website only. Accordingly, all applicants in their own interests are advised to visit regularly the University's Website.
18. Guidelines relating to recruitment rules shall be followed as per DPSRU Act, 2008, Statutes and Ordinances as amended from time to time.
19. Certificate in support of Experience should be in proper format i.e, it should be on the organization letter head bearing the date of issue, specific period of work (in DD/MM/YY) Name, Designation and Signature of the Administration Authorities alongwith.
20. No candidate shall be recruited unless he/she is in good mental and bodily health and free from any physical defect that is likely to interfere with the efficient performance of his/her official duties.
21. After joining the service of the DPSRU, the candidates will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the DPSRU applicable from time to time. He / She may be assigned any duty within or outside the DPSRU depending upon the exigency of the work.
22. Candidates who have obtained degrees/diplomas/certificates for various courses from any Institution declared fake / derecognized by the UGC/AICTE/PCI etc. shall not be eligible for being considered for recruitment to the post advertised.
23. In case any dispute arises on account of interpretation of clauses in any version of this Advertisement other than English, the English version available on the DPSRU Website shall prevail.
24. Any dispute arising out of this Advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Delhi only.
25. CANVASSING IN ANY FORM MAY LEAD TO DISQUALIFICATION OF THE CANDIDATURE.
26. Candidates shall have to produce original testimonials at the time of interview, failing which the interview will not be allowed. The original Certificates/Degrees, etc., of the candidate(s) are subject to verification before joining, in case of selection.
27. The DPSRU will NOT be responsible for non-receipt of application (s) within stipulated period due to any postal delay/loss of application/document sent in transit. Late receipt of applications may not be considered. However competent authority reserves the right to condone the delay due to unforeseen circumstances.
28. Only shortlisted candidates called for written test / skill test/ interview. The Registrar / Screening Committee reserves the right to shortlist the candidates on the basis of educational qualification / experience.
29. Soft copy and emails copies will not be considered.
30. a) The candidates are required to apply upto 05.00 PM till ⁽²⁾ 09/07/2025, Wednesday.
b) The envelope, containing complete application, should be super-scribed as "Application for the post of _____" and must be sent to
- The Registrar**
Delhi Pharmaceutical Sciences and Research University
Mehrauli - Badarpur Road,
Pushp vihar, Sector 03, New Delhi
110017
- c) The Applications will also be accepted in person from 11:00 AM to 4:00 PM on all working days upto ⁽²⁾ 09/07/2025, Wednesday.
31. For any queries please send email to recruitment.dpsru@gmail.com.

Note: ⁽¹⁾ Extended from 10/07/2025 to 24/07/2025.

⁽²⁾ Extended from 26/06/2025 to 09/07/2025.

Dr. R.C Khatri
Offg. Registrar, DPSRU