

DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009

(Formerly Delhi college of Engineering)

Shahbad Daulatpur, Bawana Road, Delhi- 110042

142/c

File no. F.DTU/Rectt./2026/F-962-A/ 5042

Dated: 29.04.2026

NOTICE

SCHEDULE OF SKILL TEST (TYPING TEST)

In continuation of Advertisement No. 03/2025 dated 06.11.2025, it is hereby informed that all candidates who have been declared provisionally eligible for the Skill Test (Typing) on the basis of the Written Test/CBT are required to appear for the Skill Test (Typing Test) as per the schedule given below.

The Skill Test (Typing) is being conducted for recruitment to the non-teaching ministerial Group 'C' posts of Junior Office Assistant (JOA) and Office Assistant (OA) / Data Entry Operator (DEO) under the Direct Recruitment mode in Delhi Technological University.


The detailed schedule of the Skill Test (Typing) is as under:

Name of the Post	Date of Skill Test (Typing Test) – (details of candidates mentioned in the Annexure A&B)	Venue & Reporting Time for Document Verification	Venue & Reporting Time for Skill Test (Typing Test)	List of provisionally eligible candidates declared for Skill Test (Typing Test) - with schedule dates
Junior Office Assistant (JOA)	Day 01: 18.05.2026 (Monday) Day 02: 19.05.2026 (Tuesday) Day 03: 20.05.2026 (Wednesday) Day 04: 21.05.2026 (Thursday) Day 05: 23.05.2026 (Saturday)	Computer Centre, DTU sharp at 9 AM	Computer Centre, DTU sharp at 2 PM	Annexure-"A" for the post of JOA & Annexure-"B" for the post of OA/DEO
Office Assistant (OA) / Data Entry Operator (DEO)	Day 01: 25.05.2026 (Monday) Day 02: 26.05.2026 (Tuesday)	Computer Centre, DTU sharp at 9 AM	Computer Centre, DTU sharp at 2 PM	

***candidates are required to report for Document Verification at 9 AM sharp on the scheduled date. The candidates reporting after 10 AM on the scheduled date will not be permitted for Document Verification and Skill Test (Typing) under any circumstances.**

No request for change in date, time and centre of typing test will be accepted under any circumstances.

This issues with the approval of the Competent Authority.


Registrar, DTU
29/4/2026

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General Instructions to candidates for Skill Test (Typing) for the posts of JOA and OA/DEO:


1. The candidates must report at the venue of DTU as per reporting time as mentioned in the above schedule. Schedule of exam for Skill Test (Typing Test) for the posts of JOA and OA/DEO is given in the schedule. No entry will be allowed after the reporting time under any circumstances.
2. The candidates will be provided computer for typing test.
3. The candidates have the discretion to bring their own keyboard.
4. The typing speed for the posts of JOA and OA/DEO is as per the advertisement no. 03/2025 dated 06.11.2025.
5. The eligibility of provisionally eligible candidates for appearance in the Skill Test (Typing Test) would be subject to fulfilling of eligibility criteria, as per qualification and experience mentioned in the advertisement no. 03/2025 dated 06.11.2025.
6. **The typing test will be in English only** and for typing in English, the typing test will be conducted on software, and detailed instructions will be provided on the spot.
7. The candidates are instructed to check all the keys of the computer at typing test centre and should ensure and satisfy themselves that the computer machine is functioning properly. **Any request for change of Computer should be made before the commencement of 'TEST'. Once commencement of the 'TEST' is made no such request will be entertained. The candidates should not touch the keypad after 'TEST' has been conducted, as all remained activities including printing of typed matter will be done by the lab staff. Any loss of data due to illegal act by candidates after 'TEST' has been over, shall render his/her candidature liable to be cancelled. The candidate will require to sign on the sheet containing their typed matter.**
8. While typing, if the computer/keyboard of a candidate (brought by him/her) goes out of order, the candidate should not disturb other, but should remain seated quietly and inform the Invigilator. However, the candidate shall have the liberty to proceed with the test using the computer provided by the DTU. **No fresh chance will be given to the candidates if keyboard goes out of order during the test. Therefore, candidate should ensure and satisfy themselves that their typing machine/keyboard is in order (applicable where candidates bring their own keyboard).**
9. Any complaints regarding Chairs, Computer System, Key Board etc. should be informed to the Invigilators/Lab Assistant before the commencement of the 'TYPING TEST'. No enquiry/correspondence will be entertained later in this regard.
10. Candidates must abide by the further instructions, which may be given to them by the Centre Supdt./Invigilator/DTU staff etc. If any candidate fails to do so or indulges in disorderly or improper conduct, he/she will render himself/herself liable to expulsion from the Test as well as other penalty as the DTU may deem fit to impose.
11. After Skill Test (Typing Test) is over, all the candidate shall surrender the Typing Sheet after signing by themselves to the Invigilator without fail.
12. If any candidate is found using any unfair means or impersonation, he/she will be debarred from the Skill Test (Typing Test) and/or necessary legal action will be initiated.
13. The candidature of the candidate to the Typing Test is entirely provisional and subject to the outcome of any direction/decision/order/pronouncement of any **court of law and mere issue of admit card or appearance at examination/Test does not entitle him/her to any claim for the post.**
14. The DTU reserves the right to cancel a part of or entire process of typing test due to administrative reason(s), in case of unfair means, cheating or other irregularities/malpractice noticed by the DTU. The DTU also reserves the right to cancel or set up a new typing test centre and divert the candidates to appear at that typing test centre, if required. **No request for change in date, time and centre of typing test will be accepted under any circumstances.**

15. Items such as mobile phones, smart watches, Bluetooth devices, other electronic devices, metallic items or any other item which may cause hindrance to conduct of examination are strictly prohibited and the candidates will not be allowed to carry such items in the typing test centre.
16. The candidates should not bring any article such as books, notes, loose sheets etc. in the venue of skill test.
17. The candidates are advised to visit the website of DTU i.e. www.dtu.ac.in regularly for any update/information of the said post code as the communication sent through e-mail & SMS are additional facilities. The DTU shall not be responsible for any lapse on the part of candidate in this regard.
18. **Travelling and other expenses shall be borne by the candidates themselves.** The DTU does not make any arrangements for the lodging and boarding of the candidates.
19. The candidates are required to produce all original certificates, other testimonials and should bring a print out of registration cum application form submitted by the candidates at the time of submission of the online application form and along with self-attested copies of certificates / documents during Document Verification to be conducted prior to Skill Test (Typing Test).
20. The candidates are also required to produce self-attested copies of educational and professional qualifications, as well as experience certificates, which were uploaded by the candidates at the time of submission of the online application form.
21. The persons already in employment in Govt. Department/Autonomous Bodies/ Universities under Central /State Government should submit the copy of online application along with its enclosures through proper channel at the time of Documents Verification.
22. The persons, working in Private organizations, claiming previous experience of working in Govt. Department/Autonomous Bodies/ Universities under Central /State Government should enclose a certificate from that Government organization stating no Vigilance or Disciplinary case was pending or contemplated against them at the time of Documents Verification. Failure to provide the same shall make them ineligible for consideration to the post.
23. Provisionally eligible candidates for Skill Test (Typing Test) would be allowed to appear in the Skill Test (Typing Test) subject to the fulfillment of eligibility criteria including age/required educational qualification/required experience/caste certificate.
24. Candidates from OBC category should produce OBC certificate issued from the Revenue Department of GNCT of Delhi only failing which they will be considered under UR category (if found provisionally eligible for skill test (typing), relaxation / reservation for OBC category will not be provided to such candidates.
 OBC (Outside Delhi) candidates will be treated as un-reserved candidates. The OBC (Delhi) candidates must be in possession of non-creamy layer certificate issued by the Competent Authority on or after 01.04.2025 but not later than closing date of online application i.e. 10.12.2025 along with his/her caste certificate. OBC (Delhi) candidates belonging to "Creamy Layer" are not entitled to avail any concession otherwise extended to OBC category. Such candidates have to indicate their category as UR.
 Only following two types of certificates will be accepted as valid certificates for grant of benefit of reservation to OBCs: a) OBC certificate (Delhi) issued by the Revenue Department of GNCT of Delhi, on the basis of an old certificate issued to any member of individual's family from the Competent Authority, GNCT of Delhi. b) OBC certificate issued by a Competent Authority outside Delhi to a person belonging to a community duly notified as OBC by GNCT of Delhi. This certificate should have mandatorily been issued on the basis of OBC certificate issued by the Competent Authority of Govt. of NCT of Delhi to a family member of the concerned person who had been residing in Delhi before 08.09.1993.
25. Candidates belonging to Economically Weaker Sections (EWS) will have to furnish self-attested copy of valid Income & Asset certificate issued by the Competent Authority on or after 01.04.2025 but not later than closing date of online application i.e. 10.12.2025 at the time of Documents Verification.

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26. The candidates working in government organization need to carry attested copies of ACRs/APARs for the last 5 years, No Objection Certificate/Vigilance Clearance Certificate and Work & Conduct Report from the present employer, failing which the candidate will not be allowed to appear in the Skill Test (Typing Test).
27. No request for change of date, time, and venue of Skill Test (Typing Test) will be entertained. In case candidates fail to present themselves in the University for Skill Test (Typing Test), on scheduled date & time, candidates will be treated as “**ABSENT**” and no further correspondence will be entertained. Further, no request for Skill Test (Typing Test) will be entertained.
28. Candidates must carry one valid photo ID (Voter's ID, Driving License, Aadhaar Card, Passport, PAN or any other ID Card issued by Government of India) in ORIGINAL while coming to appear in the Skill Test (Typing Test) failing which candidate shall not be allowed to appear in Skill Test (Typing Test).
29. The DTU reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment. Further, candidature of every candidate is purely provisional at every stage until he/she is offered appointment by DTU to which the post belongs, after due verification of documents and eligibility in respect of the post.
30. Candidates are advised to visit DTU website on regular basis to get the updates.

This issues with the approval of the Competent Authority.


(Binod Doley)
Registrar
29/4/2016