



Reference Number: DHU/A-4/ADV-2025-008

Date: December 30, 2025

## ENGAGEMENT OF OFFICER ON SPECIAL DUTY TO THE VICE-CHANCELLOR (CONTRACTUAL)

*Reference: Advertisement Number DHU/ADV/2025/008 dated December 30, 2025*

Darjeeling Hills University is a newly established State-aided University located at the foothills of the Eastern Himalayas in the Indian State of West Bengal. Academically in operation since the year 2021, with on-campus activities commencing in the year 2024, the University was established to facilitate the development of higher education in the Darjeeling region. Presently, the University is in its initial capacity building stage and in the process of constructing its main campus at Jogighat (Mungpoo, West Bengal). The University is looking for engagement of an Officer on Special Duty to the Vice-Chancellor on a contractual basis to assist the Vice-Chancellor with secretarial functions, administrative affairs, compliances, data management, and institutional information technology systems.

Applications are invited in the prescribed application format from eligible candidates for engagement as Officer on Special Duty (OSD) to the Vice-Chancellor of Darjeeling Hills University on a contractual basis.

### **(A) Minimum qualification and eligibility criteria**

1. Should possess a postgraduate degree in any discipline with at least 75% marks or its grade point scale equivalent.
2. Should not be more than 35 years of age as on the closing date of application.

### **(B) Desirable qualification, knowledge and skillset**

1. Degree in disciplines related to law, finance, or computer technology from a recognised University.
2. Practical knowledge of matters related to data management compliance processes of higher education institutions.
3. Practical knowledge of matters related to management of information technology infrastructure of higher education institutions.
4. Practical knowledge of matters related to legislations, statutes, ordinances, regulations, and rules related to higher education institutions, and the ability to synthesize this information for the University administration.



**(C) Tenure**

1. The appointment will be purely on a contract basis initially for a period of three years. The tenure can be extended further depending upon the performance of the candidate and requirement of the institution.

**(D) Number of Posts**

1. Applications are being invited for only ONE (1) contractual post as OSD to the Vice-Chancellor.

**(E) Remuneration**

1. Negotiable.

**(F) Date of Joining**

1. The selected candidate for the post of OSD to the Vice-Chancellor will be required to join the institution within one week from date of notification of selection.

**(G) Relaxation in minimum qualification and eligibility criteria**

1. Relaxation in minimum postgraduate degree percentage marks—or its grade point scale equivalent—will be permitted in the following manner:
  - 1.1. Scheduled Tribes and Scheduled Castes will be permitted a relaxation of 5%.
  - 1.2. Persons with Disabilities will be permitted a relaxation of 5%
  - 1.3. Other Backward Classes and Economically Weaker Sections will be permitted a relaxation of 3%.
2. Relaxation in upper age limit will be permitted in the following manner:
  - 2.1. Scheduled Tribes and Scheduled Castes will be permitted a relaxation of 5 years.
  - 2.2. Persons with Disabilities will be permitted a relaxation of 5 years.
  - 2.3. Other Backward Classes and Economically Weaker Sections will be permitted a relaxation of 3 years.

**(H) Reservation of Rights**

1. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment. In case of a large number of applicants, Darjeeling Hills University reserves the right to shortlist applicants as may be considered appropriate and no reason for rejection shall be communicated.



# DARJEELING HILLS UNIVERSITY

ITI Building, Bhasmey, Mungpoo, Darjeeling District, West Bengal—734313

Email: [contact@dhu.edu.in](mailto:contact@dhu.edu.in) Website: [www.dhu.edu.in](http://www.dhu.edu.in)

Recognised under Section 2(f) of the UGC Act, 1956

2. Darjeeling Hills University reserves the right to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding postal delays, conduct and result of interview, and reason(s) for not being called for interview.

## (I) Application Fee

1. ₹ 2000 — General (Unreserved)
2. ₹ 1500 — Other Backward Classes and Economically Weaker Sections
3. ₹ 1000 — Scheduled Tribes, Scheduled Castes, and Persons with Disabilities

## (J) Important Dates

1. 30.12.2025 — Opening Date for Invitation of Applications
2. 13.01.2026 — Date of Interview for Shortlisted Candidates

## (K) Application Details and Selection Process

1. Fill and submit the Application Form online (Google Form link provided in Section L of this document).
2. A copy of the submitted application form will be emailed to you.
3. Print a copy of the application form, and submit the hard copy of the application form at the University office with supporting documents.
4. Application fee should be deposited online in the account below.

Bank: State Bank of India

Account Name: Darjeeling Hills University

Account Number: 40612229450

IFSC: SBIN0000063

5. Applications should be delivered or sent and submitted through a registered post, and must reach the university by the closing date for acceptance of applications. The University does not bear any responsibility for processing applications which do not arrive within the application period. Kindly refrain from folding the documents while posting. Applications should be sent to the address below.

Darjeeling Hills University

ITI Campus, Bhasmay, Mungooo

District Darjeeling, West Bengal—734313

6. Necessary supporting documents include:



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- 6.1. Curriculum Vitae
- 6.2. Photocopy of government issued identity proof with date of birth mentioned.
- 6.3. Two passport size photos.
- 6.4. Photocopy of postgraduate degree certificate and marksheet.
- 6.5. Photocopy of category and/or income certificate if applicable (SC/ST/OBC/EWS/PwD).
- 6.6. Printout of application fee payment details.
7. Applicants who pass the screening evaluation and are shortlisted will be called for an interview.

## (L) Application Form

1. Application Form (Google Form): [Link](#)

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Sd/-  
Registrar