#### Delhi State Industrial & Infrastructure Development Corp. Ltd.

# Draft Recruitment Rules, 2014

#### **STENOGRAPHER CADRE**

Name of the Post.	Number of posts	Classifi cation	Pay band and grade pay or pay scale	Whether selection posts or non- selection post	Age limit for direct recruits	Education al and other qualificati ons required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in case of promotion	Period of probation , if any.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absor ption and percentage of the vacancies to be filled by various method.	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made.	If a departmental promotion Committee exists, what is its composition.	Circumstance s in which Corporation is to be consulted in making recruitment.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
Private	*8	Group 'B'	Pay band-2,	Selection	Not	Not	Not Applicable	2 Years	100% by	Promotion:	For Promotion	Consultation
Secretary	(2014)		Rs. 9300-		Applicable	Applicable			Promotion failing		1. General Manager	with Board of
			34800+Rs.						with by deputation	Personal Assistant with 5	(Concerned)	Director is not
	* Subject		4600/-( Grade						basis.	years of regular service in the	2. Financial Controller/	necessary.
	to		Pay)						N	Pay band-2, Rs.9300-	Financial Advisor	
	variation								Note: Vacancies	34800+Rs. 4200/-(Grade	3. Chief Manager	
	dependant								caused by the	Pay).	(Personnel)	
	on workload								incumbent being	Notes 1 Where the eligibility	4. Chief Manager (Project)	
	workioad								away on transfer on deputation or	<b>Note:1</b> Where the eligibility service for promotion	5.Chief Manager (as	
									long illness or	prescribed in the existing	SC/ST	
									study leave or	rules is being enhanced( to	representative	
									under other	be in conformity with the	representative	
									circumstances for a	guidelines issued by the		
									duration of one	DoPT) and the change is		
									year or more may	likely to affect adversely		
									be filled on	some persons holding the		
									transfer on	feeder grade post on regular		
									deputation bases	basis, the eligibility service		
									from the officers	shall continue to be the same		
									of Central/State	for persons holding the		
									Government/PSUs/	feeder post on regular basis		
									Autonomous	on the date of notification of		
									Organization or	the revised rules.		
									equivalent cadre of			
									the Government of	Note:2 Where juniors who		
									NCT of Delhi.	have completed their		

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				1		qualifying/eligibility service	
				1		are being considered for	
				1		promotion, their seniors	
				1		would also be considered	
				1		provided they are not short	
				1		of the requisite	
				1		of the requisite	
				1		qualifying/eligibility service	
						by more than half of such	
				1		qualifying/eligibility service	
						or two years, whichever is	
				1		less and have successfully	
						completed their probation	
						period for promotion to the	
						next higher grade along with	
				1		their juniors who have	
				1		already completed such	
				1		aneady completed such	
						qualifying/eligibility service.	
						Deputation:	
				1		(a) (i) Holding analogous	
						Post on regular basis in	
						parent cadre or	
						department.	
						(ii) Personal Assistant	
						with 5 years of regular	
						service in the Pay band-2,	
				1		Rs.9300-34800+Rs.	
						4200/-(Grade Pay) in any	
						of the Central/State	
				1		Government/PSUs/	
				1		Autonomous	
				1		Organization/Equivalent	
				1		cadre of the Government	
						of NCT of Delhi.	
						of fice of Benn.	
						(iii) Junior Stangaronham	
				1		(iii) Junior Stenographer	
				1		with 10 years of regular	
				1		service in the Pay band-1,	
						Rs.5200-20200+Rs.	
				1		2400/-(Grade Pay) in any	
				1		of the Central/State	
				1		Government/PSUs/	
				1		Autonomous	
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		Organization/Equivalent cadre of the Government of NCT of Delhi.
		(b) Possessing the following qualifications:
		Bachelor's Degree from a recognized University/Institute with English as a Subject.
		Skill test norms:
		(i) Dictation: 10 mts. @ 100w.p.m.(English). (ii) Transcription: 40mts.(English).
		Note 1: 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.
		Note 2: 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.
		Note 3: The maximum age limit for appointment by

	 1				1
				deputation (including short	
				term contract) shall not	
				exceeding 56 years as on	
				closing date of receipt of	
				applications.	
				apprications.	
				Note to Franchis and an of	
				Note 4: 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 raplacement grade	
				normal replacement grade	
				without any	
				upgradation.	

1.	(a) Name of the posts	Private Secretary
	(b) Name of the Ministry/Department	DTTDC
	(c) Number of posts	08
	(d) Scale of pay	PB-2, Rs.9300-34800+ Rs. 4600/- (Grade
		Pay)
	(e) Class and service to which the posts belong	Group 'B'
	(f) Ministerial or non-Ministerial ) of F.R.9 (17)	Non- Ministerial
2.	Appointing Authority	Board of Director
3.	Duties of the post in detail	To take dictation from the senior officers and
	•	after transcribing the dictation putting the file
		back to the officers.
4.	Describe briefly the method(s) adopted for filling the	100% by promotion amongst the PAs with 4
	posts hitherto.	years service in the pay-scale of Rs. 1400-
		2300 as P.A. failing which deputation/failing
		that by DR.
5.	Methods of recruitment proposed-	100% by Promotion failing which by
		deputation basis.
6.	If promotion is proposed as a method of recruitment	Yes
	(a) Designation and number of the posts proposed to be	Personal Assistant(English)
	included in the field of promotion.	Posts: 04
	(b)Number of years of qualifying service proposed to	5 Years
	be fixed before persons in the field become eligible for	
	promotion (As per extant GOI instructions)	
	(c) Percentage of vacancies in the grade proposed to be	100%
	filled by promotion.	
	(d) Have Recruitment Rules been framed for the post	Yes
	proposed in the field of promotion? If framed in	A copy of recruitment rules for the post of
	consultation with the Commission, please quote	Personal Assistant attached.
	Commission's reference No. If consultation with the	
	Commission was not required please attach a copy of	
	rules framed. A copy of the rules should be sent DOPT	
	along with the proposal.	
	(e) If Recruitment Rules were not framed for the posts	Not Applicable
	in the field of promotion;	
	(i) Please indicate briefly the method of recruitment	100% by Promotion failing with by
	actually adopted for filling the posts. Please also state	deputation basis.

	the percentage of vacancies filled by each of the methods.	
	(ii)Please state briefly the educational qualifications possessed by the persons in the field of promotion.	Not Applicable
	(iii) In case the feeder posts are filled by promotion, the Recruitment Rules for the still lower posts including the lowest post to which direct recruitment is one of the methods of recruitment may be furnished	A copy of Recruitment Rules upto the post of Jr. Stenographer(English) attached.
	(f) (i) Is the promotion to be made on selection or non-selection basis?	Selection
	(ii) Reasons for the proposal (i) above.	Since promotion is to be made on seniority basis the entry has been as selection.
	(g) If a DPC exists, what is its composition.	Yes  For Promotion  5. General Manager (Concerned) 6. Financial Controller/ Financial Advisor 7. Chief Manager (Personnel) 8. Chief Manager (Project) 5. Chief Manager (as SC/ST representative)
	(h) Indicate if the feeder posts are having promotion channels other than the one under consideration.	The feeder post are having promotion channel.
7.	If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary.	Promotion has been proposed.
8.	If direct recruitment is proposed as a method of recruitment please state	No
	(a) The percentage of vacancies proposed to be filled by direct recruitment.	Not Applicable
	(b) Indicate if there are any promotional avenues for the direct recruits?	Not Applicable
	(c) (i) Age for direct recruits (As per extant GOI instructions)	Not Applicable
	(ii) Is age relaxation for Government servants?	Not Applicable
	(d) Educational and other qualifications required for direct recruits. (it may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well qualified	Not Applicable

	Essential	
	Desirable	Not Applicable  Not Applicable
	(e) Whether essential qualification to be prescribed are in accordance with any Act(s)? If so please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s)	Not Applicable
	(f) Has the post been advertised by the Commission in the past? If so, please quota Commission's reference No.	Not Applicable
9.	If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible /necessary.	Direct recruitment has not been proposed.
10.	(i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotion?	Not Applicable
	(ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.	Not Applicable
11.	(a) Is deputation/absorption proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.	The deputation has been proposed for the reason that the qualified personnel can be brought to the organization to fulfill the unfilled vacancies.
	(b) The percentage of vacancies proposed to be filled by this method.	The deputation has been prescribed in a failing which clause.
	(c) The period to which deputation will be limited.	3 Years
	(d) The names of the posts of grades or services etc. from which deputation/ absorption is proposed	Deputation:
		<ul> <li>(a) (i) Holding analogous Post on regular basis in parent cadre or department.</li> <li>(ii) Personal Assistant with 5 years of regular service in the Pay band-2, Rs.9300-34800+Rs. 4200/-(Grade Pay).</li> <li>(iii) Junior Stenographer(English) with 10 years of regular service in the Pay band-1, Rs.5200-20200+Rs. 2400/-(Grade Pay)</li> </ul>

12.	(a) If any of the methods proposed fails, by what methods are such vacancies proposed to be filled.	The deputation has been prescribed in a
		failing which clause.
	(b) Whether the Recruitment Rules relate to a post	Not Applicable
	which has been upgraded from Group 'C' to Group 'B'	
	or Group 'B' to Group 'A' or within the same group? If	
	so, whether the necessary provisions for initial	
	constitution has been proposed.	
	(c) Whether the Recruitment Rules relate to a post	Not Applicable
	which is proposed to be downgraded? If so, whether	
	necessary safeguards have been suggested in respect of	
	the existing incumbents of that post?	
13.	(a) Special circumstances, if any, other than those	Not Applicable
	covered by the rules, in which the Commission may be	
	required to be consulted.	
	(b) Whether the Department of Personnel and Training	Not Applicable
	have concurred in the proposal?	
14.	If these proposals are being sent in response to any	Not Applicable
	reference from the Commission, please quote	
	Commission's reference No.	
15	Name, address and telephone number of the Ministry's	Shri B.L. Agarwala, Company Secretary, 18-
	representatives with whom whose proposals may be	A, DDA, SCO Complex, Defence Colony,
	discussed if necessary, for clarification/ early decision.	New Delhi- 110 024 Telephone No. 011-
	J, J	24629262

Date:

1. (a) Name of the Post: Private Secretary

(b) Name of the Ministry / Deptt.: DTTDC

2. Reference No. in which Commission's advice on Recruitment Rules was conveyed. Not Applicable.

3. Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and reference:

Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revision proposed
Column 2.	6	8	Two posts of Personal Assistant have been up-graded as Private Secretary
Column 4.	Rs. 1640-2900	Pay band-2, Rs. 9300-34800+Rs. 4600/-( Grade Pay)	The pay scale has been changed as per the recommendations of the 6 <sup>th</sup> CPC.
Column 6.	35 years	Not Applicable	As the direct recruitment has not been suggested, the age of recruitment in the post has not

			been prescribed.
Column 7.	Graduate / post graduate from a recognize university with 4 years experience in the cadre of PA' in the pay scale of Rs 1400-2300 in a Govt Deptt/ undertaking should pass stenography test @ 120 wpm Knowledge of computer operation and must know language, i.e. word star and lotus.	Not Applicable	As the direct recruitment has not been suggested, the educational qualifications of the post has not been prescribed.
Column 10.	100% by promotion amongst the Pas with 4 years service in the payscale of Rs. 1400-2300 as P.A. failing which deputation/failing that by DR.	100% by promotion failing which by deputation.	In order to give promotional avenues to the feeder cadre employees, the Direct Recruitment has not been suggested.
Column 11.	In case of Promotion 100% Promotion amongst PA in the pay scale of Rs. 1400- 2300 with 4 years service. In case of deputation / DR Graduate / post graduate from a recognize university with 4 years experience in the cadre of PA' in the pay scale of Rs 1400-2300 in a Govt Deptt/ undertaking	Promotion:  Personal Assistant with 5 years of regular service in the Pay band-2, Rs.9300-34800+Rs. 4200/-(Grade Pay).  Deputation:  (a) (i) Holding analogous Post on regular basis in parent cadre or department.	As per order orders and instruction of DoPT.  In order to fulfill the unfilled vacancies the

should pass stenography		provision has
test @ 120 wpm	(ii) Personal Assistant with 5	been made so that
Knowledge of computer	years of regular service in the	the work of the
operation and must know	Pay band-2, Rs.9300-	organization will
language, i.e. word star and	34800+Rs. 4200/-(Grade Pay)	be done smooth.
lotus.	in any of the Central/ State	
	Government/PSUs/	
	Autonomous	
	Organization/Equivalent cadre	
	of the Government of NCT of	
	Delhi.	
	(iii) Junior Stenographer with	
	10 years of regular service in	
	the Pay band-1, Rs.5200-	
	20200+Rs. 2400/-(Grade Pay)	
	in any of the Central/State Government/PSUs/	
	Autonomous	
	Organization/Equivalent cadre	
	of the Government of NCT of	
	Delhi.	
	(b) Possessing the following	
	qualifications:	
	Senior Secondary (12 <sup>th</sup> Pass)	
	from a recognized	
	Board/Institute with English as a	
	Subject.	
	CI W	
	Skill test norms:	
	(i) Dictation: 10 mts. @ 100	

		w.p.m .(English).	
		(ii) Transcription: 40mts.	
		(English).	
Column 12.	1. Chief Manager	For promotion & confirmation	The DPC has
	(Project)- Chairman	1. General Manager	been changed due
	2. Chief Manager	(Concerned)	to the reason that
	(Personnel)- Member	2. Financial Controller/	some members of
	3. Chief Manager	Financial Advisor	the committee
	(Salary)- SC/ST Rep.	3. Chief Manager	have been
		(Personnel)	changed as per
		4. Chief Manager (Project)	orders and
		5. Chief Manager (as	instructions of
		SC/ST representative.	DoPT.

2. Name, addresses and telephone numbers of the DTTDC representative with whom these proposals may be discussed, if necessary, for clarification/early decision.

Signature of the Officer sending the proposals Telephone No. 011-24629262

#### Delhi Tourism & Transportation Development Corp. Ltd.

## **Draft Recruitment Rules, 2014**

#### **OSD CADRE**

Name of the Post.	Number of posts	Classifi cation	Pay band and grade pay or pay scale	Whether selection posts or non- selection post	Age limit for direct recruits	Education al and other qualificati ons required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in case of promotion	Period of probation, if any.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various method.	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made.	If a departmental promotion Committee exists, what is its composition.	Circumstances in which Corporation is to be consulted in making recruitment.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
OSD	*4 (2014)  * Subject to variation dependant on workload	Group 'A'	PB-3 Pay band Rs. 15600- 39100+Rs. 5400/-(Grade Pay)	Selection	Not Applicable	Not Applicable	Not Applicable	Note: On completion of the probation or any extension thereof, officers shall if considered fit may be confirmed against the post, if not already confirmed in the entry grade.	Note: Vacancies caused by the incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on transfer on deputation bases from the officers of Central/State	Private Secretary with 4 years of regular service in the Pay band-2, Rs.9300-34800+Rs. 4600/-(Grade Pay).  Note:1 Where the eligibility service for promotion prescribed in the existing rules is being enhanced( to be in conformity with the guidelines issued by the DoPT) and the change is likely to affect adversely some persons holding the feeder grade post on regular basis, the eligibility service shall continue to be the same for persons holding the feeder post on regular basis on the date of notification of the revised rules.		Consultation with Board of Director is not necessary.

Nets 2 Where in principles and a	
Note:2 Where juniors who	
have completed their	
qualifying/eligibility	
service are being	
considered for promotion,	
their seniors would also be	
considered provided they	
are not short of the	
requisite	
qualifying/eligibility	
service by more than half	
of such	
qualifying/eligibility	
service or two years,	
whichever is less and have	
successfully completed	
their probation period for	
their probation period for	
promotion to the next	
higher grade along with	
their juniors who have	
already completed such	
qualifying/eligibility	
service.	
Deputation:	
(a) (i) Holding analogous	
Post on regular basis in	
parent cadre or	
department in	
Central/State	
Government/PSUs/	
Autonomous	
Organization/Equivalen	
t cadre of the	
Government of NCT of	
Delhi.	
Deini.	
(ii) Private Secretary	
with 4 years of regular	
service in the Pay band-	
2, Rs.9300-34800+Rs.	
4800/-(Grade Pay) in	
parent cadre or	

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,					department in any of	
					the Central/State	
					Government/PSUs/	
					Autonomous	
					Organization/Equivalen	
					t cadre of the	
					Government of NCT of	
					Delhi.	
					(ii) Personal Assistant	
!					with 8 years of regular	
					service in the Pay band-	
					2, Rs.9300-34800+Rs.	
					4200/-(Grade Pay in	
					any of the Central/State	
					Government/PSUs/	
					Autonomous	
					Organization/Equivalen	
					t cadre of the	
					Government of NCT of	
					Delhi.	
					(b) Possessing the	
					following qualifications:	
					i) Degree of a recognized	
					University/Institute with	
					English as a Subject.	
					Skill test norms:	
					(i) Dictation: 10 mts. @	
					100w.p.m.(English).	
					(ii) Transcription:	
					40mts.(English).	
					Note 1: Period of	
					deputation(Including short	
					term contract) in another	
					nost hold immediately	
					post held immediately	
					preceding this appointment	
					in the same or some other	
					organization or any	
					department of Government	

	1		T	Г		<del></del> -
					of NCT of Delhi shall	
					ordinarily not to exceed	
					three years.	
					Note 2: 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.	
					N. O. F. of	
					Note 3: 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	
					corresponding grade pay of	
					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.	
L					upgrauation.	

1.	(a) Name of the posts	OSD				
	(b) Name of the Ministry/Department	DTTDC				
	(c) Number of posts	04				
	(d) Scale of pay	PB-3, Rs. 15600-39100+Rs. 5400/-(Grade				
		Pay)				
	(e) Class and service to which the posts belong	Group 'A'				
	(f) Ministerial or non-Ministerial )of F.R.9 (17)	Non- Ministerial				
2.	Appointing Authority	Board of Director				
3.	Duties of the post in detail	To take dictation from the senior officers and				
		after transcribing the dictation putting the file				
		back to the officers.				
4.	Describe briefly the method(s) adopted for filling the	New Post				
	posts hitherto.					
5.	Methods of recruitment proposed-	100% by Promotion failing which by				
		deputation basis.				
		***				
6.	If promotion is proposed as a method of recruitment	Yes				
	(a) Designation and number of the posts proposed to be	Private Secretary (English)				
	included in the field of promotion.	Posts:08				
	(b)Number of years of qualifying service proposed to	4 Years				
	be fixed before persons in the field become eligible for					
	promotion (As per extant GOI instructions)	100%				
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	100%				
	(d) Have Recruitment Rules been framed for the post	Yes.				
	proposed in the field of promotion? If framed in	A copy of recruitment rules for the post of				
	consultation with the Commission, please quote	Private Secretary attached.				
	Commission's reference No. If consultation with the	Trivate Secretary attached.				
	Commission was not required please attach a copy of					
	rules framed. A copy of the rules should be sent DOPT					
	along with the proposal.					
	(e) If Recruitment Rules were not framed for the posts	Not Applicable				
	in the field of promotion;	rr				
	(i) Please indicate briefly the method of recruitment	100% by Promotion failing which by				
	actually adopted for filling the posts. Please also state	deputation basis.				
	the percentage of vacancies filled by each of the	•				

	methods.	
	(ii)Please state briefly the educational qualifications possessed by the persons in the field of promotion.	Not Applicable
	(iii) In case the feeder posts are filled by promotion, the Recruitment Rules for the still lower posts including the lowest post to which direct recruitment is one of the methods of recruitment may be furnished	A copy of Recruitment Rules upto the post of Jr. Stenographer(English) attached.
	(f) (i) Is the promotion to be made on selection or non-selection basis?	Selection
	(ii) Reasons for the proposal (i) above.	Since promotion is to be made on seniority basis, the entry has been made as selection.
	(g) If a DPC exists, what is its composition.	Yes For promotion  5. Managing Director 6. General Manager 7. Financial Controller/ Financial Advisor 8. Chief Manager (Personnel) 9. Chief Manager (As SC/ST representative
	(h) Indicate if the feeder posts are having promotion channels other than the one under consideration.	The feeder post are having promotion channel.
7.	If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary.	Promotion has been proposed.
8.	If direct recruitment is proposed as a method of recruitment please state	No
	(a) The percentage of vacancies proposed to be filled by direct recruitment.	Not Applicable
	(b) Indicate if there are any promotional avenues for the direct recruits?	Not Applicable
	(c) (i) Age for direct recruits (As per extant GOI instructions)	Not Applicable
	<ul> <li>(ii) Is age relaxation for Government servants?</li> <li>(d) Educational and other qualifications required for direct recruits. (it may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well qualified</li> </ul>	Not Applicable Not Applicable
	Essential	Not Applicable

	Desirable	Not Applicable
	(e) Whether essential qualification to be prescribed are in accordance with any Act(s)? If so please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s)  (f) Has the post been advertised by the Commission in	Not Applicable
	the past? If so, please quota Commission's reference No.	Not Applicable
9.	If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible /necessary.	Direct recruitment has not been proposed. As the consideration zone in the feeder grade is small.
10.	(i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotion?  (ii) If not, to what extent are the educational	Not Applicable  Not Applicable
	qualifications proposed to be relaxed in case of promotions.	Tvot / ipplicable
11.	(a) Is deputation/absorption proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.	The deputation has been proposed for the reason that the qualified personnel can be brought to the organization to fulfill the unfilled vacancies.
	(b) The percentage of vacancies proposed to be filled by this method.	The deputation has been prescribed in a failing which clause.
	(c) The period to which deputation will be limited.	3 Years
	(d) The names of the posts of grades or services etc. from which deputation/ absorption is proposed	Deputation:  (a) (i) Holding analogous Post on regular basis in parent cadre or department.  (ii) Private Secretary with 4 years of regular service in the Pay band-2, Rs.9300-34800+Rs. 4800/-(Grade Pay).  (ii) Personal Assistant with 8 years of regular service in the Pay band-2, Rs.9300-34800+Rs. 4200/-(Grade Pay).

12.	(a) If any of the methods proposed fails, by what methods are such vacancies proposed to be filled.	The deputation has been prescribed in a failing which clause.
	(b) Whether the Recruitment Rules relate to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same group? If so, whether the necessary provisions for initial constitution has been proposed.	Not Applicable
	(c)Whether the Recruitment Rules relate to a post which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	Not Applicable
13.	(a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted.	Not Applicable
	(b) Whether the Department of Personnel and Training have concurred in the proposal?	Not Applicable
14.	If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	Not Applicable
15	Name, address and telephone number of the Ministry's representatives with whom whose proposals may be discussed if necessary, for clarification/ early decision.	Shri B.L. Agarwala, Company Secretary, 18-A, DDA, SCO Complex, Defence Colony, New Delhi- 110 024 Telephone No. 011-24629262

Date:

1. (a) Name of the Post: OSD (b) Name of the Ministry/Deptt.: DTTDC

- 2. Reference No. in which Commission's advice on Recruitment Rules was conveyed. Not Applicable.
- 3. Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and reference:

Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revision proposed							
	New Post									

2. Name, addresses and telephone numbers of the DTTDC representative with whom these proposals may be discussed, if necessary, for clarification/early decision.

Signature of the Officer sending the proposals Telephone No. 011-24629262

#### Delhi State Industrial & Infrastructure Development Corp. Ltd.

# <u>Draft Recruitment Rules, 2014</u> <u>STENOGRAPHER CADRE</u>

Name of the Post.	Number of posts	Classifi cation	Pay band and grade pay or pay scale	Whether selection posts or non- selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educationa l qualificati on prescribed for direct recruits will apply in case of promotion	Period of probation, if any.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absor ption and percentage of the vacancies to be filled by various method.	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made.	If a departmental promotion Committee exists, what is its composition.	Circumstanc es in which Corporation is to be consulted in making recruitment.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
Personal Assistant	*13 (2014)  * Subject to variation dependant on workload	Group 'C'	Pay band-2, Rs. 9300- 34800+Rs. 4200/-( Grade Pay)	Selection	Upto 30 Years.  Note: 1 Relax able upto 5 years for employees of the Government of NCT of Delhi in accordance with the instructions or orders issued by the DoPT.  Note: 2 The Crucial date for determining the age limit shall be the closing date receipt of applications from candidates in India. (and not the closing date prescribed for	Secondry (12 <sup>th</sup> Pass) from a recognized Board/Institute with English as a Subject.  Skill test norms: (i) Dictation: 10 mts. @ 100w.p.m.(English). (ii) Transcription: 40mts.(English).  Desirable: Bachelor's degree from a recognized University/Institute with English as a subject.  Note:1	Not Applicable	probation or	caused by the incumbent being away on transfer on deputation or	Junior Stenographer with 10 years of regular service in the Pay band-1, Rs.5200-20200+Rs. 2400/-(Grade Pay).  Note:1 Where the eligibility service for promotion prescribed in the existing rules is being enhanced( to be in conformity with the guidelines issued by the DoPT) and the change is likely to affect adversely some persons holding the feeder grade post on regular basis, the eligibility service shall continue to be the same for persons holding the feeder post on regular basis on the date of notification of the revised	For Promotion & confirmation  9. General Manager (Concerned) 10. Financial Controller/ Financial Advisor 11. Chief Manager (Personnel) 12. Chief Manager (Project) 5. Chief Manager (as SC/ST representative	Consultation with Board of Director is not necessary.

	<u>.</u>				-
Meghalaya,	discretion of	of Central/State	rules.		
Arunachal	Board/CMD in	Government/PSUs			
Pradesh, Mizoram,	case of candidates	/Autonomous			
Manipur,	otherwise well	Organization or	Note:2 Where juniors who		
Nagaland, Tripura,	qualified.	equivalent cadre			
Sikkim, Ladakh	1	of the Government	qualifying/eligibility		
Division of J&K	Note:2 The	of NCT of Delhi.	service are being		
State, Lahaul and	qualification(s)	of ite for Benn.	considered for promotion,		
Spiti district and	regarding		their seniors would also be		
Panaji sub	experience is		considered provided they		
Division of	relaxable at the		are not short of the		
Chamba District of	discretion of the		requisite		
Himachal Pradesh,	Competent		qualifying/eligibility		
Andaman and	Authority in the		service by more than half		
Nicobar Island or	case of candidate		of such		
Lakshadweep).	belonging to		qualifying/eligibility		
	Scheduled casts		service or two years,		
	and Scheduled		whichever is less and have		
	Tribes if at any		successfully completed		
	stage of selection		their probation period for		
	the Competent		promotion to the next		
	Authority is of the		higher grade along with		
	opinion that		their juniors who have		
	sufficient number		already completed such		
	of the candidates		qualifying/eligibility		
	from these		service.		
	communities		Service.		
	possessing the		Deputation:		
	requisite		Deputation.		
			(a) (i) Holding analogous		
	experience are not		Post on regular basis in		
	likely to be				
	available to fill up		parent cadre or		
	the vacancy		department in		
	reserved for them.		Central/State		
			Government/PSUs/		
			Autonomous		
			Organization/Equivalent		
			cadre of the		
			Government of NCT of		
			Delhi.		
			(ii) Junior		
			Stenographer(English)		
			with 10 years of regular		
			service in the Pay band-		
		l l	service in the ray band	<u> </u>	

					1, Rs.5200-20200+Rs.	
					2400/-(Grade Pay) in	
					any of the Central/State	
					Government/PSUs/	
					Autonomous	
					Organization/Equivalent	
					cadre of the	
					Government of NCT of	
					Delhi.	
					(b) Possessing the	
					following qualifications:	
					<b>9 4 4 4 4 4 4 4 4 4 4</b>	
					Senior Secondary (12 <sup>th</sup>	
					Dogs) from a recognized	
					Pass) from a recognized	
					Board/Institute with	
					English as a Subject.	
					Skill test norms:	
					(i) Dictation: 10 mts. @	
					100w.p.m.(English).	
					(ii) Transcription:	
					40mts.(English).	
					Note 1. The departments	
					Note 1: 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.	
					<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	
				L	organization or any	

	1					1		
							department of Government	
							of NCT of Delhi shall	
							ordinarily not to exceed	
							three years.	
							Note 3: 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.	
							approutions.	
							Note 4: For the purpose of	
1							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	
1							there has been merger of	
							more than one pre-revised	
							scale of pay into one grade	
							with a common grade pay	
1							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.	
	1	l			ı	l	10 '	1

1.	(a) Name of the posts	Personal Assistant
	(b) Name of the Ministry/Department	DTTDC
	(c) Number of posts	13
	(d) Scale of pay	PB-2, Rs.9300-34800+ Rs. 4200/- (Grade
		Pay)
	(e) Class and service to which the posts belong	Group 'C'
	(f) Ministerial or non-Ministerial )of F.R.9 (17)	Non- Ministerial
2.	Appointing Authority	Board of Director
3.	Duties of the post in detail	To take dictation from the senior officers and
		after transcribing the dictation putting the file
		back to the officers.
4.	Describe briefly the method(s) adopted for filling the	100% by promotion from the post of Junior
	posts hitherto.	Stenographer with 5 years service in the
		grade on regular basis.
5.	Methods of recruitment proposed-	24.75% by Promotion failing with by
		deputation basis.
		75.25% by Direct Recruitment failing which
		by deputation basis.
6.	If promotion is proposed as a method of recruitment	Yes
	(a) Designation and number of the posts proposed to be	This is an entry level post.
	included in the field of promotion.	
	(b)Number of years of qualifying service proposed to	10 Years
	be fixed before persons in the field become eligible for	
	promotion (As per extant GOI instructions)	
	(c) Percentage of vacancies in the grade proposed to be	24.75%
	filled by promotion.	
	(d) Have Recruitment Rules been framed for the post	Yes
	proposed in the field of promotion? If framed in	A copy of Recruitment Rules for the post of
	consultation with the Commission, please quote	Jr. Stenographer(English) attached.
	Commission's reference No. If consultation with the	
	Commission was not required please attach a copy of	
	rules framed. A copy of the rules should be sent DOPT	
	along with the proposal.	
	(e) If Recruitment Rules were not framed for the posts	Not Applicable
1	in the field of promotion;	

(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.	24.75% by Promotion failing with by deputation basis. 75.25% by Direct Recruitment failing which by deputation basis.
(ii)Please state briefly the educational qualifications possessed by the persons in the field of promotion.	Not Applicable
(iii) In case the feeder posts are filled by promotion, the Recruitment Rules for the still lower posts including the lowest post to which direct recruitment is one of the methods of recruitment may be furnished	A copy of Recruitment Rules for the post of Jr. Stenographer (English) attached.
(f) (i) Is the promotion to be made on selection or non-selection basis?	Not Applicable
(ii) Reasons for the proposal (i) above.	Since the selection in the post will be made by direct recruitment and promotion, the entry should be 'Not Applicable'
(g) If a DPC exists, what is its composition.	Yes  For promotion & Confirmation  13. General Manager (Concerned)  14. Financial Controller/ Financial Advisor  15. Chief Manager (Personnel)  16. Chief Manager (Project)  5.Chief Manager (as SC/ST representative
(h) Indicate if the feeder posts are having promotion channels other than the one under consideration.	Yes
7. If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary.	Promotion has been proposed.
8. If direct recruitment is proposed as a method of recruitment please state	
(a) The percentage of vacancies proposed to be filled by direct recruitment.	24.75%
(b) Indicate if there are any promotional avenues for the direct recruits?	Yes.
(c) (i) Age for direct recruits (As per extant GOI instructions)	Upto 30 Years.
<ul><li>(ii) Is age relaxation for Government servants?</li><li>(d) Educational and other qualifications required for</li></ul>	Yes.  Qualification:

	direct recruits. (it may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well qualified	(i) Senior Secondry (12 <sup>th</sup> Pass) from a recognized Board/Institute with English as a Subject.
	Essential	Skill test norms: (i) Dictation: 10 mts. @ 100w.p.m.(English). (ii) Transcription: 40mts.(English).
	Desirable	<b>Desirable:</b> Bachelor's degree from a recognized University/Institute with English as a subject
	(e) Whether essential qualification to be prescribed are in accordance with any Act(s)? If so please quote the relevant Act(s) under which it is necessary and also	Not Applicable
	supply relevant extracts from the Act(s) (f) Has the post been advertised by the Commission in the past? If so, please quota Commission's reference No.	Not Applicable
9.	If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible /necessary.	Direct recruitment has been proposed.
10.	(i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotion?	Not Applicable
	(ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.	Not Applicable
11.	(a) Is deputation/absorption proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.	The deputation has been proposed for the reason that the qualified personnel can be brought to the organization to fulfill the unfilled vacancies.
	(b) The percentage of vacancies proposed to be filled by this method.	The deputation has been prescribed in a failing which clause.
	(c) The period to which deputation will be limited.	3 Years
	(d) The names of the posts of grades or services etc. from which deputation/ absorption is proposed	Deputation:

		(i) Holding analogous Post on regular basis
		in parent cadre or department.
		(ii) Junior Stenographer(English) with 10
		years of regular service in the Pay band-1,
		Rs.5200-20200+Rs. 2400/-(Grade Pay)
12.	(a) If any of the methods proposed fails, by what	The deputation has been prescribed in a
	methods are such vacancies proposed to be filled.	failing which clause.
	(b) Whether the Recruitment Rules relate to a post	
	which has been upgraded from Group 'C' to Group 'B'	Not Applicable
	or Group 'B' to Group 'A' or within the same group? If	
	so, whether the necessary provisions for initial	
	constitution has been proposed.	
	(c)Whether the Recruitment Rules relate to a post	Not Applicable
	which is proposed to be downgraded? If so, whether	
	necessary safeguards have been suggested in respect of	
	the existing incumbents of that post?	
13.	(a) Special circumstances, if any, other than those	Not Applicable
	covered by the rules, in which the Commission may be	
	required to be consulted.	
	(b) Whether the Department of Personnel and Training	Not Applicable
	have concurred in the proposal?	
14.	If these proposals are being sent in response to any	Not Applicable
	reference from the Commission, please quote	
	Commission's reference No.	
15	Name, address and telephone number of the Ministry's	Shri B.L. Agarwala, Company Secretary, 18-
	representatives with whom whose proposals may be	A, DDA, SCO Complex, Defence Colony,
	discussed if necessary, for clarification/ early decision.	New Delhi- 110 024 Telephone No. 011-
	, , , , , , , , , , , , , , , , , , ,	24629262

Date:

1. (a) Name of the Post: Personal Assistant

(b) Name of the Ministry/Deptt.: DTTDC

2. Reference No. in which Commission's advice on Recruitment Rules was conveyed. Not Applicable.

3. Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and reference:

Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revision proposed
Column 2.	19	13	A total number of 6 posts of Personal Assistant have been upgraded. Out of which 4 posts have been upgraded to that of newly created post of OSD and 2 posts have been upgraded to

			that of Private Secretary.
Column 4.	1400-2300	Pay band-2, Rs. 9300- 34800+Rs. 4200/-( Grade Pay)	The pay scale has been changed as per the recommendations of the 6 <sup>th</sup> CPC.
Column 5	Non Selection	Not Applicable	Since Direct Recruitment has also been proposed alongwith the promotion, the entry shall be ,Not Applicable' as per orders and instructions of DoPT.
Column 6.	35years.	Upto 30 Years for Direct Recruits.	As per orders and instructions of DoPT.
Column 7.	Qualification: Graduate with speed in shorthand at 120 w.p.m. and speed in typing 40w.p.m. with 5 years experience at the post of Jr. Steno.	Qualification:  (i) Senior Secondary (12 <sup>th</sup> Pass) from a recognized Board/Institute with English as a Subject.  Skill test norms:  (i) Dictation: 10 mts. @	As per the guidelines of DoPT.

Column 9.	Not Applicable	100w.p.m.(English). (ii) Transcription: 40mts.(English). 2 years	As per orders and instructions of
Column 10	100% by promotion from the post of Junior Stenographer with 5 years service in the grade on regular basis.	24.75% by Promotion failing with by deputation basis. (4 posts)  75.25% by Direct Recruitment failing which by deputation basis.(9 posts)	DoPT.  As the consideration zone in the feeder cadre is large, Promotion and direct recruitment has been suggested.
Column 11.	100% by promotion from the post of Junior Stenographer with 5 years service in the grade on regular basis.	Promotion:  Junior Stenographer with 10 years of regular service in the Pay band-1, Rs.5200-20200+Rs. 2400/-(Grade Pay).	As per orders and instruction issued by the DoPT.
	Deputation was not suggested as the method of recruitment.	Deputation:  (a) (i) Holding analogous Post on regular basis in parent cadre or department in Central/State Government/PSUs/ Autonomous	In order to fulfill the unfilled vacancies and smooth functioning of the work of the

		Organization/Equivalent cadre of the Government of NCT of Delhi.  (ii) Junior Stenographer(English) with 10 years of regular service in the Pay band-1, Rs.5200-20200+Rs. 2400/-(Grade Pay) in any of the Central/State Government/PSUs/Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.  (b) Possessing the following qualifications:  i) Senior Secondary (12 <sup>th</sup> Pass) from a recognized Board/Institute with English as a Subject.  Skill test norms:  (i) Dictation: 10 mts. @ 100w.p.m.(English).  (ii) Transcription: 40mts.(English).	organization.
Column 12.	For confirmation and Promotion	For confirmation and Promotion	DPC has been changed as per

			orders and
17. (	General Manager	1.General Manager (Concerned)	instructions of
(Conce	erned)	2.Financial Controller/	DoPT.
18. F	Financial Controller/	Financial Advisor	
Financ	ial Advisor	3.Chief Manager (Personnel)	
19. (	Chief Manager	4.Chief Manager (Project)	
(Person	nnel)	5.Chief Manager (as	
20.	Chief Manager	SC/ST	
(Project	et)	representative	
5.Chief l	Manager (as		
SC/S7	Γ		
repre	sentative		

2. Name, addresses and telephone numbers of the DTTDC representative with whom these proposals may be discussed, if necessary, for clarification/early decision.

Signature of the Officer sending the proposals Telephone No. 011-24629262

#### Delhi Tourism & Transportation Development Corp. Ltd.

# Draft Recruitment Rules, 2014 STENOGRAPHER CADRE

Name of the Numl Posts		tion	Pay band and grade pay or pay scale	Whether selection posts or non- selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educationa l qualificati on prescribed for direct recruits will apply in case of promotion	Period of probation, if any.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorp tion and percentage of the vacancies to be filled by various method.	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made.	If a departmental promotion Committee exists, what is its composition.	Circumstanc es in which Corporation is to be consulted in making recruitment.
1. 2.	00	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
Stenographer (20 (English) * Sub variadepe	02 014) oject to ation ndant on kload	•	Pay band-1, Rs. 5200- 20200+Rs. 2400/-( Grade Pay)	Not Applicable	Between 18-25 Years.  Note: 1 Relaxable upto 5 years for employees of the Government of NCT of Delhi in accordance with the instructions or orders issued by the DoPT.  Note: 2 The Crucial date for determining the age limit shall be the closing date receipt of applications from candidates in India. (and not the closing date prescribed for those in Assam,	any recognized	Not Applicable	Note: On completion of the probation or any extension thereof, officers shall if considered fit may be confirmed against the post, if not already confirmed in the entry grade.	Note: Vacancies caused by the incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on transfer on deputation bases from the officers of Central/State Government/PSUs/Autonomous Organization or equivalent cadre of the Government of NCT of Delhi.	analogous Post on regular basis in parent cadre or department in Central/State Government/PSUs/ Autonomous Organization/Equiva	For confirmation  21. General Manager (Concerned)  22. Financial Controller/ Financial Advisor  23. Chief Manager (Personnel)  24. Chief Manager (Project)  5.Chief Manager (as SC/ST representative	Consultation with Board of Director is not necessary.

Meghalaya,	Board/CMD in		(i) Dictation: 10 mts. @	
Arunachal	case of candidates		80w.p.m.(English).	
Pradesh, Mizoram,	otherwise well		(ii) Transcription:	
Manipur,	qualified.		50mts.(on Computer).	
Nagaland, Tripura,	quanned.		Joints.(on Computer).	
	N		<b>5</b>	
Sikkim, Ladakh	Note:2 The		<b>Desirable:</b> (i)	
Division of J&K	qualification(s)		Bachelor's Degree from	
State, Lahaul and	regarding		a recognized	
Spiti district and	experience is		University/Institute.	
Panaji sub	relaxable at the		_	
Division of	discretion of the			
Chamba District of	Competent			
Himachal Pradesh,	Authority in the			
			Note 1. Ti	
Andaman and	case of candidate		Note 1: The	
Nicobar Island or	belonging to		departmental officers in	
Lakshadweep).	Scheduled casts		the feeder category who	
	and Scheduled		are in the direct line on	
	Tribes if at any		promotion will not be	
	stage of selection		eligible for	
	the Competent		consideration for	
	Authority is of the		appointment on	
	opinion that		deputation/absorption.	
	opinion that		deputation/absorption.	
	sufficient number		Similarly, deputationist	
	of the candidates		shall not be eligible for	
	from these		consideration for	
	communities		appointment by	
	possessing the		promotion.	
	requisite		•	
	experience are not		Note 2: Period of	
	likely to be		deputation(Including	
	available to fill up		short term contract) in	
	the vacancy		another post held	
	reserved for them.		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.	
			Note 3: The maximum	
			age limit for	
			appointment by	

	1	1				
					deputation (including	
					short term contract)	
					shall not exceeding 56	
					years as on closing date	
					of receipt of	
					applications.	
					Note 4: For the purpose	
					of appointment on	
					deputation basis, the	
					service rendered on a	
					regular basis by an officer prior to 1st	
					officer prior to 1st	
					January, 2006 or the	
					date from which the	
					ravisad nov atmeture	
					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.	
· · · · · · · · · · · · · · · · · · ·		•	•			

1.	(a) Name of the posts	Junior Stenographer(English)
	(b) Name of the Ministry/Department	DTTDC
	(c) Number of posts	02
	(d) Scale of pay	PB-1, Rs.5200-20200+ Rs. 2400/- (Grade
		Pay)
	(e) Class and service to which the posts belong	Group 'C'
	(f) Ministerial or non-Ministerial )of F.R.9 (17)	Non- Ministerial
2.	Appointing Authority	Board of Director
3.	Duties of the post in detail	To take dictation from the senior officers
		and after transcribing the dictation putting
		the file back to the officers.
4.	Describe briefly the method(s) adopted for filling the	100% by Direct Recruitment.
	posts hitherto.	
5.	Methods of recruitment proposed-	100% by Direct Recruitment failing which
		by deputation basis.
6.	If promotion is proposed as a method of recruitment	No
	(a) Designation and number of the posts proposed to	Not Applicable
	be included in the field of promotion.	
	(b) Number of years of qualifying service proposed to	Not Applicable
	be fixed before persons in the field become eligible	
	for promotion (As per extant GOI instructions)	
	(c) Percentage of vacancies in the grade proposed to	Not Applicable
	be filled by promotion.	
	(d) Have Recruitment Rules been framed for the post	
	proposed in the field of promotion? If framed in	Not applicable
	consultation with the Commission, please quote	
	Commission's reference No. If consultation with the	
	Commission was not required please attach a copy of	
	rules framed. A copy of the rules should be sent	
	DOPT along with the proposal.	
	(e) If Recruitment Rules were not framed for the posts	Not Applicable
	in the field of promotion;	
	(i) Please indicate briefly the method of recruitment	100% by Direct Recruitment failing which
	actually adopted for filling the posts. Please also state	by deputation basis.
	the percentage of vacancies filled by each of the	
	methods.	

	(ii)Please state briefly the educational qualifications possessed by the persons in the field of promotion.	Not Applicable
	(iii) In case the feeder posts are filled by promotion, the Recruitment Rules for the still lower posts including the lowest post to which direct recruitment is one of the methods of recruitment may be furnished	Not Applicable
	(f) (i) Is the promotion to be made on selection or non-selection basis?	Not Applicable
	(ii) Reasons for the proposal (i) above.	As the post is the entry level post, the question of selection and non-selection does not arise.
	(g) If a DPC exists, what is its composition.	Yes  For confirmation  25. General Manager (Concerned)  26. Financial Controller/ Financial  Advisor  27. Chief Manager (Personnel)  28. Chief Manager (Project)  5.Chief Manager (as SC/ST representative)
	(h) Indicate if the feeder posts are having promotion channels other than the one under consideration.	Not Applicable
7.	If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary.	As the post is the entry level post, promotion is not suggested.
8.	If direct recruitment is proposed as a method of recruitment please state	Yes
	(a) The percentage of vacancies proposed to be filled by direct recruitment.	100%
	(b) Indicate if there are any promotional avenues for the direct recruits?	Yes.
	(c) (i) Age for direct recruits (As per extant GOI instructions)	Between 18 to 25 years.
	(ii) Is age relaxation for Government servants?	Yes.
	(d) Educational and other qualifications required for direct recruits. (it may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well qualified	<b>Qualification:</b> Senior Secondary (12 <sup>th</sup> pass) from any recognized Board/Institute with proficiency in English.

	Essential	Skill test norms: (i) Dictation: 10 mts. @ 80w.p.m.(English). (ii) Transcription: 50mts.(on Computer).
	Desirable	<b>Desirable:</b> (i) Bachelor's Degree from a recognized University/Institute.
	(e) Whether essential qualification to be prescribed are in accordance with any Act(s)? If so please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s)	Not Applicable
	(f) Has the post been advertised by the Commission in the past? If so, please quota Commission's reference No.	Not Applicable
9.	If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible /necessary.	Direct recruitment has been proposed.
10.	(i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotion?  (ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.	Not Applicable  Not Applicable
11.	(a) Is deputation/absorption proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.	The deputation has been proposed for the reason that the qualified personnel can be brought to the organization to fulfill the unfilled vacancies.
	(b) The percentage of vacancies proposed to be filled by this method.	The deputation has been prescribed in a failing which clause.
	(c) The period to which deputation will be limited.	3 Years
	(d) The names of the posts of grades or services etc. from which deputation/ absorption is proposed	Deputation: Holding analogous Post on regular basis in parent cadre or department in Central/State Government/PSUs/ Autonomous

		Organization/Equivalent cadre of the Government of NCT of Delhi.
12.	(a) If any of the methods proposed fails, by what methods are such vacancies proposed to be filled.	Deputation has been prescribed as a failing which clause.
	(b) Whether the Recruitment Rules relate to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same group? If so, whether the necessary provisions for initial constitution has been proposed.	Not Applicable
	(c)Whether the Recruitment Rules relate to a post which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	Not Applicable
13.	(a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted.	Not Applicable
	(b) Whether the Department of Personnel and Training have concurred in the proposal?	Not Applicable
14.	If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	Not Applicable
15	Name, address and telephone number of the Ministry's representatives with whom whose proposals may be discussed if necessary, for clarification/ early decision.	Shri B.L. Agarwala, Company Secretary, 18-A, DDA, SCO Complex, Defence Colony, New Delhi- 110 024 Telephone No. 011-24629262

Date:

1. (a) Name of the Post: Junior Stenographer(English) (b) Name of the Ministry/Deptt.: DTTDC

(c) Thank of the Ministry Depth.

- 2. Reference No. in which Commission's advice on Recruitment Rules was conveyed. Not Applicable.
- 3. Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and reference:

Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revision proposed
Column 4.	1200-2040	Pay band-1, Rs. 5200- 20200+Rs. 2400/-( Grade Pay)	The pay scale has been changed as per the recommendat ion of 6 <sup>th</sup> CPC.
Column 5.	Selection	Not Applicable	As the posts are required to be filled up on direct recruitment basis, the entry should

Column 6.	25 years.	Between 18-25Years for Direct Recruits.	be Not Applicable as per the orders and instruction of DoPT. As per the guidelines of
Column 7.	Qualification: Higher Secondary or its equivalent with 100/40 w.p.m in short hand / typing respectively. Preference will be given to qualified stenographer from Employment Exchange.	Qualification: Senior Secondary (12 <sup>th</sup> pass) from any recognized Board/Institute with proficiency.  Skill test norms: (i) Dictation: 10 mts. @ 80w.p.m.(English). (ii) Transcription: 50mts.(on Computer).  Desirable: Bachelor's Degree	DoPT As per the guidelines of DoPT.
Column 9.	One year	from a recognized University/Institute.  2 years	As par
			instructions/ orders of DoPT.
Column 10.	Direct Recruitment / Transfer	100 % by Direct Recruitment failing which by Deputation Basis	Since this is a entry level post, only direct

			recruitment has been proposed.
Column 11.	Not Indicated.	Deputation:  (a) (i) Holding analogous Post on regular basis in parent cadre or department. in Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.  (b) Possessing the following qualifications:	In order to fulfill unfilled vacancies, so that the work of the organization remain smooth.
		Senior Secondary (12 <sup>th</sup> pass) from any recognized Board/Institute with proficiency in English Shorthand and Typewriting.	
		Skill test norms:  (i) Dictation: 10 mts. @ 80w.p.m.(English).  (ii) Transcription: 50mts.(on Computer).	
		<b>Desirable:</b> (i) Bachelor's Degree from a recognized University/Institute.	
Columns 12	1.Sr. Chief Manager (Liquor) 2.Sr. Chief Manager (Pers.)	For promotion & confirmation 29. General Manager	DPC has

3.Sr. Chief Manager (Projects)	(Concerned)	been changed
4.Chief Manager (Finance) (as SC/ST	30. Financial Controller/	as per orders
representative)	Financial Advisor	and
	31. Chief Manager (Personnel)	
	32. Chief Manager (Project)	instructions
	5.Chief Manager (as SC/ST	of DoPT.
	representative)	

2. Name, addresses and telephone numbers of the DSIIDC representative with whom these proposals may be discussed, if necessary, for clarification/early decision.

Signature of the Officer sending the proposals Telephone No. 011-24629262