


**Delhi Tourism & Transportation Development Corporation Ltd.
18 A DDA SCO Complex, Defence Colony, New Delhi 110024**

File No. Per/1077/5/2015/DTTDC | 3216
Dated : 23.05.2017

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NOTIFICATION

The Managing Director & CEO, DTTDC is pleased to modify/ update the Recruitment Rules for the posts of Accounts Assistant cum Cashier, Jr. Stenographer (English), General Correspondence Assistant, Store Keeper, Junior Assistant in pursuant to adoption of 7th Central Pay Commission, CCS (Revised Pay) Rules 2016, as per the modified/updated recruitment rules enclosed herewith.


Madan Rai
25/5/17

Chief Manager (Personnel)

All concerned employees

Copy to

OSD to MD & CEO, DTTDC

PS to GM

PS to FC

All Divisional Heads

Sr. Computer Programmer – with the request to upload the same on the website of DTTDC.

Notice Board

File


Madan Rai
25/5/17

Chief Manager (Personnel)



Encls : Recruitment Rules of Five Posts

**Delhi Tourism & Transportation Development Corporation Limited
18-A, DDA, SCO Complex, Defence Colony, New Delhi- 110 024**

**RECRUITMENT RULES FOR THE POST OF
ACCOUNTS ASSISTANT CUM CASHIER IN LEVEL-4**

1.	Name of the Post	Accounts Assistant cum Cashier
2	Number of posts	(24) (Twenty Four) (2017) – subject to variation dependent on workload.
3	Classification	Group C
4	Level as per 7 th CPC	Level-4 (7 th CPC)
5	Whether selection post or non-selection post	Not Applicable
6	Age limit for Direct Recruitment	27years *
7	Educational & other Qualification required for Direct Recruits.	B.Com Form a recognized University Computer Literate preferably Tally/Finance Package and be conversant with the latest Finance & Accounting Management Software. Two years experience in Accounts work in Government/ Semi Government or a reputed concern.
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.	Age – NO Qualification – Atleast B.Com
9	Period of Probation, if any	02 years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitment by promotion / deputation/ absorption grades from which promotion/ deputation/ absorption to be made.	Not Applicable
12	If a departmental promotion committee exists, what is the composition?	Not applicable
13	Circumstances in which UPSC to be consulted in making recruitment	Not Applicable

*"Nothing in those rules shall affect reservations, relaxation of age limit and other concession required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard".

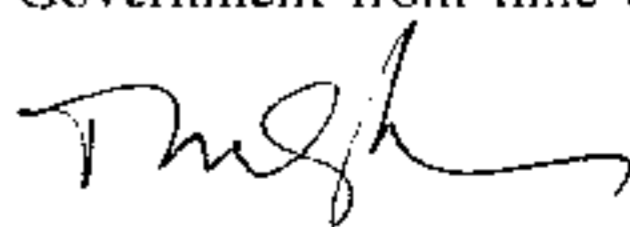



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RECRUITMENT RULES FOR THE POST OF
JUNIOR STENOGRAPHER (ENGLISH) IN LEVEL-4

1.	Name of the Post	Junior Stenographer (English)
2	Number of posts	02 (two) (2017) – subject to variation dependent on workload.
3	Classification	Group C
4	Level as per 7 th CPC	Level-4 (7 th CPC)
5	Whether selection post or non-selection post	Not Applicable
6	Age limit for Direct Recruitment	27years *
7	Educational & other Qualification required for Direct Recruits.	Educational Qualification 12 th Pass from a recognized Board or University. Essential Qualification Shorthand Speed 100 Words Per Minute Typing Speed 40 Words Per Minute
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.	Not Applicable
9	Period of Probation, if any	02 years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitment by promotion / deputation/ absorption grades from which promotion/ deputation/ absorption to be made.	Not Applicable
12	If a departmental promotion committee exists, what is the composition?	Not Applicable.
13	Circumstances in which UPSC to be consulted in making recruitment	Not Applicable

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RECRUITMENT RULES FOR THE POST OF
GENERAL CORRESPONDENCE ASSISTANT IN LEVEL-4

1.	Name of the Post	General Correspondence Assistant
2	Number of posts	(13) (Thirteen) (2017) – subject to variation dependent on workload.
3	Classification	Group C
4	Level as per 7 th CPC	Level-4 (7 th CPC)
5	Whether selection post or non-selection post	Non Selection
6	Age limit for Direct Recruitment	27years *
7	Educational & other Qualification required for Direct Recruits.	Graduate in any discipline from a recognized University or Institute. Desirable: 03 years experience in the line.
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.	Not Applicable
9	Period of Probation, if any	02 years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	50% by Promotion 50% by Direct Recruitment
11	In case of recruitment by promotion / deputation/ absorption grades from which promotion/ deputation/ absorption to be made.	The promotion will be made on the basis of the seniority subject to the rejection of the unfit from the cadre of Jr. Assistant with Eight Years' of service in the level (Level-2) rendered after appointment thereto on a regular basis.
12	If a departmental promotion committee exists, what is the composition?	1. Company Secretary-Chairman 2. Sr. Chief Manager as SC/ST representative 3. Chief Manager (Personnel)
13	Circumstances in which UPSC to be consulted in making recruitment	Not Applicable

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RECRUITMENT RULES FOR THE POST OF
STORE KEEPER IN LEVEL-4

1.	Name of the Post	Store Keeper
2	Number of posts	(25) (Twenty Five) (2017) – subject to variation dependent on workload.
3	Classification	Group C
4	Level as per 7 th CPC	Level-4 (7 th CPC)
5	Whether selection post or non-selection post	Non Selection
6	Age limit for Direct Recruitment	27years *
7	Educational & other Qualification required for Direct Recruits.	Graduate in any discipline Desirable: 03 years experience in the line
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.	Not Applicable
9	Period of Probation, if any	02 years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	50% by Promotion 50% by Direct Recruitment
11	In case of recruitment by promotion / deputation/ absorption grades from which promotion/ deputation/ absorption to be made.	The promotion will be made on the basis of the seniority subject to the rejection of the unfit from the cadre of Bill Clerk with Eight Years' of service in the level (Level-2) rendered after appointment thereto on a regular basis.
12	If a departmental promotion committee exists, what is the composition?	1. Company Secretary-Chairman 2. Sr. Chief Manager as SC/ST representative 3. Chief Manager (Personnel)
13	Circumstances in which UPSC to be consulted in making recruitment	Not Applicable

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RECRUITMENT RULES FOR THE POST OF
JUNIOR ASSISTANT IN LEVEL-2

1.	Name of the Post	Junior Assistant
2	Number of posts	(42) (Forty Two) (2017) – subject to variation dependent on workload.
3	Classification	Group C
4	Level as per 7 th CPC	Level-2 (7 th CPC)
5	Whether selection post or non-selection post	Not Applicable
6	Age limit for Direct Recruitment	27years *
7	Educational & other Qualification required for Direct Recruits.	Educational Qualifications 12 th Pass from a Recognized Board. Essential Qualification Proficiency in Type Writing with minimum speed of 35 words per minute in English OR 30 words per minute in Hindi. Time Allowed 10 Minutes. Skill test shall only be conducted on Computers.
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.	Not Applicable
9	Period of Probation, if any	02 years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitment by promotion / deputation/ absorption grades from which promotion/ deputation/ absorption to be made.	Not Applicable
12	If a departmental promotion committee exists, what is the composition?	Not Applicable.
13	Circumstances in which UPSC to be consulted in making recruitment	Not Applicable

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 Director
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