

Delhi Tourism & Transportation Development Corporation Ltd
Draft Recruitment Rules, 2014

Company Secretary

Name of the Post.	Number of posts	Classification	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 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.
Company Secretary	*1 (2014) * Subject to variation dependant on workload	Group 'A'	Pay band-3, Rs. 15600-39100+Rs. 7600/- (Grade Pay)	Not Applicable	Upto 50 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	Qualification: (i) Bachelor's Degree from a recognized University/Institute. (ii) Should have passed Company secretary-ship examination held by the Institutes of Company Secretary of India and should be associate / Fellow member of the ICSI. (iii) 10 years experience in the secretarial work in a well reputed Company out of which 5 years	Not Applicable	2 Years. 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.	100% by Direct Recruitment failing which by deputation basis. 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	Deputation: (a) (i) Holding analogous Post on regular basis in parent cadre or department 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) Should have passed Company secretary-ship examination held by the Institutes of Company Secretary of India and should be Associate / Fellow member of the ICSI. (ii) 10 years experience in the secretarial work in a well reputed Company out of which 5 years should be in a responsible secretarial position.	For Selection 1. Managing Director 2. General Manager 3. Financial Controller/ Financial Advisor 4. Chief Manager (Personnel) 5. Chief Manager (as SC/ST representative	Consultation with Board of Director is not necessary.

					<p>closing date receipt of applications from candidates in India. (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul and Spiti district and Panaji sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Island or Lakshadweep).</p>	<p>should be in a responsible secretarial position.</p>			<p>the officers of Central/State Government/ PSUs/Autonomous Organization or equivalent cadre of the Government of NCT of Delhi.</p>	<p>Note 1: 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 four years.</p> <p>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.</p> <p>Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the 6th 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.</p>		
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1.	(a) Name of the posts	Company Secretary
	(b) Name of the Ministry/Department	DTTDC
	(c) Number of posts	1
	(d) Scale of pay	PB-3, Rs.15600-39100+ Rs. 7600/- (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	Organizing and supervising the work of the Boards Meeting, General Meetings, Audit Committee Meetings and preparing the minutes of the Meeting. Besides this job the company secretary also performs various administrative works as an when assigned by the Management. The present Company Secretary is also holding the additional charge of Sr. Chief Manager (Legal, Personnel, Vigilance).
4.	Describe briefly the method(s) adopted for filling the posts hitherto.	100% by Direct Recruitment/transfer on deputation.
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 be included in the field of promotion.	Not Applicable
	(b)Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (As per extant GOI instructions)	Not Applicable
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	Not Applicable
	(d) Have Recruitment Rules been framed for the post proposed in the field of promotion? If framed in 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.	Not Applicable
	(e) If Recruitment Rules were not framed for the posts in	Not Applicable

	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.	100% 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	Not available
	(f) (i) Is the promotion to be made on selection or non-selection basis?	Not Applicable
	(ii) Reasons for the proposal (i) above.	Not Applicable
	(g) If a DPC exists, what is its composition?	Yes. For Selection 5. Managing Director 6. General Manager 7. Financial Controller/ Financial Advisor 8. Chief Manager (Personnel) 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.	Promotion has not been proposed as there is no feeder posts in the cadre.
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?	No.
	(c) (i) Age for direct recruits (As per extant GOI instructions) (ii) Is age relaxation for Government servants?	Upto 50 years. 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 Essential	Qualification: (i) Should have passed Company secretary-ship examination held by the Institutes of Company Secretary of India. (ii) 10 years experience in the secretarial work in a well reputed Company out of which 5 years should be in a responsible secretarial position.

	<p>Desirable</p> <p>(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)</p> <p>(f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.</p>	<p>Not Applicable</p> <p>Not Applicable</p> <p>Not Applicable</p>
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.	<p>(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?</p> <p>(ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.</p>	<p>Not Applicable</p> <p>Not Applicable</p>
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 vacancy.
	(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.	4 Years
	(d) The names of the posts of grades or services etc. from which deputation/ absorption is proposed	<p>(a) (i) Holding analogous Post on regular basis in parent cadre or department in any of the Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p>(b) Possessing the following qualifications:</p> <p>(i) Should have passed Company secretary-ship examination held by the Institutes of Company Secretary of India and should be Associate / Fellow member of the ICSI.</p> <p>(ii) 10 years experience in the secretarial work in a well reputed Company out of which 5 years should be in a responsible secretarial position.</p>
12.	(a) If any of the methods proposed fails, by what methods are such vacancies proposed to be filled.	Deputation has been opted 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

Place: New Delhi
Date:

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

1. (a) Name of the Post: Company 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 3.	Class – 1	Group A	As per the orders and instructions of DoPT.
Column 4.	Rs. 12000-16500	Pay band-3, Rs. 15600-39100+Rs. 7600/- (Grade Pay)	The pay scale has been changed as per the recommendations of the 6 th Pay Commission
Column 5.	Selection	Not Applicable	Since the method of the post is to be made on direct recruitment basis, as per orders and instructions of DoPT, the entry, shall be "Not Applicable"
Column 6.	35 years. Relaxable candidates as per	Upto 50Years.	The age for

	Government Rules	Relaxable upto 5 years for employees of the Government of NCT of Delhi in accordance with the instructions or orders issued by the DoPT.	Direct Recruitment has been changed as per the guidelines of DoPT
Column 7.	Graduate from a recognized university. Associate Member of the Institute of Company Secretaries of India	(i) Bachelor's Degree from a recognized University/Institute. (ii) Should have passed Company secretary-ship examination held by the Institutes of Company Secretary of India. (iii) 10 years experience in the secretarial work in a well reputed Company out of which 5 years should be in a responsible secretarial position	Work Experience of company secretary has been included so as to bring a reasonably experienced candidate can be brought to the corporation.
Column 9.	Probation period was not specified	2 years	As per orders/instruction of the DoPT.
Column 10.	100 % by Direct Recruitment Direct Recruitment / Transfer on deputation. In the case of Deputation, the period of deputation will be of 03 years extendable by one year in exceptional cases.	100% by Direct Recruitment failing which by deputation basis Period of deputation shall not exceed 04 years.	-do-
Column 11.	Deputation has been suggested as the method of recruitment.	Deputation: (a) (i) Holding analogous Post on regular basis in parent cadre or department 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) Bachelor's Degree from a recognized	The changes have been made as per the orders and instructions of DoPT.

	Period of deputation: 3 years extendable by one year in exceptional cases.	<p>University/Institute.</p> <p>(ii) Should have passed Company secretary-ship examination held by the Institutes of Company Secretary of India.</p> <p>(iii) 10 years experience in the secretarial work in a well reputed Company out of which 5 years should be in a responsible secretarial position.</p> <p>Note1: 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 four years.</p> <p>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.</p>	
Column 12.	Departmental Promotion Committee- Not indicated.	<p><u>For Selection</u></p> <p>9. Managing Director</p> <p>10. General Manager</p> <p>11. Financial Controller/ Financial Advisor</p> <p>12. Chief Manager (Personnel)</p> <p>5. Chief Manager (as SC/ST representative)</p>	DPC has been included/indicated for Confirmation as per orders and instructions of 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

Place:
Date:

Delhi Tourism & Transportation Development Corp. Ltd.

Draft Recruitment Rules, 2014

Administrative Cadre

Name of the Post.	Number of posts	Classification	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 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.
Chief Manager	*08 (2014) * Subject to variation dependant on workload.	Group-'A'	PB-3, Rs. 15600-39100+Rs. 7600/- (Grade Pay)	Selection	Not Applicable	Not Applicable	Not Applicable	Not Applicable	100% Promotion failing which by deputation basis.	<p>Promotion:- Manager with regular service of 5 years in the pay band-3 of Rs. 15600-39100+ Rs. 6600/-(Grade Pay), subject to having a Bachelor's degree. Failing which Deputy Manager with regular service of 10 years in the Pay Band PB-3, Rs. 15600-39100+ Rs.5400/- (Grade Pay), subject to having a Bachelor's degree.</p> <p>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.</p> <p>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</p>	<p>For Promotion</p> <p>13. Managing Director</p> <p>14. General Manager</p> <p>15. Financial Controller/ Financial Advisor</p> <p>16. Chief Manager (Personnel)</p> <p>5. Chief Manager (as SC/ST representative)</p>	Consultation with Board of Director is not necessary.

										<p>completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Deputation:</p> <p>(a) (i) Holding analogous Post on regular basis in parent cadre or department.</p> <p>(ii) Manager or equivalent with minimum 05 years of regular service in the pay band-3, Rs. 15600-39100+Rs. 6600/- (Grade Pay) in any of the Central/State Government/ PSUs / Autonomous Organization possessing the equivalent cadre of the Government of NCT of Delhi.</p> <p>(iii) Dy. Manager or equivalent with minimum 10 years of regular service in the pay band -3, Rs. 15600+39100+Rs. 5400(Grade Pay) in any of the Central/State Government/ PSUs/Autonomous Organization or equivalent cadre of the Government of NCT of Delhi.</p> <p>(b) Possessing the following qualifications :</p> <p>(i) Bachelor's degree in Tourism./PR/ Bachelor's degree in Tourism./PR & Advertising/Mass Communication Hospitality Management/Marketing Management/ Hotel Management/ Personnel Management and Industrial relations/ labour welfare/ Public Relation/ Material Management/Horticulture/MCA/B.tech.</p> <p>Desirable</p> <p>(i) Post Graduate Degree in history.</p> <p>(ii)Computer Programmer/System Analyst : A(i) Master's Degree in Computer Application/Computer Science or M Tech (with specialization in Computer application) or BE/ B.Tech in Computer Engineering/ Computer Science/ Computer Technology of a recognized University or equivalent.</p> <p>Or</p> <p>B(i) Degree in Compute Application/ Computer Science or Degree in Electronics</p>	
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										<p>and Communication Engineering from a recognized University equivalent.</p> <p>(ii) 2 years experience in Electronics Data Processing work including experience of actual Programming.</p> <p>Or</p> <p>C)(i) Master Degree of recognized University or equivalent or Degree in Engineering a recognized University or equivalent.</p> <p>(ii) 3 years experience in Electronics Data Processing work including experience of actual programming.</p> <p>Or</p> <p>D (i) 'A' Level Diploma under D.O.E.A.C.C. Programme or post graduate diploma in Computer Application offered under University Programme/ Post Polytechnic Diploma in Computer Application awarded by State Council of Technical Education or equivalent.</p> <p>(ii) 3 years experience in Electronics Data Processing work including experience of actual Programming.</p> <p>Asstt. Manager (Internationals/Domestic Ticketing): Graduate with Diploma Course conducted by IATA / UFTAA or a graduate in Tourism with a certificate course in ticketing reservation, fare construction etc. approved by IATA with five years experience in the International/domestic Air-Ticketing Reservation.</p> <p>Electrical Technician: 04 years degree course in Electrical Engineering from recognized institute</p> <p>Assistant Manager (PR/Pub):Post Graduate Diploma in PR/ Advertising, Mass Communication and experience in the field of 2 years.</p> <p>Assistant Manager (Film Shooting Facilitation Cell): Post Graduate Diploma in PR & Advertising, Mass Communication and experience in the field of Film Shooting Facilitation Cell for 2 years.</p> <p>Asstt Manager (Adventure /Water Sports): i) Advance mountaineering course with</p>		
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										<p>grade 'A' from one of the following institutes : - Nehru Institute of mountaineering , Utterkashi/ Himalayan Mountaineering Institute Darjeeling / Atal Behari Vajpayee Mountaineering institute and Allied Sports , Manali or Water sports centre management Coursefrom National Institute of Water Sports, Goa.</p> <p>Desirable: Completion of Expedition of more than 6000 mts. Peak, Leader/Dy. Leader of any Expedition to the peak of more than 6000 mts., Basic/Advance course in Kayaking and carroeing and River Rafting Guiding Course.</p> <p>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.</p> <p>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 05 (five) years.</p> <p>Note 3: The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on closing date of receipt of applications.</p> <p>Note 4: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the 6th Central Pay Commission has been extended, shall be deemed to be the service rendered in the corresponding grade pay or pay scale</p>	
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										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.		
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1.	(a) Name of the posts	Chief Manager
	(b) Name of the Ministry/Department	DTTDC
	(c) Number of posts	08
	(d) Scale of pay	PB-3, Rs.15600-39100+ Rs. 7600/- (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	<p>* Chief Manager is overall responsible for all functions undertaken by his Division and submit reports to Managing Director & Chief Executive Officer through General Manager.</p> <p>* All Chief Managers act as Public Information Officer under the provision of RTI Act 2005.</p> <p>* Being the Head of the Division, Chief Managers also responsible for the correspondence with other Civic Agencies and Ministries for getting the permissions, releasing the funds in connection with various activities undertaken by the Corporation.</p>
4.	Describe briefly the method(s) adopted for filling the posts hitherto.	100% by Promotion amongst Manager or officers of equivalent grade having 08 years experience on the said posts except Manager (Finance) and Company Secretary on the basis of their inter-se-seniority subject to fitness failing which by deputation basis and failing both by Direct Recruitment.
5.	Methods of recruitment proposed-	100% by Promotion failing which by deputationbasis.
6.	If promotion is proposed as a method of recruitment	Yes
	(a) Designation and number of the posts proposed to be included in the field of promotion.	Post –Manager Number of Posts- 26
	(b)Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (As per extant GOI instructions)	5 years
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	100%
	(d) Have Recruitment Rules been framed for the post proposed in the field of promotion? If framed in 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	Yes. A copy of the Recruitment Rules for the post of Manager attached.

	along with the proposal.	
	(e) If Recruitment Rules were not framed for the posts in the field of promotion;	Not Applicable
	(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.	100% by Promotion failing which by deputation basis.
	(ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion.	Minimum a Bachelor's degree.
	(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 Junior Assistant attached.
	(f) (i) Is the promotion to be made on selection or non-selection basis?	Promotion is to be made on selection basis.
	(ii) Reasons for the proposal (i) above.	As the 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. <u>For promotion</u> 17. Managing Director 18. General Manager 19. Financial Controller/ Financial Advisor 20. Chief Manager (Personnel) 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 has only channel of promotion.
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	Not Applicable
	(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) (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	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)	Not Applicable
	(f) Has the post been advertised by the Commission in the past? If so, please quote 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.	As the zone of consideration in the feeder cadre is not large enough, only promotion has been proposed as methods of appointment for the post.
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.	Only Promotion has been proposed.
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.	5 Years
	(d) The names of the posts of grades or services etc. from which deputation/ absorption is proposed	(i) Holding analogous Post on regular basis in parent cadre or department. (ii) Manager(PB-3, Rs. 15600-39100+ Rs. 6600/- (Grade Pay) (iii) Dy. Manager(PB-3, Rs. 15600-39100+ Rs. 5400/- (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	Not Applicable

	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 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

Place: New Delhi

Date:

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

1. (a) Name of the Post: Chief Manager
(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 04	Rs. 12000-16500	PB-3, Rs. 15600-39100+Rs. 7600/- (Grade Pay)	Pay scale has been changed as per the recommendations of 6 th Pay Commission.
Column 05	Not indicated	Selection	As the promotion is to be made on seniority basis, the entry has been made as selection.
Column 06	45 years	Not applicable	Since Direct Recruitment has not been suggested, the age in this column has not been suggested.
Column 07	Graduate in Tourism or Graduate with PG Diploma in Tourism or Graduate with PG Diploma in Industrial Relation and Personnel Management/ HRD or PG Diploma in Hotel Management / Catering Technology or Degree in Automobile Engineering or Graduate with Advanced Course in Mountaineering / Water Sports with atleast 10 years experience in managerial cadre. Or	Not applicable	Direct Recruitment has not been suggested, therefore qualification in this column has also not been indicated.

	Masters degree or MBA with specialisation in the relevant field with atleast 08 years experience on the post equivalent to the post of Manager in the pay scale of Rs. 10,000/- or 15,200 or equivalent.		
Column 08	Graduation	Bachelor Degree from a recognised University / Institute.	the qualification as Bachelor Degree from recognized Institute / University has been included so that fairly qualified person occupy the post..
Column 09	Not indicated	Not applicable	As there is no change in the level of Grade, period of probation is not required to be indicated.
Column 10	100% by promotion amongst Manager or Officers of equivalent grade having atleast 08 years experience on the said post except Manager (Finance) and Co. Secy. On the basis of their inter-se-seniority subject to fitness failing which by deputation and failing both, by Direct Recruitment.	100% Promotion failing which by deputation basis.	As the zone of consideration in the feeder cadre is not large enough, only promotion has been proposed as methods of appointment for the post.
Column 11.	Age: No Promotion: Manager with regular service of 8 years. Not Indicated	Age : No Promotion:- Manager with regular service of 5 years in the pay band-3 of Rs. 15600-39100, Rs. 6600/-(Grade Pay), subject to having a Bachelor's degree. . Failing which by Deputy Manager with regular service of 10 years in the Pay Band PB-3, Rs. 15600-39100+ Rs.5400/- (Grade Pay), subject to having a Bachelor's degree. Deputation:	(i) As per orders and instruction issued by the DOPT.

		<p>(a) (i) Holding analogous Post on regular basis in parent cadre or department.</p> <p>(ii) Manager or equivalent with minimum 05 years of regular service in the pay band-3, Rs. 15600-39100+Rs. 6600/-(Grade Pay) in any of the Central/State Government/ PSUs / Autonomous Organization possessing the equivalent cadre of the Government of NCT of Delhi.</p> <p>(iii) Dy. Manager or equivalent with minimum 10 years of regular service in the pay band -3, Rs. 15600+39100+Rs. 5400(Grade Pay) in any of the Central/State Government/ PSUs/Autonomous</p> <p>(b) Possessing the following qualifications :</p> <p>(i) Bachelor's degree in Tourism./PR/ Bachelor's degree in Tourism./PR & Advertising/Mass Communication Hospitality Management/Marketing Management/ Hotel Management/ Personnel Management and Industrial relations/ labour welfare/ Public Relation/ Material Management/Horticulture/MCA/B.tech</p> <p>Desirable</p> <p>(i) Post Graduate Degree in history.</p> <p>(ii)Computer Programmer/System Analyst : A(i) Master's Degree in Computer Application/Computer Science or M Tech (with specialization in Computer application) or BE/ B.Tech in Computer Engineering/ Computer Science/ Computer Technology of a recognized University or equivalent.</p> <p>Or</p> <p>B(i) Degree in Compute Application/</p>	
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		<p>Computer Science or Degree in Electronics and Communication Engineering from a recognized University equivalent.</p> <p>(ii) 2 years experience in Electronics Data Processing work including experience of actual Programming.</p> <p>Or</p> <p>C)(i) Master Degree of recognized University or equivalent or Degree in Engineering a recognized University or equivalent.</p> <p>(ii) 3 years experience in Electronics Data Processing work including experience of actual programming.</p> <p>Or</p> <p>D (i) 'A' Level Diploma under D.O.E.A.C.C. Programme or post graduate diploma in Computer Application offered under University Programme/ Post Polytechnic Diploma in Computer Application awarded by State Council of Technical Education or equivalent.</p> <p>(ii) 3 years experience in Electronics Data Processing work including experience of actual Programming.</p> <p>Asstt. Manager (Internationsal/Domestic Ticketing): Graduate with Diploma Course conducted by IATA / UFTAA or a graduate in Tourism with a certificate course in ticketing reservation, fare construction etc. approved by IATA with five years experience in the International/domestic Air-Ticketing Reservation.</p> <p>Electrical Technician: 04 years degree course in Electrical Engineering from recognized institute</p> <p>Assistant Manager (PR/Pub):Post Graduate Diploma in PR/ Advertising, Mass Communication and experience</p>	
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		<p>in the field of 2 years.</p> <p>Assistant Manager (Film Shooting Facilitation Cell): Post Graduate Diploma in PR & Advertising, Mass Communication and experience in the field of Film Shooting Facilitation Cell for 2 years.</p> <p>Asstt Manager (Adventure /Water Sports): i) Advance mountaineering course with grade 'A' from one of the following institutes : - Nehru Institute of mountaineering , Utterkashi/ Himalayan Mountaineering Institute Darjeeling / Atal Behari Vajpayee Mountaineering institute and Allied Sports , Manali or Water sports centre management Course from National Institute of Water Sports, Goa. Desirable: Completion of Expedition of more than 6000 mts. Peak, Leader/Dy. Leader of any Expedition to the peak of more than 6000 mts., Basic/Advance course in Kayaking and caroeing and River Rafting Guiding Course.</p>	
Column 12.	1.General Manager 2.Chief Manager (Personnel) 3. Chief Manager (Finance) 4. Chief Manager (As SC/St representative)	<p><u>For Promotion</u></p> <ol style="list-style-type: none"> 1. Managing Director 2. General Manager 3. Financial Controller/ Financial Advisor 4. Chief Manager (Personnel) 5. Chief Manager (as SC/ST representative) 	The DPC has been changed due to the reason that some other functionaries have been included in the Committee.

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

Place:
Date:

Delhi State Industrial & Infrastructure Development Corp. Ltd.

Draft Recruitment Rules, 2014

Administrative Cadre

Name of the Post.	Number of posts	Classification	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 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.
Manager	*26 (2014) * Subject to variation dependant on workload.	Group- 'A'	(PB-3): Rs. 15600-39100+Rs. 6600/- (Grade Pay)	Selection	Not applicable	Not applicable	Bachelor Degree from recognized Institute/ University.	Not applicable	100% Promotion, failing which by deputation basis . 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/A utonomous Organization or equivalent cadre of the Government of NCT of Delhi.	Promotion:- Deputy. Manager with regular service of 5 years in the pay band-3, Rs. 15600-39100+Rs. 5400/- (Grade Pay), subject to having a Bachelor's degree. Failing which Assistant Manager with regular service of 7 years in the Pay Band - 2, Rs. 9300-34800+Rs.4600/- (Grade Pay), subject to having a Bachelor's degree. 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. 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	For promotion 21. General Manager 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.

										<p>than half of such qualifying/eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Deputation:</p> <p>(a) (i) Holding analogous Post on regular basis in parent cadre or department. (ii) Dy. Manager or equivalent with minimum 05 years of regular service in the pay band-3, Rs. 15600-39100+Rs. 5400/-(Grade Pay) in any of the Central/State Government /PSUs/Autonomous Organization/ of the Government of NCT of Delhi. (iii) Asstt. Manager or equivalent with minimum 7 years of regular service in the pay band-2, Rs. 9300+34800+Rs. 4600(Grade Pay) in any of the Central/State Government/PSU/Autonomous Organization or equivalent Cadre of Government of NCT of Delhi</p> <p>(b) Possessing the following qualifications: (i) Bachelor's degree in Tourism./PR/ Bachelor's degree in Tourism./PR & Advertising/Mass Communication Hospitality Management/Marketing Management/ Hotel Management/ Personnel Management and Industrial relations/ labour welfare/ Public Relation/ Material Management/Horticulture/MCA/B.t ech.</p> <p>Desirable (i) Post Graduate Degree in history.</p>	
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											<p>(ii)Computer Programmer/System Analyst : A(i) Master’s Degree in Computer Application/Computer Science or M Tech (with specialization in Computer application) or BE/ B.Tech in Computer Engineering/ Computer Science/ Computer Technology of a recognized University or equivalent. Or B(i) Degree in Compute Application/ Computer Science or Degree in Electronics and Communication Engineering from a recognized University equivalent. (ii) 2 years experience in Electronics Data Processing work including experience of actual Programming. Or C(i) Master Degree of recognized University or equivalent or Degree in Engineering a recognized University or equivalent. (ii) 3 years experience in Electronics Data Processing work including experience of actual programming. Or D (i) ‘A’ Level Diploma under D.O.E.A.C.C. Programme or post graduate diploma in Computer Application offered under University Programme/ Post Polytechnic Diploma in Computer Application awarded by State Council of Technical Education or equivalent. (ii) 3 years experience in Electronics Data Processing work including experience of actual Programming. Asstt. Manager (Internationals/Domestic Ticketing): Graduate with Diploma Course conducted by IATA / UFTAA or a graduate in Tourism with a certificate course in ticketing reservation, fare construction etc. approved by IATA with five years experience in the</p>	
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										<p>International/domestic Air-Ticketing Reservation.</p> <p>Electrical Technician: 04 years degree course in Electrical Engineering from recognized institute</p> <p>Assistant Manager (PR/Pub):Post Graduate Diploma in PR/Advertising, Mass Communication and experience in the field of 2 years.</p> <p>Assistant Manager (Film Shooting Facilitation Cell): Post Graduate Diploma in PR & Advertising, Mass Communication and experience in the field of Film Shooting Facilitation Cell for 2 years.</p> <p>Asstt Manager (Adventure /Water Sports): i) Advance mountaineering course with grade 'A' from one of the following institutes : - Nehru Institute of mountaineering , Utterkashi/ Himalayan Mountaineering Institute Darjeeling / Atal Behari Vajpayee Mountaineering institute and Allied Sports , Manali or Water sports centre management Course from National Institute of Water Sports, Goa.</p> <p>Desirable: Completion of Expedition of more than 6000 mts. Peak, Leader/Dy. Leader of any Expedition to the peak of more than 6000 mts., Basic/Advance course in Kayaking and caroeing and River Rafting Guiding Course.</p> <p>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</p>	
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										<p>of Delhi shall ordinarily not to exceed four years.</p> <p>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.</p> <p>Note 4: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the 6th 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.</p>		
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1.	(a) Name of the posts	Manager
	(b) Name of the Ministry/Department	DTTDC
	(c) Number of posts	26
	(d) Scale of pay	PB-3, Rs.15600-39100+ Rs. 6600/- (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	<p>(i) He is responsible for the work of entire division in the absence of Chief Manager.</p> <p>(ii) Supervision of tour operation for various destinations organized by DTTDC including Adventure Tourism Group Tours.</p> <p>(iii) Supervision of Tourists Information Offices run by DTTDC.</p> <p>(iv) Supervision and maintenance of vehicles of DTTDC and touch with the various government agencies for generating the business.</p> <p>(v) To release press releases, advertisement etc. To bring out various types of tourists literature, to organize the press conferences and interviews. To upkeep the goodwill of the corporation.</p> <p>(vi) To look after the over all working of Liquor Shop and make the efforts to increase the revenue and analysis of the sale trends with their competitor in the marketing.</p> <p>vii) To maintained all the personnel records of each employees of the corporation in which leave record, NOC, personal loan, tuition fees, LTC etc. to fill the vacant posts and promotion avenues. To implement medical scheme etc.</p> <p>viii)To organize various fairs and festivals organized by the corporation.</p> <p>ix) To look after overall general administration of the Corporation including cleanliness and maintaining the attendance through bio matrices machine.</p> <p>x) To responsible for smooth functioning of the projects (Dilli Haats/GFS etc.) and organized the exhibition / events etc. at their project and allotment of stalls among the artisans with the direction from the DC(Handicraft/Handloom).</p>

		<p>xi) introducing various employment oriented courses including air ticketing to foreign languages.</p> <p>xii) To supervise the Coffee Homes and maintained the quality and hygiene of food items.</p> <p>xiii) To facilitate the tourist and delhitis for making their trips to various destinations and also provide air-ticket booking facility including hotel booking and foreign exchange.</p> <p>xiv) For cross checking and directly reporting to General Manager for smooth functioning of all the division so that remedial action would be initiated by the management.</p> <p>xv) To supervise all vigilance matters where is vigilance angle involved and action to be taken accordingly for compliance of CVC guidelines.</p>
4.	Describe briefly the method(s) adopted for filling the posts hitherto.	100% by Promotion
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 included in the field of promotion.	Post – Dy. Manager Number of Posts- 48
	(b) Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (As per extant GOI instructions)	5 years
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	100%
	(d) Have Recruitment Rules been framed for the post proposed in the field of promotion? If framed in 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.	Yes. A copy of the Recruitment Rules for the post of Dy. Manager attached.
	(e) If Recruitment Rules were not framed for the posts in the field of promotion;	Not Applicable
	(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.	100% by Promotion failing which by deputation basis
	(ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion.	Bachelor's degree.

	(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 up to the post of Bill Clerk/ Junior Salesman/ Junior Salesgirl/ Jr. Asstt./ Masalchi/ Asstt. Cook/ Tandooria/ Typist-(Hindi / Eng) / Electrician/Jr. TransportCounter Asistant /Jr. Motor Boat Driver/Cash Cum Record Clerk/Ticket Window Clerk/Life Guard/ Dak Massenger attached.
	(f) (i) Is the promotion to be made on selection or non-selection basis?	Promotion is to be made on selection basis.
	(ii) Reasons for the proposal (i) above.	As the promotion is to be made on seniority, the entry has been made as selection.
	(g) If a DPC exists, what is its composition.	Yes For promotion 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.	The feeder post has only channel of promotion.
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) (ii) Is age relaxation for Government servants?	Not applicable 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 Essential Desirable	Not applicable 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) (f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	Not applicable Not applicable
9.	If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible /necessary.	As the zone of consideration in the feeder cadre is not large enough, only promotion has been proposed as methods of appointment for the post.
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.	Only promotion has been proposed
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.	4 Years
	(d) The names of the posts of grades or services etc. from which deputation/ absorption is proposed	(i) Holding analogous Post on regular basis in parent cadre or department. (ii) Dy. Manager(PB-3), Rs. 15600-39100+ Rs. 5400/-(Grade Pay) (iii) Asstt. Manager(PB-2), Rs. 9300-34800+ Rs. 4600/-(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	Not Applicable

	covered by the rules, in which the Commission may be required to be consulted.	
	(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

Place: New Delhi
Date:

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

	Experience: 05 years in the relevant field.		
Column -08	Age: Not applicable Qualification: Minimum Graduate	Age : Not applicable Qualification : Bachelor Degree from recognized Institute / University.	Since direct recruitment has not been proposed, the age for the post has not been prescribed. However, the qualification as Bachelor Degree from recognized Institute / University has been included so that the fairly qualified person occupy the post.
Column -09	One year, in case of direct recruitment	Not applicable	Since direct recruitment has not been proposed the probation for the post has not been prescribed.
Column 10.	100% by Promotion from amongst Dy. Manager of the Corporation with 08 years of regular service on the post, on the basis of combined seniority Failing which by deputation basis, failing which direct recruitment.	100% Promotion basis subject to having a Bachelor's degree, failing which by deputation.	As the zone of consideration in the feeder grade is small, the direct recruitment has not been proposed.
Column 11.	Promotion: 100% by Promotion from amongst Dy. Manager of the Corporation with 08 years of regular service on the post, on the basis of combined seniority Failing which by deputation basis, failing which direct recruitment.	Promotion: Deputy. Manager with regular service of 5 years in the pay band-3, Rs. 15600-39100+Rs. 5400/-(Grade Pay), subject to having a Bachelor's degree. Failing which Assistant Manager with regular service of 7 years in the Pay Band -2, Rs. 9300-34800+Rs.4600/- (Grade Pay), subject to having a Bachelor's degree.	(i) As per orders and instruction issued by the DOPT. (ii) The condition of having a Bachelor's degree has been prescribed so that fairly qualified person occupy the post.

	<p>Deputation: Details not indicated</p>	<p>Deputation:</p> <p>(a) (i) Holding analogous Post on regular basis in parent cadre or department.</p> <p>(ii) Dy. Manager or equivalent with minimum 05 years of regular service in the pay band-3, Rs. 15600-39100+Rs. 5400/-(Grade Pay) in any of the Central/State Government /PSUs/Autonomous Organization/ of the Government of NCT of Delhi.</p> <p>(iii) Asstt. Manager or equivalent with minimum 7 years of regular service in the pay band-2, Rs. 9300+34800+Rs. 4600(Grade Pay) in any of the Central/State Government/PSU/Autonomous Organization or equivalent Cadre of Government of NCT of Delhi</p> <p>(b) Possessing the following qualifications:</p> <p>(i) Bachelor's degree in Tourism./PR/ Bachelor's degree in Tourism./PR & Advertising/Mass Communication Hospitality Management/Marketing Management/ Hotel Management/ Personnel Management and Industrial relations/ labour welfare/ Public Relation/ Material Management/Horticulture/MCA/B.tech.</p> <p>Desirable</p> <p>(i) Post Graduate Degree in history.</p> <p>(ii)Computer Programmer/System Analyst : A(i) Master's Degree in Computer Application/Computer Science or M Tech (with specialization in Computer application) or BE/ B.Tech in Computer Engineering/ Computer Science/ Computer Technology of a recognized University or equivalent.</p>	
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		<p>Or B(i) Degree in Compute Application/ Computer Science or Degree in Electronics and Communication Engineering from a recognized University equivalent. (ii) 2 years experience in Electronics Data Processing work including experience of actual Programming. Or C)(i) Master Degree of recognized University or equivalent or Degree in Engineering a recognized University or equivalent. (ii) 3 years experience in Electronics Data Processing work including experience of actual programming. Or D (i) 'A' Level Diploma under D.O.E.A.C.C. Programme or post graduate diploma in Computer Application offered under University Programme/ Post Polytechnic Diploma in Computer Application awarded by State Council of Technical Education or equivalent. (ii) 3 years experience in Electronics Data Processing work including experience of actual Programming. Asstt. Manager (Internationals/Domestic Ticketing): Graduate with Diploma Course conducted by IATA / UFTAA or a graduate in Tourism with a certificate course in ticketing reservation, fare construction etc. approved by IATA with five years experience in the International/domestic Air-Ticketing Reservation. Electrical Technician: 04 years degree course in Electrical Engineering from recognized institute Assistant Manager (PR/Pub):Post Graduate Diploma in PR/ Advertising, Mass Communication and experience in the field of 2 years. Assistant Manager (Film Shooting</p>	
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		<p>Facilitation Cell): Post Graduate Diploma in PR & Advertising, Mass Communication and experience in the field of Film Shooting Facilitation Cell for 2 years.</p> <p>Asstt Manager (Adventure /Water Sports): i) Advance mountaineering course with grade 'A' from one of the following institutes : - Nehru Institute of mountaineering , Utterkashi/ Himalayan Mountaineering Institute Darjeeling / Atal Behari Vajpayee Mountaineering institute and Allied Sports , Manali or Water sports centre management Coursefrom National Institute of Water Sports, Goa.</p> <p>Desirable: Completion of Expedition of more than 6000 mts. Peak, Leader/Dy. Leader of any Expedition to the peak of more than 6000 mts., Basic/Advance course in Kayaking and caroeing and River Rafting Guiding Course.</p>	
Column 12.	<ol style="list-style-type: none"> 1. General Manager 2. Chief Manager (Per.) 3. Chief Manager (Fin.) 4. Chief Manager (As SC/ST representative) 	<p><u>For Promotion</u></p> <ol style="list-style-type: none"> 1. General Manager 2. Financial Controller/Financial Advisor 3. Chief Manager (Personnel) 4. Chief Manager (Project) 5. Chief Manager(As SC/ST representative) 	The DPC has been changed due to the reason that some other functionaries have been included in the Committee.

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

Place:
Date:

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

Delhi Tourism & Transportation Development Corporation Ltd.
Draft Recruitment Rules, 2014
Administrative Cadre

Name of the Post.	Number of posts	Classification	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 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.
Deputy Manager	* 48 (2014) * Subject to variation dependant on workload.	Group-‘A’	(PB-3): Rs. 15600-39100+Rs. 5400/-(Grade Pay)	Selection	Not applicable	Not applicable	Not Applicable	02 years	100% Promotion, failing which by deputation basis . 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/A autonomous Organization or equivalent cadre of the Government of NCT of Delhi.	Promotion:- Asstt. Manager with regular service of 4 years in the pay band-2, Rs. 9300-34800+Rs. 4600 (Grade Pay). Failing which Assistant Grade-I with 8 years of regular service in the pay band -2, Rs. 9300-34800+Rs 4200 (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. 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	For promotion 1. Managing Director 2. General Manager 3. Financial Adviser/ Financial Advisor 4. Chief Manager (Personnel) 5. Chief Manager (As SC/ST representative)	Consultation with Board of Director is not necessary.

										<p>probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Deputation:</p> <p>(a) (i) Holding analogous Post on regular basis in parent cadre or department.</p> <p>(iv) Asstt. Manager or equivalent with minimum 03 years of regular service in the pay band-2, Rs. 9300-34800+Rs. 4600/-(Grade Pay) in any of the Central/State Government /PSUs/Autonomous Organization/ of the Government of NCT of Delhi.</p> <p>(iii) AG-I or equivalent with minimum 8 years of regular service in the pay band-2, Rs. 9300-34800+Rs. 4200/-(Grade Pay) in any of the Central/State Government/PSU/Autonomous Organization or equivalent Cadre of Government of NCT of Delhi</p> <p>(b) Possessing the following qualifications:</p> <p>(i) Bachelor's degree in Tourism./PR/ Bachelor's degree in Tourism./PR & Advertising/Mass Communication Hospitality Management/Marketing Management/ Hotel Management/ Personnel Management and Industrial relations/ labour welfare/ Public Relation/ Material Management/Horticulture/MCA/B.t ech.</p> <p>Desirable</p> <p>(i) Post Graduate Degree in history.</p>	
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										<p>International/domestic Air-Ticketing Reservation.</p> <p>Electrical Technician: 04 years degree course in Electrical Engineering from recognized institute</p> <p>Assistant Manager (PR/Pub): Post Graduate Diploma in PR/ Advertising, Mass Communication and experience in the field of 2 years.</p> <p>Assistant Manager (Film Shooting Facilitation Cell): Post Graduate Diploma in PR & Advertising, Mass Communication and experience in the field of Film Shooting Facilitation Cell for 2 years.</p> <p>Asstt Manager (Adventure /Water Sports): i) Advance mountaineering course with grade 'A' from one of the following institutes : - Nehru Institute of mountaineering , Utterkashi/ Himalayan Mountaineering Institute Darjeeling / Atal Behari Vajpayee Mountaineering institute and Allied Sports , Manali or Water sports centre management Course from National Institute of Water Sports, Goa.</p> <p>Desirable: Completion of Expedition of more than 6000 mts. Peak, Leader/Dy. Leader of any Expedition to the peak of more than 6000 mts., Basic/Advance course in Kayaking and carroeing and River Rafting Guiding Course.</p> <p>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</p>	
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										<p>for consideration for appointment by promotion.</p> <p>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 four years.</p> <p>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.</p> <p>Note 4: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the 6th 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.</p>		
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1.	(a) Name of the posts	Dy. Manager
	(b) Name of the Ministry/Department	DTTDC
	(c) Number of posts	48
	(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	<p>The role of Dy. Manager is known as middle management level in the organization who coordinate between Management and employees. Generally, Dy. Managers are responsible for performance of Unit / Shift duty of their respective Unit/ Information Offices.</p> <p>(c) Preparation of press releases/note :</p> <p>(i) To coordinate with the agencies for bringing out tourists literature, CDs, Calendar, Diaries, flex boards etc.</p> <p>(ii) To put up all the tenders / notices on the website of DTTDC / Delhi Government before releasing them in newspapers.</p> <p>(iii) To organize press conferences /meets from time to time and prior to organizing any fairs and festivals.</p> <p>(iv) Planning for organization of any Fair & Festivals, remain in touch with the stakeholder of the events.</p> <p>Supervising the work of subordinate staff and assisting the Sr. Officers in undertaking the various activities of the Organization swiftly.</p>
4.	Describe briefly the method(s) adopted for filling the posts hitherto.	<p>(i) Dy. Manager (International Air-ticketing) – Direct Recruitment or Deputation / Transfer of Service.</p> <p>(ii) Dy. Manager (Public Relation & Publicity)/ Bachelor's degree in Tourism./PR & Advertising/Mass Communication (Printing & Publishing)/ (Vigilance) /(Personnel)/(General Administration) / (Planning &</p>

		Project)/(Transport)/(Catering)/ (Tourism) – 100% Promotion failing which by transfer from other cadres failing which by Direct Recruitment. (iii) Dy. Manager ((IMFL-Administration)/ (Adventure Sports): 50% by Promotion or 50% by Direct Recruitment, failing which by transfer or deputation.
5.	Methods of recruitment proposed-	100% by Promotion failing which by deputation basis. Failing which Assistant Grade –I with 8 years of regular service in the pay band -2, Rs. 9300-34800+Rs 4200 (Grade Pay).
6.	If promotion is proposed as a method of recruitment	Yes
	(a) Designation and number of the posts proposed to be included in the field of promotion.	Post – Asstt. Manager. Number of Posts- 80
	(b)Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (As per extant GOI instructions)	03 years
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	100%
	(d) Have Recruitment Rules been framed for the post proposed in the field of promotion? If framed in 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.	Yes. A copy of the Recruitment Rules for the post of Assistant Manager attached.
	(e) If Recruitment Rules were not framed for the posts in the field of promotion;	Not Applicable
	(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.	100% by Promotion failing which by deputation basis. Failing which Assistant Grade-I with 8 years of regular service in the pay band -2, Rs. 9300-34800+Rs 4200 (Grade Pay)
	(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	A copy of Recruitment Rules upto the post of Junior Assistant attached.

	methods of recruitment may be furnished	
	(f) (i) Is the promotion to be made on selection or non-selection basis?	Promotion is to be made on selection basis.
	(ii) Reasons for the proposal (i) above.	As the 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 <u>For Promotion and confirmation</u> 6. Managing Director 7. General Manager 8. Financial Adviser/ Financial Advisor 9. Chief Manager (Personnel) 10. 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 has other methods of appointment other than promotion.
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	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)	Not Applicable
	(f) Has the post been advertised by the Commission in the past? If so, please quote 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.	Not Applicable
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	(i) Holding analogous Post on regular basis in parent cadre or department. (ii) Asstt. Manager in the Pay Band-2 Rs. 9300-34800+Rs.4600/-(Grade Pay) (iii) Assistant Grade-I) in PB-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	Not Applicable

	have concurred in the proposal?	
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

Place: New Delhi

Date:

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

1. (a) Name of the Post: Deputy Manager
(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 1	Deputy Manager	Deputy Manager	In order to bring similarity in the Finance Cadre, the nomenclature of the post has been changed.
Column 2.	34	48	14 posts of Assistant Grade-I have been upgraded to the post of Deputy Manager.
Column 4.	2200-4000	(PB-3): Rs. 15600-39100+Rs. 5400/- (Grade Pay)	Pay scale has been changed as per the recommendations of 6 th CPC
Column 6.	Dy. Manager (International Air-Ticketing)/Dy. Manager (IMFL (Admn.): 40 Years Dy. Manager (Public Relation &	Not Applicable	The age for Direct Recruitment has not been

	<p>Publicity/Printing & Publishing)/Vigilance/Gen. Administration/Personnel/Planning & Project/ Transport/Catering : 35 years</p> <p>Dy. Manager (Adv. Sports)/ Tourism: 45 years</p>		<p>indicated because no direct recruitment has been prescribed for the post.</p>
Column 7.	<p>Dy. Manager (International Air-Ticketing): Graduate with diploma course conducted by IATA/ UFTAA or Graduate in Tourism with a certificate course in ticketing reservation, fare construction etc. approved by IATA.</p> <p>Dy. Manager (Public Relation & Publicity/Printing & Publishing): Graduate with post graduate diploma in mass communication/ public relations from a recognized university/ institution, with 7 years experience in public relation, publicity, Journalism, Publication, Drafting of press notes.</p> <p>Dy. Manager (Vigilance): MBA or equivalent or graduate with post graduate diploma in industrial relations and personal management from a recognized institute /university.</p> <p>Dy. Manager (General Admn./Personnel/Planning & Project): MBA with Personnel Management with 05 years experience or Post Graduate Diploma Personnel Management with 07 years experience.</p> <p>Dy. Manager (IMFL Admn.): Graduate with Post Graduate Diploma in Marketing and Sales Management / Materials Management with 07 years experience in Sales and Purchase lines, Inventory Control; Material Management and knowledge</p>	Not Applicable	<p>The qualification for Direct Recruitment has not been indicated because no direct recruitment has been proposed for the post.</p>

	<p>or Excise Rules, Sales Tax Commercial Law</p> <p>Dy. Manager (Transport): Graduate with Diploma in automobile Engineer with 05 years experience in the field.</p> <p>Dy. Manager (Adventure Sports): Degree from recognized university with Adventure Mountaineering Course from a recognized Institute. 07 years as trainer out of which atleast 04 years in a position of responsibility either in any mountaineering institute as in service having experience in Trekking or Skiing of Mountaineering and Water Sports. Candidates must have capability of Planning conducting programmes of Adventure Tourism.</p> <p>Dy. Manager (Catering): Graduate with Diploma in Hotel Management / Catering Technology from recognized Institute with 03 years experience in the filed of Catering Management in the supervisory capacity.</p> <p>Dy. Manager (Tourism): Graduate with Diploma in Tourism Management or Graduate in Tourism with 08 years experience on the post equivalent to the post of Asstt. Manager.</p>		
Column 8	<p>Dy. Manager (Vigilance): Age : no</p> <p>Qualification: MBA or equivalent or graduate with post graduate diploma in industrial relations and personal management from a recognized institute /university.</p>	Not applicable	No Direct Recruitment has been proposed as such the question of age and educational qualifications prescribed for Direct Recruitment does not arise.
Column 9.	<p>Dy. Manager (International Air-Ticketing)/Dy. Manager (IMFL)</p>	2 years	In order to bring parity with the

	<p>(Admn.)/ Vigilance/Gen. Administration/Personnel/ Planning & Project/ Transport/Catering: 02 Years Dy. Manager (Public Relation & Publicity/Printing & Publishing)/ Dy. Manager (Adv. Sports)/ Tourism /: 01 year</p>		<p>orders and instruction issued by the DOPT. Since the category of the post is being changed from Group-‘B’ to Group -‘A’, the probation period is required to be indicated.</p>
Column 10	<p>Dy. Manager (International Air-ticketing) – Direct Recruitment or Deputation / Transfer of Service. (ii) Dy. Manager (Public Relation & Publicity)/ (Printing & Publishing)/ (Vigilance) / (Personnel)/ (General Administration) / (Planning & Project)/ (Transport)/ (Catering)/ (Tourism) – 100% Promotion failing which by transfer from other cadres failing which by Direct Recruitment. (iii) Dy. Manager ((IMFL-Administration)/ (Adventure Sports): 50% by Promotion or 50% by Direct Recruitment, failing which by transfer or deputation.</p>	<p>100% Promotion, failing which by deputation basis.</p>	<p>As the zone of consideration in the feeder cadre is not large enough, only promotion has been proposed as methods of appointment for the post.</p>
Column 11.	<p>Dy. Manager (Tourism)/ (Catering)/ Dy. Manager (Transport)/ Dy. Manager (General Admn.)/Personnel/(Planning & Project)/ Dy. Manager (Vigilance) Dy. Manager (Public Relation & Publicity/Printing & Publishing)/ Dy. Manager (International Air-Ticketing): 08 years Regular Service Dy Manager (Adventure Sports)/ Dy. Manager (IMFL Admn.):</p>	<p>Promotion:- Asstt. Manager with regular service of 04 years in the pay band-2, Rs. 9300-34800+Rs. 4600/- (Grade Pay). Failing which Assistant Grade-I with 8 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. (v) Asstt. Manager(Finance) or</p>	<p>Qualifying service has been changed as per the recommendations of the 6th Pay Commissions</p>

	<p>Period Not Indicated.</p>	<p>equivalent with minimum 04 years of regular service in the pay band-2, Rs. 9300-34800+Rs. 4600/-(Grade Pay) in any of the Central/State Government /PSUs/Autonomous Organization/ of the Government of NCT of Delhi.</p> <p>(iii) Assistant Grade-I or equivalent with minimum 8 years of regular service in the pay band-2, Rs. 9300-34800+Rs. 4200/-(Grade Pay) in any of the Central/State Government/PSU/Autonomous Organization or equivalent Cadre of Government of NCT of Delhi</p> <p>(b) Possessing the following qualifications:</p> <p>(i) Bachelor's degree in Tourism./PR/ Bachelor's degree in Tourism./PR & Advertising/Mass Communication Hospitality Management/Marketing Management/ Hotel Management/ Personnel Management and Industrial relations/ labour welfare/ Public Relation/ Material Management/Horticulture/MCA/B.tech.</p> <p>Desirable</p> <p>(i) Post Graduate Degree in history.</p> <p>(ii)Computer Programmer/System Analyst : A(i) Master's Degree in Computer Application/Computer Science or M Tech (with specialization in Computer application) or BE/ B.Tech in Computer Engineering/ Computer Science/ Computer Technology of a recognized University or equivalent.</p>	<p>In order to give promotional avenues to the feeder cadre officers and to fill up unfilled vacancies.</p>
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		<p>Or</p> <p>B(i) Degree in Compute Application/ Computer Science or Degree in Electronics and Communication Engineering from a recognized University equivalent.</p> <p>(ii) 2 years experience in Electronics Data Processing work including experience of actual Programming.</p> <p>Or</p> <p>C)(i) Master Degree of recognized University or equivalent or Degree in Engineering a recognized University or equivalent.</p> <p>(ii) 3 years experience in Electronics Data Processing work including experience of actual programming.</p> <p>Or</p> <p>D (i) 'A' Level Diploma under D.O.E.A.C.C. Programme or post graduate diploma in Computer Application offered under University Programme/ Post Polytechnic Diploma in Computer Application awarded by State Council of Technical Education or equivalent.</p> <p>(ii) 3 years experience in Electronics Data Processing work including experience of actual Programming.</p> <p>Asstt. Manager (Internationals/Domestic Ticketing): Graduate with Diploma Course conducted by IATA / UFTAA or a graduate in Tourism with a certificate course in ticketing reservation, fare construction etc. approved by IATA with five years experience in the International/domestic Air-Ticketing Reservation.</p> <p>Electrical Technician: 04 years degree course in Electrical Engineering from recognized institute</p>	
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		<p>Assistant Manager (PR/Pub):Post Graduate Diploma in PR/ Advertising, Mass Communication and experience in the field of 2 years.</p> <p>Assistant Manager (Film Shooting Facilitation Cell): Post Graduate Diploma in PR & Advertising, Mass Communication and experience in the field of Film Shooting Facilitation Cell for 2 years.</p> <p>Asstt Manager (Adventure /Water Sports): i) Advance mountaineering course with grade 'A' from one of the following institutes : - Nehru Institute of mountaineering , Utterkashi/ Himalayan Mountaineering Institute Darjeeling / Atal Behari Vajpayee Mountaineering institute and Allied Sports , Manali or Water sports centre management Coursefrom National Institute of Water Sports, Goa.</p> <p>Desirable: Completion of Expedition of more than 6000 mts. Peak, Leader/Dy. Leader of any Expedition to the peak of more than 6000 mts., Basic/Advance course in Kayaking and caroeing and River Rafting Guiding Course.</p>	
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Column 12.	5. General Manager 6. Chief Manager (Per.) 7. Chief Manager (Fin.) 8. Chief Manager (As SC/ST representative)	<u>For Promotion and confirmation</u> 1. Managing Director 2. General Manager 3. Financial Adviser/ Financial Advisor 4. Chief Manager (Personnel) 5. Chief Manager (As SC/ST representative)	The DPC has been changed as per orders and instructions of DOPT.
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Name, addresses and telephone numbers of the DTTDC representative with whom these proposals may be discussed, if necessary, for clarification/early decision.

Place:
Date:

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

Draft Recruitment Rules, 2014

Administrative Cadre

Name of the Post.	Number of posts	Classification	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 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.
Assistant Manager	*80 (2014) * Subject to variation dependant on workload	Group 'B'	Pay Band-2 Rs. 9300-34800+Rs. 4600/- (Grade Pay)	Not applicable	Upto 30 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 of receipt of applications from candidates in India. (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul and Spiti district and Panaji sub Division of Chamba District	Qualification: (i) Bachelor's degree in Tourism./PR & Advertising/ Mass Communication, Hospitality Management/ Marketing Management/ Hotel Management/ Personnel Management and Industrial relations/ Public Relation/ Material Management/Advanced course of Mountaineering and Water Sports/ Horticulture and MCA/B.tech. Desirable Post Graduate	No.	2 Years for direct recruitment/ Promotion 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.	(i)25% by Direct Recruitment failing which by deputation basis. 75% by Promotion failing which by deputation basis. 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.	Promotion: Assistant Grade-I with regular service of 5 years in the pay band-2, Rs. 9300-34800+Rs. 4200 (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. 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 promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility	For promotion & confirmation 29. General Manager (Concerned) 30. Financial Controller/ Financial Advisor 31. Chief Manager (Personnel) 32. Chief Manager (Project) 5.Chief Manager (as SC/ST representative).	Consultation with Board of Director is not necessary.

					of Himachal Pradesh, Andaman and Nicobar Island or Lakshadweep).	<p>Degree in history.</p> <p>(ii)Computer Programmer/System Analyst : A(i) Master's Degree in Computer Application/Computer Science or M Tech (with specialization in Computer application) or BE/ B.Tech in Computer Engineering/ Computer Science/ Computer Technology of a recognized University or equivalent.</p> <p>Or</p> <p>B(i) Degree in Compute Application/ Computer Science or Degree in Electronics and Communication Engineering from a recognized University equivalent.</p> <p>(ii) 2 years experience in Electronics Data Processing work including experience of actual Programming.</p>			<p>service.</p> <p>Deputation:</p> <p>(a) (i) Holding analogous Post on regular basis in parent cadre or department.</p> <p>(ii) Assistant Grade-I or equivalent with minimum 5 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/Equivalent cadre of the Government of NCT of Delhi.</p> <p>(iii)Assistant Grade-II or equivalent with minimum 10 years of regular service in the Pay band-1 Rs. 5200-20200+Rs. 2400/-(Grade Pay).</p> <p>(b) Possessing the following qualifications:</p> <p>(i) Bachelor's degree in Tourism./PR/ Bachelor's degree in Tourism./PR & Advertising/Mass Communication Hospitality Management/Marketing Management/ Hotel Management/ Personnel Management and Industrial relations/ labour welfare/ Public Relation/ Material Management/Horticulture/MCA/B.tech.</p> <p>Desirable</p> <p>(i) Post Graduate Degree in history.</p> <p>(ii)Computer Programmer/System Analyst : A(i) Master's Degree in Computer Application/Computer Science or M Tech (with specialization in Computer application) or BE/ B.Tech in Computer Engineering/ Computer Science/ Computer Technology of a recognized University or equivalent.</p> <p>Or</p> <p>B(i) Degree in Compute Application/</p>	
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					<p>Or C)(i) Master Degree of recognized University or equivalent or Degree in Engineering a recognized University or equivalent. (ii) 3 years experience in Electronics Data Processing work including experience of actual programming. Or D (i) 'A' Level Diploma under D.O.E.A.C.C. Programme or post graduate diploma in Computer Application offered under University Programme/ Post Polytechnic Diploma in Computer Application awarded by State Council of Technical Education or equivalent. (ii) 3 years experience in Electronics Data Processing work including</p>			<p>Computer Science or Degree in Electronics and Communication Engineering from a recognized University equivalent. (ii) 2 years experience in Electronics Data Processing work including experience of actual Programming. Or C)(i) Master Degree of recognized University or equivalent or Degree in Engineering a recognized University or equivalent. (ii) 3 years experience in Electronics Data Processing work including experience of actual programming. Or D (i) 'A' Level Diploma under D.O.E.A.C.C. Programme or post graduate diploma in Computer Application offered under University Programme/ Post Polytechnic Diploma in Computer Application awarded by State Council of Technical Education or equivalent. (ii) 3 years experience in Electronics Data Processing work including experience of actual Programming. Asstt. Manager (International/Domestic Ticketing): Graduate with Diploma Course conducted by IATA / UFTAA or a graduate in Tourism with a certificate course in ticketing reservation, fare construction etc. approved by IATA with five years experience in the International/domestic Air-Ticketing Reservation. Electrical Technician: 04 years degree course in Electrical Engineering from recognized institute Assistant Manager (PR/Pub): Post Graduate Diploma in PR/ Advertising, Mass Communication and experience in the field of 2 years. Assistant Manager (Film Shooting Facilitation Cell): Post Graduate</p>	
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					<p>experience of actual Programming.</p> <p>Asstt. Manager (Domestic/International Ticketing): Graduate with Diploma Course conducted by IATA / UFTAA or a graduate in Tourism with a certificate course in ticketing reservation, fare construction etc. approved by IATA with five years experience in the Domestic/International Air-Ticketing Reservation.</p> <p>Electrical Technician: 04 years degree course in Electrical Engineering from recognized institute</p> <p>Assistant Manager (PR/Pub):Post Graduate Diploma in PR/Advertising, Mass Communicatio</p>				<p>Diploma in PR & Advertising, Mass Communication and experience in the field of Film Shooting Facilitation Cell for 2 years.</p> <p>Asstt Manager (Adventure /Water Sports): i) Advance mountaineering course with grade 'A' from one of the following institutes : - Nehru Institute of mountaineering , Utterkashi/ Himalayan Mountaineering Institute Darjeeling / Atal Behari Vajpayee Mountaineering institute and Allied Sports , Manali or Water sports centre management Coursefrom National Institute of Water Sports, Goa.</p> <p>Desirable: Completion of Expedition of more than 6000 mts. Peak, Leader/Dy. Leader of any Expedition to the peak of more than 6000 mts., Basic/Advance course in Kayaking and caroeing and River Rafting Guiding Course.</p> <p>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.</p> <p>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.</p> <p>Note 3: The maximum age limit for appointment by deputation (including short term contract) shall not exceeding 56 years as on closing date</p>	
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					<p>n and experience in the field of 2 years.</p> <p>Assistant Manager (Film Shooting Facilitation Cell): Post Graduate Diploma in PR/ Advertising, Mass Communication and experience in the field of Film Shooting Facilitation Cell for 2 years.</p> <p>Asstt Manager (Adventure /Water Sports):</p> <p>i) Advance mountaineering course with grade 'A' from one of the following institutes : - Nehru Institute of mountaineering , Uttarkashi/ Himalayan Mountaineering Institute Darjeeling / Atal Behari Vajpayee Mountaineering institute and Allied Sports , Manali or Water sports centre</p>				<p>of receipt of applications.</p> <p>Note 4: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the 6th 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.</p>	
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					<p>management Course from National Institute of Water Sports, Goa.</p> <p>Desirable: Completion of Expedition of more than 6000 mts. Peak, Leader/Dy. Leader of any Expedition to the peak of more than 6000 mts., Basic/Advance course in Kayaking and caroeing and River Rafting Guiding Course.</p> <p>Note 1: Qualifications are relaxable at the discretion of MD & CEO in case of candidates otherwise well qualified.</p> <p>Note:2 The qualification(s) regarding experience is relaxable at the discretion of the MD & CEO in the case of candidate belonging to Scheduled casts and Scheduled Tribes if at any stage of</p>						
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						<p>selection the Competent Authority is of the opinion that sufficient number of the candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p> <p>Note 3: selection in case of direct recruitment will be made only from Government Institutions/ institutes through campus selection / DSSB. The selection process will be decided by the appointing authority.</p>						
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1.	(a) Name of the posts	Assistant Manager
	(b) Name of the Ministry/Department	DTTDC
	(c) Number of posts	80
	(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	<p>(a) The Asstt. Managers act as Incharge of Liquor Vend.</p> <p>(b) To prepare itenary and costing of various tours organized by the Corporation for special booking/LTC tour programme etc.</p> <p>(c) Preparation of press releases/note :</p> <p>(i) To coordinate with the agencies for bringing out tourists literature, CDs, Calendar, Diaries, flex boards etc.</p> <p>(ii) To put up all the tenders / notices on the website of DTTDC / Delhi Government before releasing them in newspapers.</p> <p>(iii) To organize press conferences /meets from time to time and organize fairs and festivals.</p> <p>(iv) Supervising the work of subordinate staff and assisting in undertaking the various activities of the Organization/Divisional Manager.</p>
4.	Describe briefly the method(s) adopted for filling the posts hitherto.	<p>(i) Asstt. Manager (General)/(Catering): 50% by Direct Recruitment and 50% by Promotion.</p> <p>(ii) Asstt. Manager (Shop): deputation/transfer from amongst employees of the corporation with three years service in the scale on merit cum seniority basis in the ratio of 10 : 2 :1 :1 of Account Asstt. Cum Cashier, Shopkeeper, AG-II, Supervisor / Shift Incharge respectively failing which by deputation from Delhi Administration.</p> <p>(iii) Asstt. Manager (Store)/ Electrical Technician : 100% by promotion failing which by deputation.</p> <p>(iv) Computer Programmer: Direct</p>

		<p>recruitment.</p> <p>(v) Asstt. Manager (Foreign Exchange & Banking)/ (Transport)/System Analysis's/ Transport Asstt. : 100% by direct recruitment.</p> <p>(vi) Asstt. Manager (International Air ticketing): Direct recruitment or by deputation / transfer of service.</p> <p>Asstt Manager (Adventure /Water Sports):</p> <p>i) Advance mountaineering course with grade 'A' from one of the following institutes : - Nehru Institute of mountaineering , Utterkashi/ Himalayan Mountaineering Institute Darjeeling / Atal Behari Vajpayee Mountaineering institute and Allied Sports , Manali or Water sports centre management Course from National Institute of Water Sports, Goa.</p> <p>Desirable: Completion of Expedition of more than 6000 mts. Peak, Leader/Dy. Leader of any Expedition to the peak of more than 6000 mts., Basic/Advance course in Kayaking and canoeing and River Rafting Guiding Course.</p>
5.	Methods of recruitment proposed-	<p>(i) 25% by Direct Recruitment failing which by deputation basis.</p> <p>(ii) 75% by Promotion failing which by deputation basis.</p>
6.	If promotion is proposed as a method of recruitment	Yes
	(a) Designation and number of the posts proposed to be included in the field of promotion.	Post – Assistant Manager Number of Posts- 80
	(b) Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (As per extant GOI instructions)	5 years
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	75%
	(d) Have Recruitment Rules been framed for the post proposed in the field of promotion? If framed in 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.	Yes. A copy of the Recruitment Rules for the post of Assistant Grade-I attached.
	(e) If Recruitment Rules were not framed for the posts in	Not Applicable

	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.	(i) 25% by Direct Recruitment failing which by deputation basis. (ii) 75% by Promotion 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 upto the post of Junior Assistant attached.
	(f) (i) Is the promotion to be made on selection or non-selection basis?	Promotion is to be made on selection basis.
	(ii) Reasons for the proposal (i) above.	As the 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 <u>For Promotion and confirmation</u> 33. General Manager 34. Financial Controller/ Financial Advisor 35. Chief Manager (Personnel) 36. Chief Manager (Project) 37. 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 has only channel of promotion
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	Yes
	(a) The percentage of vacancies proposed to be filled by direct recruitment.	25%
	(b) Indicate if there are any promotional avenues for the direct recruits?	Yes.
	(c) (i) Age for direct recruits (As per extant GOI instructions) (ii) Is age relaxation for Government servants?	Upto 30 years. 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	

	<p>Essential</p> <p>Desirable</p> <p>(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)</p> <p>(f) Has the post been advertised by the Commission in the past? If so, please quota Commission's reference No.</p>	<p>Qualification:</p> <p>(i) Bachelor's degree in Tourism./PR & Bachelor's degree in Tourism./PR & Advertising/Mass Communication, Hospitality Management/Marketing Management/ Hotel Management/ Personnel Management and Industrial relations/ labour welfare/ Public Relation/ Material Management and Agriculture.</p> <p>Desirable</p> <p>Post Graduate Degree in history.</p> <p>(ii)Computer Programmer/System Analyst :</p> <p>A(i) Master's Degree in Computer Application/Computer Science or M Tech (with specialization in Computer application) or BE/ B.Tech in Computer Engineering/ Computer Science/ Computer Technology of a recognized University or equivalent.</p> <p>Or</p> <p>B(i) Degree in Compute Application/ Computer Science or Degree in Electronics and Communication Engineering from a recognized University equivalent.</p> <p>(ii) 2 years experience in Electronics Data Processing work including experience of actual Programming.</p> <p>Or</p> <p>C(i) Master Degree of recognized University or equivalent or Degree in Engineering a recognized University or equivalent.</p> <p>(ii) 3 years experience in Electronics Data Processing work including experience of actual programming.</p> <p>Or</p> <p>D (i) 'A' Level Diploma under D.O.E.A.C.C. Programme or post graduate diploma in Computer Application offered under University Programme/ Post Polytechnic Diploma in Computer Application awarded by State Council of Technical Education or equivalent.</p> <p>(ii) 3 years experience in Electronics Data</p>
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		<p>Processing work including experience of actual Programming.</p> <p>Asstt. Manager (International Ticketing): Graduate with Diploma Course conducted by IATA / UFTAA or a graduate in Tourism with a certificate course in ticketing reservation, fare construction etc. approved by IATA with five years experience in the International Air-Ticketing Reservation.</p> <p>Electrical Technician: 04 years degree course in Electrical Engineering from recognized institute</p> <p>Assistant Manager (PR/Pub): Post Graduate Diploma in PR & Advertising, Mass Communication and experience in the field of 2 years.</p> <p>Assistant Manager (Film Shooting Facilitation Cell): Post Graduate Diploma in PR/ Advertising, Mass Communication and experience in the field of Film Shooting Facilitation Cell for 2 years.</p> <p>Asstt Manager (Adventure /Water Sports): i) Advance mountaineering course with grade 'A' from one of the following institutes : - Nehru Institute of mountaineering , Utterkashi/ Himalayan Mountaineering Institute Darjeeling / Atal Behari Vajpayee Mountaineering institute and Allied Sports , Manali or Water sports centre management Course from National Institute of Water Sports, Goa.</p> <p>Desirable: Completion of Expedition of more than 6000 mts. Peak, Leader/Dy. Leader of any Expedition to the peak of more than 6000 mts., Basic/Advance course in Kayaking and carroeing and River Rafting Guiding Course.</p>
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 as a method of recruitment.
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	<p>No</p> <p>Not applicable</p>

	promotions.	
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	(i) Holding analogous Post on regular basis in parent cadre or department. (ii) Assistant Grade-I or equivalent with minimum 5 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/Equivalent cadre of the Government of NCT of Delhi. (iii) Assistant Grade-II or equivalent with minimum 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 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	Shri B.L. Agarwala, Company Secretary, 18-A, DDA, SCO Complex, Defence Colony,

	discussed if necessary, for clarification/ early decision.	New Delhi- 110 024 Telephone No. 011-24629262
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Place: New Delhi
Date:

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

1. (a) Name of the Post: Assistant Manager
(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 1.	System Analyst / Computer Programmer/ Electrical Technician / Asstt. Managers	Assistant Manager	All the Posts in this grade have been merged in the post of Assistant Managers.
Column 2.	60	80	20 posts of Assistant Grade-I have been upgraded in order to put the pyramid in shape.
Column 4.	425-700, 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 th CPC.
Column 5	Non-Selection	Not Applicable	Since Direct Recruitment has been included, the entry in this column should be Not Applicable, as per the orders and instructions of the DoPT.
Column 6.	(i)System Analyst / Computer	Upto 30 Years for Direct	The age for Direct

	Programmer/ Electrical Technician / Asstt. Managers -35 Years (ii)Transport Assistant/ Shop Manager -below 30 years	Recruitment.	Recruitment has been changed as per the orders and instructions of DoPT .	
Column 7.	<p>i). System Analyst : BE Computer/MCA from University of repute with 1-2 years experience of computer programming/ developments of software, designing of financial accounting system and management information system.</p> <p>Computer Programmer: Graduate with PG Diploma in Computer Applications from University/ Institute of repute with 03 years experience of Compute Programming, Development of Software, Designing of Financial Accounting System and Management Information System.</p> <p>Electric Technician: 03 years diploma in Electrical Engineering from recognised institute with 03 years experience in handling of electronic and electrical equipments.</p> <p>Asstt. Manager (Store)/Shop Manager: Graduate with 03 / 04 years experience in the pay scale of Rs. 1400-2300/-</p> <p>Asstt. Manager (Catering): Graduate with 03 years Diploma in Catering and Hotel Management with 03 years experience in the Catering line.</p> <p>Transport Asstt.: Metric with certificate or diploma in automobile motor mechanic / diesel mechanic from ITI with 5 years experience in field or Diploma in Automobile Engineering / Electrical Engineering/ Electronic Engineering or graduate</p>	<p>Qualification:</p> <p>(i)Post Graduate Degree in history / PR/Hospitality Management/Marketing Management/Hotel Management/ Personnel Management and Industrial relations/ labour welfare/ Public Relation/Material Management and Horticulture/ Advanced course of Mountaineering and Water Sports/ B.Tech/MCA.</p> <p>(ii)Bachelor degree in Tourism with 50% marks and 02 years experience in the field at the appropriate level.</p> <p>(iii)Diploma in Tourism from recognized university / institute with 03 years experience in the post related to Tourism OR</p> <p>Desirable</p> <p>(i) Post Graduate Degree in history.</p> <p>(ii)Computer Programmer/System Analyst : A(i) Master's Degree in Computer Application/ Computer Science or M Tech (with specialization in Computer application) or BE/ B.Tech in Computer Engineering/ Computer Science/</p>	The educational qualifications have been prescribed as per the job requirement submitted by the various Divisions.	<p>(i)25% by Direct Recruitment failing which by deputation basis.</p> <p>75% by Promotion failing which by deputation basis.</p> <p>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.</p>

	<p>from a recognised university with atleast five years experience in transport management.</p> <p>Asstt. Manager (International Ticketing): Graduate with Diploma Course conducted by IATA / UFTAA or a graduate in Tourism with a certificate course in ticketing reservation , fare construction etc. approved by IATA with five years experience in the International Air-Ticketing Reservation.</p> <p>Asstt. Manager (International Ticketing): Graduate with Diploma Course conducted by IATA / UFTAA or a graduate in Tourism with a certificate course in ticketing reservation , fare construction etc. approved by IATA with five years experience in the International Air-Ticketing Reservation.</p> <p>Asstt. Manager Foreign Exchange & Banking : Post Graduate with commerce or first graduate with commerce with 3 -5 years experience in foreign exchange matters or Fresh MBA (Finance), CA, ICWA Inter having some experience in Foreign Exchange matter can also be considered.</p>	<p>Computer Technology of a recognized University or equivalent.</p> <p>Or</p> <p>B(i) Degree in Compute Application/ Computer Science or Degree in Electronics and Communication Engineering from a recognized University equivalent.</p> <p>(ii) 2 years experience in Electronics Data Processing work including experience of actual Programming.</p> <p>Or</p> <p>C)(i) Master Degree of recognized University or equivalent or Degree in Engineering a recognized University or equivalent.</p> <p>(ii) 3 years experience in Electronics Data Processing work including experience of actual programming.</p> <p>Or</p> <p>D (i) ‘A’ Level Diploma under D.O.E.A.C.C. Programme or post graduate diploma in Computer Application offered under University Programme/ Post Polytechnic Diploma in Computer Application awarded by State Council of Technical Education or equivalent.</p> <p>(ii) 3 years experience in Electronics Data Processing work including experience of actual Programming.</p> <p>Asstt. Manager</p>			
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		<p>(International/Domestic Ticketing): Graduate with Diploma Course conducted by IATA / UFTAA or a graduate in Tourism with a certificate course in ticketing reservation , fare construction etc. approved by IATA with five years experience in the International/Domestic Air-Ticketing Reservation.</p> <p>Electrical Technician: 04 years degree course in Electrical Engineering from recognized institute</p> <p>Assistant Manager (PR/Pub):Post Graduate Diploma in PR/ Advertising, Mass Communication and experience in the field of 2 years.</p> <p>Assistant Manager (Film Shooting Facilitation Cell): Post Graduate Diploma in PR/ Advertising, Mass Communication and experience in the field of Film Shooting Facilitation Cell for 2 years.</p> <p>Asstt Manager (Adventure /Water Sports):</p> <p>i) Advance mountaineering course with grade 'A' from one of the following institutes : - Nehru Institute of mountaineering , Uttarkashi/ Himalayan Mountaineering Institute Darjeeling / Atal Behari Vajpayee Mountaineering institute and Allied Sports , Manali or Water sports centre management Coursefrom National Institute of Water</p>			
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		<p>Sports, Goa.</p> <p>Desirable: Completion of Expedition of more than 6000 mts. Peak, Leader/Dy. Leader of any Expedition to the peak of more than 6000 mts., Basic/Advance course in Kayaking and caroeing and River Rafting Guiding Course.</p>			
Column 8	Not applicable	<p>No. But must possess a Bachlor's Degree with 50% marks.</p> <p>DEO(A)/ System Analystist : must possess a Bachelor's Degree with 50% marks 6 months Certificates course in Computer Application from a recognized Institutes.</p> <p>Asstt. Manager (International Ticketing): Graduate with Diploma Course conducted by IATA / UFTAA or a graduate in Tourism with a certificate course in ticketing reservation , fare construction etc. approved by IATA with five years experience in the International Air-Ticketing Reservation.</p> <p>Asstt. Manager Foreign Exchange & Banking : Post Graduate with commerce or first graduate with commerce with 3 -5 years experience in foreign exchange matters or Fresh MBA (Finance), CA, ICWA Inter having some experience in Foreign</p>	<p>Educational qualifications have been prescribed in the posts carrying grade pay of Rs. 4600/- only so that qualified persons shall hold the higher posts.</p>		

		Exchange matter can also be considered.	
Column 9.	Probation period : System Analyst / Computer Programmer - 01 year Asstt. Managers / Electronic Technician – 02 years	2 years for Direct recruitment and promotion.	In accordance with the orders and instruction issued by the DOPT.
Column 10	Asstt. Manager (International Air-ticketing) - direct recruitment or by deputation / transfer of service. System Analyst/ Asstt. Manager Foreign Exchange & Banking/ Computer Programmer: 100% by Direct Recruitment. Transport Asstt. Promotion from amongst motor mechanic/diesel mechanic/ mechanic AC with five years services failing which by direct recruitment. Electrical Technician: 100% by direct recruitment failing which by deputation. Asstt. Manager (Store) : 100% by promotion failing which by direct recruitment. Shop Manager: Deputation/ transfer from amongst employees of the corporation with 03 years service. Asstt. Manager (Catering): 50% by promotion and 50% by direct recruitment.	(i) 25% by Direct Recruitment failing which by deputation basis. (ii) 75% by Promotion failing which by deputation basis.	In order to bring better talent, of direct recruitment has been included. Deputation has been kept so that unfilled vacancies shall be filled and better talent can be brought to the organization.
Column 11.	Promotion Transport Asstt: 05 years Asstt. Manager (Store) /(Catering): -4 years Shop Manager : 03 years Deputation: Asstt. Manager (International Air-Ticketing) : Graduate with Diploma Course conducted by IATA / UFTAA or a graduate in Tourism with a certificate course in	Promotion: Assistant Grade-I with regular service of 5 years 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.	In accordance with the orders and instruction issued by the DoPT. As per orders and instruction of DoPT.

	<p>ticketing reservation , fare construction etc. approved by IATA with five years experience in the International Air-Ticketing Reservation.</p> <p>Electrical Technician: 03 years diploma in Electrical Engineering from recognised institute with 03 years experience in handling of electronic and electrical equipments.</p> <p>Shop Manager: Deputation / transfer from amongst employees of the corporation with 03 years service in the scale on merit cum seniority basis in the ratio of 10:2:1:1 of Asstt. Account Cum Cashier, store keeper, AG-II, Supervisor/ Shift Incharge, failing which by deputation from Delhi Administration.</p>	<p>(ii) Assistant Grade-I or equivalent with minimum 6 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/Equivalent cadre of the Government of NCT of Delhi.</p> <p>(iii) Assistant Grade-II or equivalent with minimum 10 years of regular service in the Pay band-1 Rs. 5200-20200+Rs. 2400/- (Grade Pay).</p> <p>(b) Possessing the following qualifications:</p> <p>(i) Bachelor's degree in Tourism./PR/ Hospitality Management/Marketing Management/ Hotel Management/ Personnel Management and Industrial relations/ labour welfare/ Public Relation/ Material Management</p> <p>Desirable</p> <p>(i) Post Graduate Degree in history.</p> <p>(ii)Computer Programmer/System Analyst : A(i) Master's Degree in Computer Application/Computer Science or M Tech (with specialization in Computer application) or BE/ B.Tech in Computer Engineering/ Computer Science/</p>	
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		<p>Computer Technology of a recognized University or equivalent.</p> <p>Or</p> <p>B(i) Degree in Compute Application/ Computer Science or Degree in Electronics and Communication Engineering from a recognized University equivalent.</p> <p>(ii) 2 years experience in Electronics Data Processing work including experience of actual Programming.</p> <p>Or</p> <p>C)(i) Master Degree of recognized University or equivalent or Degree in Engineering a recognized University or equivalent.</p> <p>(ii) 3 years experience in Electronics Data Processing work including experience of actual programming.</p> <p>Or</p> <p>D (i) 'A' Level Diploma under D.O.E.A.C.C. Programme or post graduate diploma in Computer Application offered under University Programme/ Post Polytechnic Diploma in Computer Application awarded by State Council of Technical Education or equivalent.</p> <p>(ii) 3 years experience in Electronics Data Processing work including experience of actual Programming.</p> <p>Asstt. Manager (International Ticketing):</p>	
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		<p>Graduate with Diploma Course conducted by IATA / UFTAA or a graduate in Tourism with a certificate course in ticketing reservation, fare construction etc. approved by IATA with five years experience in the International Air-Ticketing Reservation.</p> <p>Electrical Technician: 04 years degree course in Electrical Engineering from recognized institute</p> <p>Assistant Manager (PR/Pub): Post Graduate Diploma in PR/ Advertising, Mass Communication and experience in the field of 2 years.</p> <p>Assistant Manager (Film Shooting Facilitation Cell): Post Graduate Diploma in PR/ Advertising, Mass Communication and experience in the field of Film Shooting Facilitation Cell for 2 years.</p>	
Column 12.	<ol style="list-style-type: none"> 1. Chief Manager (Project) Chairman 2. Chief Manager (Personnel) Member 3. Chief Manager (Salary)- SC/STRep 	<p><u>For Promotion and confirmation</u></p> <ol style="list-style-type: none"> 38. General Manager (Concerned) 39. Financial Controller/ Financial Advisor. 40. Chief Manager (Personnel) 41. Chief Manager (Project) <p>1. Chief Manager (as SC/ST representative).</p>	<p>The DPC has been changed due to the reason that some members of the committee have been changed.</p>

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

Place:
Date:

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

Delhi Tourism & Transportation Development Corp. Ltd.

Draft Recruitment Rules, 2014

Administrative Cadre

Name of the Post.	Number of posts	Classification	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 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.
Assistant Grade-I	*118 (2014) * Subject to variation dependent on workload	Group 'C'	Pay band-2, Rs. 9300-34800+Rs. 4200/- (Grade Pay)	Selection	Not applicable	Not applicable	Not Applicable	Not applicable	100% by Promotion failing which by deputation basis. 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.	Promotion: Assistant Grade-I: with regular service of 10 years 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 rules. 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 promotion to the next higher grade along with their juniors who have already	For promotion 42. General Manager (Concerned) 43. Financial Controller/ Financial Advisor 44. Chief Manager (Personnel) 45. Chief Manager (Project) 46. Chief Manager (as SC/ST representative)	Consultation with Board of Director is not necessary.

										<p>completed such qualifying/eligibility service.</p> <p>Deputation:</p> <p>a) (i) Holding analogous Post on regular basis in parent cadre or department.</p> <p>(ii) Assistant Grade-II: or equivalent post with regular service of 10 years 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.</p> <p>(iii) Junior Assistant: or equivalent post with regular service of 10 years in the pay band -I , Rs 5200-20200+1900 (Grade Pay) in any of the Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p>(b) Possessing the following qualifications:</p> <p>a) Junior Assistant (General): Senior Secondary (12th Pass) from any recognized Board/ Institute with 6 months Certificates course in Computer Application from a recognized Institutes.</p> <p>b) Cook: Senior Secondary (12th pass) from any recognized Board/Institute with three years of experience as cook / tandooria in a reputed hotel/ restaurant.</p> <p>c) Transport Counter Asstt.: Senior Secondary (12th pass) from any recognized Board/Institute with diploma in Tourism and experience in travel trade for one year.</p> <p>d) Salesman Grade-I: Senior</p>	
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											<p>Secondary (12th pass) from any recognized Board/Institute with three years experience in the line</p> <p>e) Store Keeper: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience as bill clerk</p> <p>f) Shift Incharge: Senior Secondary (12th pass) from any recognized Board/Institute and three years experience as bill clerk/salesman.</p> <p>g) Asstt. Tourists Councilor : Senior Secondary (12th pass) from any recognized Board/Institute with Tourism as a subject. or diploma in tourism from recognized university or its equivalent with 50% marks in aggregate with one year experience in the field.</p> <p>h) Data Entry Operator(A) Senior Secondary (12th pass) from any recognized Board/Institute with three years experience in computer @ 40 WPM with three years experience in a similar post.</p> <p>i) Caretaker: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience as electrician-cum-gestator operator.</p> <p>j) Project Incharge: Senior Secondary (12th pass) from any recognized Board/Institute. Experience of 03 years in handling an adventure / tourism project.</p> <p>k) Marketing Assistant (Adventure): Senior Secondary (12th pass) from any recognized Board/Institute with 03 years experience in Marketing and Sales of adventure/tourism products.</p> <p>l) Parasailing Instructor: Senior Secondary (12th pass) from any recognized Board/Institute. Should have completed Parasailing Course from NCC/ Ministry of Tourism. 03</p>		
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										<p>years of experience in conducting parasailing activity.</p> <p>m) Receptionist : Senior Secondary (12th pass) from any recognized Board/Institute with experience in the same capacity and knowledge of REX/FAX & EPABX also fluency in English and knowledge of front office functions with one year experience in the similar post .</p> <p>n) Horticulture Asstt.: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience in the field of Horticulture Work.</p> <p>o) Water sports Life Guard: Senior Secondary (12th pass) from any recognized Board/Institute. with certificate course in first aid from a recognized institute/school. Should have Good knowledge of swimming. 03 years experience in life saving techniques related to water sports.</p> <p>p) Electrician: Senior Secondary (12th pass) from any recognized Board/Institute and Certificate course in electrical competence issued by ITI/GNCTD with one year experience.</p> <p>q) Jr. Motor Boat Driver: Senior Secondary (12th pass) from any recognized Board/Institute. Certificate course in operation of Out Board Motor Engine(OBM) from National Institute of Water Sports. 3 years experience in operations of Motor Boat with OBM engines.</p> <p>r) Typist-(Hin/Eng) Senior Secondary (12th pass) from any recognized Board/Institute and knowledge of (i) English-@35 w.p.m. ; Hindi -@ 30 w.p.m (Time allowed 10 Minutes) (35 w.p.m. and 30 w.p.m.</p>		
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										<p>correspond to 10500 KDPH/9000/ KDPH on an average of 5 key depressions for each word.).</p> <p>s) Junior Salesman: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience in the line .</p> <p>t) Dak Messenger: Senior Secondary (12th pass) from any recognized Board/Institute with valid driving license of Motorcycle, one year experience as a Class IV employee in some Government / semi Government Organization.</p> <p>u) Librarian: Senior Secondary (12th Pass) from any recognized Board / Institute and should have a diploma in Library Science with three years experience.</p> <p>v) Instructor (Adventure): Senior Secondary (12th Pass) from a recognised Board or Institute. Advance mountaineering course with 'A' grading from recognized Mountaineering Institute. Participated in atleast 01 Expedition of Peaks of about 6500 meters. 03 years experience in organizing Mountaineering and Trekking Expeditions.</p> <p>w) Asstt. Hindi Translator: Senior Secondary (12th Pass) from any recognized Board / Institute with either Hindi and English Medium. but must have a Hindi or English as a subject. 03 years experience in translation work in a Government organization.</p> <p>x) Parasailing Operator Cum Controller: Senior Secondary (12th pass) from any recognized Board/ Institute. Should possess valid heavy motor vehicle license and tourists badge, and 3 years experience in</p>	
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										<p>driving. Should have undertaken parasailing tow vehicle training.</p> <p>y)Jr Asstt. (Water Sports): Senior Secondary (12th Pass) from any recognized Board/ Institute. should be good swimmer, certificate of proficiency in Water Sports recognized by National Institute of water sports, Panjim, Goa. 03 yrs experience in water sports activities.</p> <p>Desirable: Candidate who are having Bachelor's Degree in respective subjects from a recognized University/Institute with 6 months Certificates course in Computer Application from a recognized Institutes, alongwith the requisite qualifications mentioned against each post will be given preference.</p> <p>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.</p> <p>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.</p> <p>Note 3: The maximum age limit for appointment by deputation (including short term contract) shall not exceeding 56 years as on closing</p>	
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										<p>date of receipt of applications.</p> <p>Note 4: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the 6th 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.</p>		
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ANNEXURE II

1.	(a) Name of the posts	Assistant Grade-I
	(b) Name of the Ministry/Department	DTTDC
	(c) Number of posts	118
	(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	Assisting the officers in undertaking the various activities of the Organization.
4.	Describe briefly the method(s) adopted for filling the posts hitherto.	(i)Hindi Translator /Parasailing Operator Cum Controller/Asstt. Grade -I (Parasailing-Trekking),(Tourism Information),Water Sports, Sales, General, Store & Catering, DEO(B):100% by Promotion. (ii) Librarian/ AG-I (Adventure Trekking) : 100% by Direct Recruitment.
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 included in the field of promotion.	Assistant Grade-I Number of Posts- 160
	(b)Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (As per extant GOI instructions)	10 years
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	100%
	(d) Have Recruitment Rules been framed for the post proposed in the field of promotion? If framed in 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.	Yes. A copy of the Recruitment Rules for the post of Assistant Grade-II attached.
	(e) If Recruitment Rules were not framed for the posts in the field of promotion;	Not Applicable
	(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.	100% by Promotion failing which by deputation basis.
	(ii)Please state briefly the educational qualifications	Not applicable

	possessed by the persons in the field of promotion.	
	(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 Junior Assistant attached.
	(f) (i) Is the promotion to be made on selection or non-selection basis?	Promotion is to be made on selection basis.
	(ii) Reasons for the proposal (i) above.	As the 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 47. General Manager 48. Financial Controller/ Financial Advisor. 49. Chief Manager (Personnel) 50. Chief Manager (Project) 51. 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 has channel of promotion.
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) (ii) Is age relaxation for Government servants?	Not applicable 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 Essential Desirable (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 the past? If so, please quote Commission's reference No.	Not applicable Not applicable Not applicable 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 suggested for the reason to give more promotional avenues to personnel working as Assistant Grade-I.
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.	Only promotion has been proposed.
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	(i) Holding analogous Post on regular basis in parent cadre or department. (ii) Assistant Grade-II or equivalent post with regular service of 10 years in the (PB-1), Rs. 5200-20200+ Rs. 2400/-(Grade Pay). (iii) Junior Assistant or equivalent post with regular service of 10 years in the pay band -1 ,

		Rs 5200-20200+1900 (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

Place: New Delhi
Date:

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

1. (a) Name of the Post: **Assistant Grade – 1**
 (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-02.	164	118	A total number of 46 posts of Assistant Grade-I have been upgraded. Out of these 46 posts, 20 posts have been upgraded to the post of Assistant Manager and 14 posts have been upgraded to the posts of Deputy. Manager & 12 posts have been upgraded to the post of Manager.
Column-04.	Rs. 1400-2300	PB-2, Rs 9300-34800+Rs. 4200(Grade Pay).	The pay scale has been changed in accordance with the recommendations of the 6 th CPC.
Column-05.	Assistant Grade-1 Catering, Commercial, General, Sales, Store, Tourism Information, Hindi Translator-Non Selection Assistant Grade-1 Water Sports,	Selection	As the promotion is to be made on seniority basis, the entry has been made as selection, as per the orders and

	adventure, Trekking, Librarian, Parasailing Operator cum Controller -Selection		instruction of DoPT
Column-06	Asstt. Hindi Translator/ Librarian-30 years AG-I (Adventure Trekking)/ Asstt. Grade-I (Water Sports)/Parasailing Operator Cum Controller - 35 years	Direct Recruitment has not been suggested.	In order to give better promotional avenues to Assistant Grade-II..
Column -07	<p>1. Librarian – should be bachelor of Library and Information Services</p> <p>2. Asstt. Grade-I (Adventure - Trekking) : Graduate from recognized university & advance mountaineering course with ‘A’ or ‘B’ grading from recognized Mountaineering Institute. Participated in atleast 01 Expedition of Peaks of about 6000 meters. Must have three years experience in organizing Expedition & Trekking.</p> <p>3. Asstt. Grade-I (Tourism Information) Graduate with 03 years experience of the feeder posts.</p> <p>4. Asstt. Hindi Translator: Graduate or equivalent, knowledge of hindi stenography @ 80WPM and typing @ 40 WPM (Hindi) and 50 WPM (English). 03 years experience in a Government organization. Preference will be given to those possessing of knowledge of computer operator.</p> <p>Operator Cum Controller: matriculation or equivalent, should possess valid heavy motor vehicle licence should possess a tourists badge, should have undertaken parasailing tow</p>	Direct Recruitment has not been suggested.	Direct Recruitment has not been suggested in order to keep the promotional avenues open for Assistant Grade-II..

	<p>vehicle training with atleast 08 years driving experience out of which 03 years experience of parasailing two vehicle.</p> <p>Asstt. Grade-I (Water Sports): Graduate, should be good swimmer, certificate of proficiency in Water Sports recognized by Indian Kayaking & Canoeing Association, 04 years experience in water sports activities.</p> <p>Asstt. Grade –I (Store)/General/sales/Catering: Graduate with 08 years experience in the feeder cadre.</p>		
Column-08	<p>(i) Receptionist / Parasailing Instructor/Adventure Instructor (Marketing) /Project Incharge/Asstt. Tourists Councilor/ Librarian/Shift Incharge / Transport Counter Asstt./Cook– 30 years.</p> <p>(ii) Store Keeper – 28 years</p> <p>(iii) Rock Climbing Instructor: 25 years</p>	Age Limit has not been indicated because direct recruitment has not been prescribed.	-do-
Column-09	<p>Parasailing Operator Cum Operator/Librarian/Asstt. Grade-I (Adventure – Trekking)/Asstt. Grade-I (Watersports) – 01 year</p>	Not applicable	Neither direct recruitment has been suggested nor the grade of the post has been changed, therefore probation period is not required to be indicated.
Column - 10	<p>(i) Asstt. Hindi Translator/Parasailing Operator Cum Controller/Asstt. Grade-I (Tourism Information)/Asstt. Grade-I (Watersports)/Asstt. Grade (General)/Asstt. Grade-I (Commercial)/Asstt. Grade-I</p>	100% by Promotion failing which by deputation.	In order to give promotional avenues to the personnel working in the post of Assistant Grade-II..

	<p>(Sales)/Asstt. Grade-I (Store)/Asstt. Grade-I (Catering) – 100% by Promotion</p> <p>(ii) Librarian/Asstt. Grade-I (Adventure-Trekking)- 100 %by Direct Recruitment</p>		
Column 11.	<p>Promotion</p> <p>(i) Asstt. Hindi Translator/Asstt. Grade-I (Tourism Information)/ Asstt. Grade-I (Commercial) / (Sales)/(General)/(Catering) - 100% after regular service of 3 years as Hindi Stenographer.</p> <p>(ii) Parasailing Operator Cum Controller - 100% with atleast 08 years experience on the post of diver work.</p> <p>(iii) Asstt. Grade-I (Water sports)/(Store)/ - 100% Direct Recruitment</p> <p>(i) Librarian - 100%</p> <p>(ii)Asstt. Grade-I (Adventure Trekking) – 100%</p> <p>Deputation was not suggested as the method of recruitment.</p>	<p>Promotion: Assistant Grade-II with regular service of 10 years in the pay band-1, Rs. 5200-20200+Rs. 2400/- (Grade Pay).</p> <p>Deputation:</p> <p>a) (i) Holding analogous Post on regular basis in parent cadre or department. (ii) Assistant Grade-II: or equivalent post with regular service of 10 years 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. (iii) Junior Assistant: or equivalent post with regular service of 10 years in the pay band –I , Rs 5200-20200+1900 (Grade Pay) in any of the Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p>(b) Possessing the following qualifications:</p> <p>a) Junior Assistant (General): Senior Secondary (12th Pass) from any recognized Board/ Institute with 6 months Certificates course in Computer Application from a recognized Institutes. b) Cook: Senior Secondary (12th pass) from any recognized Board/Institute with three years of experience as cook /</p>	As per orders and instructions of DOPT and also to fill up unfilled vacancies.

		<p>tandooria in a reputed hotel/ restaurant.</p> <p>c) Transport Counter Asstt.: Senior Secondary (12th pass) from any recognized Board/Institute with diploma in Tourism and experience in travel trade for one year.</p> <p>d) Salesman Grade-I: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience in the line</p> <p>e) Store Keeper: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience as bill clerk</p> <p>f) Shift Incharge: Senior Secondary (12th pass) from any recognized Board/Institute and three years experience as bill clerk/salesman.</p> <p>g) Asstt. Tourists Councilor : Senior Secondary (12th pass) from any recognized Board/Institute with Tourism as a subject. or diploma in tourism from recognized university or its equivalent with 50% marks in aggregate with one year experience in the field.</p> <p>h) Data Entry Operator(A) Senior Secondary (12th pass) from any recognized Board/Institute with three years experience in computer @ 40 WPM with three years experience in a similar post.</p> <p>i) Caretaker: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience as electrician-cum-gestatnor operator.</p> <p>j) Project Incharge: Senior Secondary (12th pass) from any recognized Board/Institute. Experience of 03 years in handling an adventure / tourism project.</p> <p>k) Marketing Assistant (Adventure):</p>	
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		<p>Senior Secondary (12th pass) from any recognized Board/Institute with 03 years experience in Marketing and Sales of adventure/tourism products.</p> <p>l) Parasailing Instructor: Senior Secondary (12th pass) from any recognized Board/Institute. Should have completed Parasailing Course from NCC/ Ministry of Tourism. 03 years of experience in conducting parasailing activity.</p> <p>m) Receptionist : Senior Secondary (12th pass) from any recognized Board/Institute with experience in the same capacity and knowledge of REX/FAX & EPABX also fluency in English and knowledge of front office functions with one year experience in the similar post .</p> <p>n) Horticulture Asstt.: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience in the field of Horticulture Work.</p> <p>o) Water sports Life Guard: Senior Secondary (12th pass) from any recognized Board/Institute. with certificate course in first aid from a recognized institute/school. Should have Good knowledge of swimming. 03 years experience in life saving techniques related to water sports.</p> <p>p) Electrician: Senior Secondary (12th pass) from any recognized Board/Institute and Certificate course in electrical competence issued by ITI/GNCTD with one year experience.</p> <p>q) Jr. Motor Boat Driver: Senior Secondary (12th pass) from any recognized Board/Institute. Certificate</p>	
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		<p>course in operation of Out Board Motor Engine(OBM) from National Institute of Water Sports. 3 years experience in operations of Motor Boat with OBM engines.</p> <p>r) Typist-(Hin/Eng) Senior Secondary (12th pass) from any recognized Board/Institute and knowledge of (i) English-@35 w.p.m. ; Hindi -@ 30 w.p.m (Time allowed 10 Minutes) (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000/ KDPH on an average of 5 key depressions for each word.).</p> <p>s) Junior Salesman: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience in the line .</p> <p>t) Dak Messenger: Senior Secondary (12th pass) from any recognized Board/Institute with valid driving license of Motorcycle, one year experience as a Class IV employee in some Government / semi Government Organization.</p> <p>u) Librarian: Senior Secondary (12th Pass) from any recognized Board / Institute and should have a diploma in Library Science with three years experience.</p> <p>v) Instructor (Adventure): Senior Secondary (12th Pass) from a recognised Board or Institute. Advance mountaineering course with ‘A’ grading from recognized Mountaineering Institute. Participated in atleast 01 Expedition of Peaks of about 6500 meters. 03 years experience in organizing Mountaineering and Trekking Expeditions.</p> <p>w) Asstt. Hindi Translator: Senior</p>	
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		<p>Secondary (12th Pass) from any recognized Board / Institute with either Hindi and English Medium. but must have a Hindi or English as a subject. 03 years experience in translation work in a Government organization.</p> <p>x)Parasailing Operator Cum Controller: Senior Secondary (12th pass) from any recognized Board/ Institute. Should possess valid heavy motor vehicle license and tourists badge, and 3 years experience in driving. Should have undertaken parasailing tow vehicle training.</p> <p>y)Jr Asstt. (Water Sports): Senior Secondary (12th Pass) from any recognized Board/ Institute. should be good swimmer, certificate of proficiency in Water Sports recognized by National Institute of water sports, Panjim, Goa. 03 yrs experience in water sports activities..</p> <p>Desirable: Candidate who are having Bachelor's Degree in respective subjects from a recognized University/Institute with 6 months Certificates course in Computer Application from a recognized Institutes, alongwith the requisite qualifications mentioned against each post will be given preference.</p>	
Column 12.	<p>1.Sr. Chief Manager (Liquor) 2.Sr. Chief Manager (Pers.) 3.Sr. Chief Manager (Projects) 4.Chief Manager (Finance) (as SC/ST representative)</p>	<p><u>For promotion & confirmation</u> 52. General Manager (Concerned) 53. Financial Controller/ Financial Advisor. 54. Chief Manager (Personnel) 55. Chief Manager (Project)</p>	<p>The DPC has been changed due to the reason that some members of the committee have been changed.</p>

		56. Chief Manager (as SC/ST representative).	
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Name, addresses and telephone numbers of the DTTDC representative with whom these proposals may be discussed, if necessary, for clarification/early decision.

Place:
Date:

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

Delhi Tourism & Transportation Development Corporation Ltd.
Draft Recruitment Rules, 2014

Administrative Cadre

Name of the Post.	Number of posts	Classification	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 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.
Assistant Grade-II	*160 (2014) * Subject to variation dependent on workload	Group 'C'	Pay band-1 Rs. 5200-20200+Rs. 2400/- (Grade Pay)	Selection	Not applicable	Not applicable	Not Applicable	Not applicable	100% by Promotion failing which by deputation basis. 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.	Promotion: Junior Assistant with regular service of 10 years in the pay band-1, Rs. 5200-20200+Rs. 1900/- (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. 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 promotion to the next higher grade along with	For promotion 57. General Manager (Concerned) 58. Financial Controller/ Financial Advisor 59. Chief Manager (Personnel) 60. Chief Manager (Project) 61. Chief Manager (as SC/ST representative)	Consultation with Board of Director is not necessary.

										<p>their juniors who have already completed such qualifying/eligibility service.</p> <p>Deputation:</p> <p>(a) (i) Holding analogous Post on regular basis in parent cadre or department.</p> <p>(ii) Junior Assistant or equivalent with regular service of 10 years in the pay band-1, Rs. 5200-20200+Rs. 1900/- (Grade Pay) in any of the Central/State Government/PSUs/ Autonomous Organization/ Equivalent cadre of the Government of NCT of Delhi.</p> <p>(b) Possessing the following qualifications:</p> <p>a) Junior Assistant (General): Senior Secondary (12th Pass) from any recognized Board/ Institute with 6 months Certificates course in Computer Application from a recognized Institutes.</p> <p>b) Cook: Senior Secondary (12th pass) from any recognized Board/Institute with three years of experience as cook / tandooria in a reputed hotel/ restaurant.</p> <p>c) Transport Counter Asstt.: Senior Secondary (12th pass) from any recognized Board/Institute with diploma in Tourism and experience in travel trade for one year.</p> <p>d) Salesman Grade-I: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience in the line</p> <p>e) Store Keeper: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience as bill clerk</p>	
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										<p>f) Shift Incharge: Senior Secondary (12th pass) from any recognized Board/Institute and three years experience as bill clerk/salesman.</p> <p>g) Asstt. Tourists Councilor : Senior Secondary (12th pass) from any recognized Board/Institute with Tourism as a subject. or diploma in tourism from recognized university or its equivalent with 50% marks in aggregate with one year experience in the field.</p> <p>h) Data Entry Operator(A) Senior Secondary (12th pass) from any recognized Board/Institute with three years experience in computer @ 40 WPM with three years experience in a similar post.</p> <p>i) Caretaker: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience as electrician-cum-gestator operator.</p> <p>j) Project Incharge: Senior Secondary (12th pass) from any recognized Board/Institute. Experience of 03 years in handling an adventure / tourism project.</p> <p>k) Marketing Assistant (Adventure): Senior Secondary (12th pass) from any recognized Board/Institute with 03 years experience in Marketing and Sales of adventure/tourism products.</p> <p>l) Parasailing Instructor: Senior Secondary (12th pass) from any recognized Board/Institute. Should have completed Parasailing Course from NCC/ Ministry of Tourism. 03 years of experience in conducting parasailing activity.</p> <p>m) Receptionist : Senior Secondary (12th pass) from any recognized Board/Institute with experience in the same capacity and knowledge of</p>		
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										<p>three years experience in the line .</p> <p>t) Dak Massenger: Senior Secondary (12th pass) from any recognized Board/Institute with valid driving license of Motorcycle, one year experience as a Class IV employee in some Government / semi Government Organization.</p> <p>u) Librarian: Senior Secondary (12th Pass) from any recognized Board / Institute and should have a diploma in Library Science with three years experience.</p> <p>v) Instructor (Adventure): Senior Secondary (12th Pass) from a recognised Board or Institute. Advance mountaineering course with 'A' grading from recognized Mountaineering Institute. Participated in atleast 01 Expedition of Peaks of about 6500 meters. 03 years experience in organizing Mountaineering and Trekking Expeditions.</p> <p>w) Asstt. Hindi Translator: Senior Secondary (12th Pass) from any recognized Board / Institute with either Hindi and English Medium. but must have a Hindi or English as a subject. 03 years experience in translation work in a Government organization.</p> <p>x) Parasailing Operator Cum Controller: Senior Secondary (12th pass) from any recognized Board/ Institute. Should possess valid heavy motor vehicle license and tourists badge, and 3 years experience in driving. Should have undertaken parasailing tow vehicle training.</p> <p>y) Jr Asstt. (Water Sports): Senior Secondary (12th Pass) from any recognized Board/ Institute. should be good swimmer, certificate of</p>		
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									<p>proficiency in Water Sports recognized by National Institute of water sports, Panjim, Goa. 03 yrs experience in water sports activities.</p> <p>z) Assistant Grade-II: Senior Secondary (12th Pass) from any recognized Board/ Institute.</p> <p>Desirable: Candidate who are having Bachelor's Degree in respective subjects from a recognized University/Institute with 6 months Certificates course in Computer Application from a recognized Institutes, alongwith the requisite qualifications mentioned against each post will be given preference.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Note 4: For the purpose of</p>	
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										appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1 st January, 2006 or the date from which the revised pay structure based on the recommendations of the 6 th 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.		
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1.	(a) Name of the posts	Assistant Grade-II
	(b) Name of the Ministry/Department	DTTDC
	(c) Number of posts	160
	(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 Assist the Senior Officers to perform their duties.
4.	Describe briefly the method(s) adopted for filling the posts hitherto.	<p>Salesman Grade-1/ Caretaker: 100% Promotion</p> <p>Rock Climbing Instructor/Transport Counter Asstt./Project Incharge/ Adventure Instructor (Marketing))/Parasailing Instructor/ Receptionist/Data Entry Operator (B): 100% by Direct Recruitment</p> <p>Store Keeper: 10% Direct Recruitment 90% Promotion</p> <p>GCA: 25%Direct Recruitment 75% by Promotion.</p> <p>Shift Incharge: 50% Direct Recruitment 50% by Promotion.</p> <p>Asstt. Tourist Councilor: 100% by promotion failing which by deputation/Direct Recruitment</p> <p>Horticultural Asstt.: Recruitment is to be made from the surplus Horticulture Asstt. Of DEDA.</p> <p>Cook: 50% Direct Recruitment 50% Promotion</p>
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 included in the field of promotion.	Junior Assistant Number of Posts- 200
	(b)Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (As per extant GOI instructions)	10 years
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	100%
	(d) Have Recruitment Rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote	Yes. The Recruitment Rules for the post of Junior Assistant are 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 in the field of promotion;	Not Applicable
	(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.	100% by Promotion 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 MTS attached.
	(f) (i) Is the promotion to be made on selection or non-selection basis?	Promotion is to be made on selection basis.
	(ii) Reasons for the proposal (i) above.	As the 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 62. General Manager 63. Financial Controller/ Financial Advisor 64. Chief Manager (Personnel) 65. Chief Manager (Project) 66. 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 has other methods of appointment other than promotion.
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) (ii) Is age relaxation for Government servants?	Not applicable Not applicable
	(d) Educational and other qualifications required for	Not applicable

	<p>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</p> <p>Essential</p> <p>Desirable</p> <p>(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)</p> <p>(f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.</p>	<p>Not applicable</p> <p>Not applicable</p> <p>Not applicable</p> <p>Not applicable</p>
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 suggested for the reason to give more promotional avenues to personnel working as Assistant Grade-II.
10.	<p>(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?</p> <p>(ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.</p>	<p>Only promotion has been proposed.</p> <p>Not Applicable</p>
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	<p>(i) Holding analogous Post on regular basis in parent cadre or department.</p> <p>(ii) Junior Assistant having 10 years of regular service in the pay scale of Rs. 5200-20200+ Rs. 1900/-(Grade Pay)</p>
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	Not Applicable

	constitution has been proposed.	
	(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

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

Place: New Delhi

Date:

1. (a) Name of the Post: Assistant Grade-II
 (b) Name of the Ministry/Deptt. : Delhi Tourism & Transportation Development Corporation
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 1.	Rock Climbing Instructor, Accounts Assistant cum Cashier, Salesman Grade-I , GCA, Store Keeper, General Correspondence Asstt, Para sailing Instructor, Adventure Assistant (Marketing), Project Incharge, Tourist Councilor Assistant, Transport Counter Assistant, Cook, Receptionist, Shift Incharge, Data Entry Operator(B), Caretaker	Assistant Grade-II	Since many posts have been merged, the nomenclature has been changed.
Column 2.	58	160	The revision has been made to make the pyramid properly so that the promotion can be made appropriately in future.
Column 4	Rs. 1200-2040	Pay band-1, Rs.5200-20200+Rs. 2400/- (Grade Pay)	The pay scale has been revised as per recommendations of

			the 6 th CPC
Column 6.	<p>Rock Climbing Instructor, Accounts Assistant cum Cashier-25 years</p> <p>Salesman Grade-I , GCA, Store Keeper, General Correspondence Asstt- 26 years.</p> <p>Para sailing Instructor, Adventure Assistant (Marketing), Project Incharge, Tourist Councilor Assistant, Transport Counter Assistant, Cook, Receptionist, Shift Incharge -30 years</p> <p>Data Entry Operator(B), Caretaker -Age not indicated</p>	Not Applicable	The age for Direct Recruitment has not been indicated as direct recruitment has not been proposed as a method of recruitment.
Column 7	<p>Rock Climbing Instructor: 10+2 for recognized University, Advance Mountaineering Course from Recognized institute, three experience as instructor – cum-guide in trekking, mountaineering, Rock Climbing and setting up of camp. Also experience of climbing peaks upto the height of 6.500 meter would be an added experience.</p> <p>Cook: middle pass with five years of experience as cook / tandooria in a reputed hotel/ restaurant.</p> <p>Transport Counter Asstt.: Graduate with diploma in Tourism and experience in travel trade for one year.</p> <p>Salesman Grade-I: Graduate with 50% marks with three years experience in the line</p> <p>Store Keeper: Graduate with recognized university with five years experience as bill clerk or non graduate with nine years of</p>	Not Applicable.	The educational qualifications have not been prescribed as the direct recruitment has not been recommended.

	<p>experience as bill clerk.</p> <p>Shift Incharge: Graduate with 50% marks and 05 years experience as bill clerk/salesman.</p> <p>Desirable: Diploma in restaurant and book keeping</p> <p>Asstt. Tourists Councilor : BA with Tourism as a subject for recognized university with 50% marks in aggregate or diploma in tourism from recognized university or its equivalent with 50% marks in aggregate in diploma or MA(History) from recognized university with five years services.</p> <p>Caretaker: Matriculation with five years experience as electrician-cum-gestator operator in the pay scale of Rs. 950-1400.</p> <p>Project Incharge: MA(Pub Admn.) diploma in Tourism & Travel Management</p> <p>Adventure Asstt. (Marketing): Graduate from a recognized university with three years experience in Marketing in Sales.</p> <p>Parasailing Instructor: Graduate should possess Parasailing Course from NCC and experience of conducting parasailing.</p> <p>Receptionist: Minimum Graduate with three years experience in the same capacity and knowledge of Rex/Fax & EPABX also fluency in English and knowledge of front office functions.</p> <p>Horticulture Asstt.: 10th class with two years experience in the field of Horticulture Work.</p> <p>Data Entry Operator(A) Educational Qualifications not indicated.</p>		
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Column 8	<p>Horticulture Assistant, Receptionist, Data Entry Operator-A, General Correspondence Assistant - Not Indicated.</p> <p>Para Sailing Instructor, Adventure Assistant (Marketing), Project Incharge, Care Taker, Shift Incharge, Transport Counter Assistant, Rock Climbing Instructor - Not Applicable.</p> <p>Assistant Tourist Counselor, Accounts Assistant cum Cashier, Cook/Assistant Cook-Age and Education Qualification relaxable for promotion.</p> <p>Salesman Grade-I : Graduate with 5 years experience as Junior Salesman or Non Graduate with 8 years experience as Junior Salesman in the ratio of 1:1. In case Graduate Junior Salesman are not available the post will go to Non Graduate Junior Salesman with requisite experience as mentioned above.</p>	Not Applicable	Although different mode of recruitment has been indicated in the existing Recruitment Rules. However, in future, recruitment for all these post will be made at the entry level.
Column 09	01 year	Not applicable	Neither direct recruitment has been suggested nor the grade of the post has been changed, therefore probation period is not required to be indicated.
Column 10.	<p>Rock Climbing Instructor, Transport Counter Assistant, Computer Operator, Project Incharge, Adventure Asstt. (Marketing), Para Sailing Instructor, Receptionist - 100% Direct Recruitment.</p>	100% by Promotion failing which by deputation basis.	In order to give more promotional avenues to the employees in the Pay Scale of Rs. 5200-20200 plus Rs. 1900/- as Grade Pay.

	<p>Cook, Shift In charge – 50% by Promotion and 50 % by Direct Recruitment.</p> <p>Salesman Grade -1, GCA, Asstt. Tourist Counselor, Caretaker – 100% by Promotion.</p> <p>Store Keeper – 75% by Promotion and 25% by Direct Recruitment.</p>		
Column 11.	<p>Qualifying Service:</p> <p>(i) Receptionist/ Parasilng Instructor/ Rockclimbing Instructor/ Adventure Instructor (Marketing)/Project Incharge/DEO (B) /Transport Counter Asstt.: Direct Recruitment.</p> <p>(ii) Asstt. Tourists Councilor/GCA/Salesman Grade-I: 05 years.</p> <p>(iii) Store keeper: 03 years.</p> <p>(iv) Shift Incharge/Cook: period not indicated.</p>	<p>(i) Promotion: Employees having put at least 10 years services in the pay scale of PB-1, Rs. 5200-20200+ Rs. 1900/- (Grade Pay) in the Corporation.</p> <p>Deputation:</p> <p>(a) (i) Holding analogous Post on regular basis in parent cadre or department.</p> <p>(ii) Junior Assistant or equivalent with regular service of 10 years in the pay band-1, Rs. 5200-20200+Rs. 1900/- (Grade Pay) in any of the Central/State Government/PSUs/ Autonomous Organization/ Equivalent cadre of the Government of NCT of Delhi.</p> <p>(b) Possessing the following qualifications:</p> <p>a) Junior Assistant (General): Senior Secondary (12th Pass) from any recognized Board/ Institute with 6 months Certificates course in Computer Application from a recognized Institutes.</p> <p>b) Cook: Senior Secondary (12th pass) from any recognized Board/Institute with three years of experience as cook / tandooria in a reputed hotel/ restaurant.</p> <p>c) Transport Counter Asstt.: Senior Secondary (12th pass) from any recognized Board/Institute with diploma in Tourism and experience in travel trade for one year.</p>	<p>In order to give promotional avenues to the feeder grade employees, promotion has only been prescribed. Deputation has been prescribed as a failing which clause, so that unfilled vacancies could be filled up.</p>

		<p>d) Salesman Grade-I: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience in the line</p> <p>e) Store Keeper: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience as bill clerk</p> <p>f) Shift Incharge: Senior Secondary (12th pass) from any recognized Board/Institute and three years experience as bill clerk/salesman.</p> <p>g) Asstt. Tourists Councilor : Senior Secondary (12th pass) from any recognized Board/Institute with Tourism as a subject. or diploma in tourism from recognized university or its equivalent with 50% marks in aggregate with one year experience in the field.</p> <p>h) Data Entry Operator(A) Senior Secondary (12th pass) from any recognized Board/Institute with three years experience in computer @ 40 WPM with three years experience in a similar post.</p> <p>i) Caretaker: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience as electrician-cum-gestator operator.</p> <p>j) Project Incharge: Senior Secondary (12th pass) from any recognized Board/Institute. Experience of 03 years in handling an adventure / tourism project.</p> <p>k) Marketing Assistant (Adventure): Senior Secondary (12th pass) from any recognized Board/Institute with 03 years experience in Marketing and Sales of adventure/tourism products.</p> <p>l) Parasailing Instructor: Senior Secondary (12th pass) from any recognized Board/Institute. Should have completed Parasailing Course from NCC/ Ministry of Tourism. 03 years of experience in conducting parasailing</p>	
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		<p>activity.</p> <p>m) Receptionist : Senior Secondary (12th pass) from any recognized Board/Institute with experience in the same capacity and knowledge of REX/FAX & EPABX also fluency in English and knowledge of front office functions with one year experience in the similar post .</p> <p>n) Horticulture Asstt.: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience in the field of Horticulture Work.</p> <p>o) Water sports Life Guard: Senior Secondary (12th pass) from any recognized Board/Institute. with certificate course in first aid from a recognized institute/school. Should have Good knowledge of swimming. 03 years experience in life saving techniques related to water sports.</p> <p>p) Electrician: Senior Secondary (12th pass) from any recognized Board/Institute and Certificate course in electrical competence issued by ITI/GNCTD with one year experience.</p> <p>q) Jr. Motor Boat Driver: Senior Secondary (12th pass) from any recognized Board/Institute. Certificate course in operation of Out Board Motor Engine(OBM) from National Institute of Water Sports. 3 years experience in operations of Motor Boat with OBM engines.</p> <p>r) Typist-(Hin/Eng) Senior Secondary (12th pass) from any recognized Board/Institute and knowledge of (i) English-@35 w.p.m. ; Hindi -@ 30 w.p.m (Time allowed 10 Minutes) (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000/ KDPH on an average of 5 key depressions for each word.).</p> <p>s) Junior Salesman: Senior Secondary</p>	
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		<p>(12th pass) from any recognized Board/Institute with three years experience in the line .</p> <p>t) Dak Messenger: Senior Secondary (12th pass) from any recognized Board/Institute with valid driving license of Motorcycle, one year experience as a Class IV employee in some Government / semi Government Organization.</p> <p>u) Librarian: Senior Secondary (12th Pass) from any recognized Board / Institute and should have a diploma in Library Science with three years experience.</p> <p>v) Instructor (Adventure): Senior Secondary (12th Pass) from a recognised Board or Institute. Advance mountaineering course with ‘A’ grading from recognized Mountaineering Institute. Participated in atleast 01 Expedition of Peaks of about 6500 meters. 03 years experience in organizing Mountaineering and Trekking Expeditions.</p> <p>w) Asstt. Hindi Translator: Senior Secondary (12th Pass) from any recognized Board / Institute with either Hindi and English Medium. but must have a Hindi or English as a subject. 03 years experience in translation work in a Government organization.</p> <p>x) Parasailing Operator Cum Controller: Senior Secondary (12th pass) from any recognized Board/ Institute. Should possess valid heavy motor vehicle license and tourists badge, and 3 years experience in driving. Should have undertaken parasailing tow vehicle training.</p> <p>y) Jr Asstt. (Water Sports): Senior Secondary (12th Pass) from any recognized Board/ Institute. should be good swimmer, certificate of proficiency in Water Sports recognized by National Institute of water sports, Panjim, Goa. 03</p>	
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		<p>yrs experience in water sports activities.</p> <p>z) Assistant Grade-II: Senior Secondary (12th Pass) from any recognized Board/ Institute.</p> <p>Desirable: Candidate who are having Bachelor's Degree in respective subjects from a recognized University/Institute with 6 months Certificates course in Computer Application from a recognized Institutes, alongwith the requisite qualifications mentioned against each post will be given preference.</p>	
Column 12.	<p>1.Sr. Chief Manager (Liquor) 2.Sr. Chief Manager (Pers.) 3.Sr. Chief Manager (Projects) 4.Chief Manager (Finance) (as SC/ST representative)</p>	<p><u>For promotion & confirmation</u></p> <p>67. General Manager (Concerned)</p> <p>68. Financial Controller/ Financial Advisor.</p> <p>69. Chief Manager (Personnel)</p> <p>70. Chief Manager (Project)</p> <p>71. Chief Manager (as SC/ST representative).</p>	<p>The DPC has been included as per orders and instructions of DOPT.</p>

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

Place:
Date:

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

Delhi Tourism & Transportation Development Corporation Ltd.
Draft Recruitment Rules, 2014

Administrative Cadre

Name of the Post.	Number of posts	Classification	Pay band and grade pay or pay scale	Whether selection on posts or non-selection on post	Age limit for direct recruits	Educational and other qualifications 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.
Junior Assistant	*200 (2014) * Subject to variation dependant on workload	Group 'C'	Pay band-1, Rs.5200-20200+Rs. 1900/- (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 of receipt of applications from candidates in	Qualification a) Junior Assistant (General): Senior Secondary (12 th Pass) from any recognized Board/ Institute. b) Cook: Senior Secondary (12 th pass) from any recognized Board/Institute with three years of experience as cook / tandooria in a reputed hotel/ restaurant. c) Transport	Not Applicable	2 Years for Direct Recruits. 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.	50% by Direct Recruitment failing which by deputation basis. 25% by Promotion on seniority-cum-fitness basis from amongst the Group of Employees consisting of Multi-Tasking Staff (erstwhile Group 'D') on the basis of departmental examinations. *25% by Promotion. *The minimum qualification for Group of Employees consisting of	(i) Promotion: Employees having put at least 10 years of regular service in the pay scale of PB-1, Rs. 5200-20200+ Rs. 1800/- (Grade Pay) in the Corporation. (ii) Promotion on Seniority-cum-fitness basis (Departmental Examination): Selection would be made on the basis of merit to be determine through a Departmental Examination confined to such Group of Employees consisting of Multi-Tasking Staff (erstwhile Group 'D') having 10 years of regular service in the pay band-1, Rs. 5200-20200+Rs.1800/- (Grade Pay), who full fill the requirement of the minimum qualification prescribed for direct requirement under column 7. Unfilled vacancies will not be carried forward to the next calendar year. Deputation: (a) Holding analogous Post on regular basis in parent cadre or department. (b) Possessing the following qualifications: a) Junior Assistant (General): Senior Secondary (12 th Pass) from any	For promotion & confirmation 72. General Manager 73. Financial Controller/ Financial Advisor 74. Chief Manager (Personnel) 75. Chief Manager (Project) 76. Chief Manager (as SC/ST representative)	Consultation with Board of Director is not necessary.

					<p>India. (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul and Spiti district and Panaji sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Island or Lakshadweep).</p> <p>Counter Asstt.: Senior Secondary (12th pass) from any recognized Board/Institute with diploma in Tourism and experience in travel trade for one year.</p> <p>d) Salesman Grade-I: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience in the line</p> <p>e) Store Keeper: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience as bill clerk</p> <p>f) Shift Incharge: Senior Secondary (12th pass) from any recognized Board/Institute and three years experience as</p>	<p>Multi-Tasking Staff (erstwhile Group 'D') for appointment to this level will be either 10th pass or ITI or equivalent. The incumbent of Group of Employees consisting of Multi-Tasking Staff erstwhile Group 'D') post who have not acquired the minimum qualification for appointment to this level will have to undergo 6 month's training before their promotion in the grade.</p> <p>Note: Vacancies caused by the incumbent being away on transfer 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</p>	<p>recognized Board/ Institute.</p> <p>b) Cook: Senior Secondary (12th pass) from any recognized Board/Institute with three years of experience as cook / tandooria in a reputed hotel/ restaurant.</p> <p>c) Transport Counter Asstt.: Senior Secondary (12th pass) from any recognized Board/Institute with diploma in Tourism and experience in travel trade for one year.</p> <p>d) Salesman Grade-I: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience in the line</p> <p>e) Store Keeper: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience as bill clerk</p> <p>f) Shift Incharge: Senior Secondary (12th pass) from any recognized Board/Institute and three years experience as bill clerk/salesman.</p> <p>g) Asstt. Tourists Councilor : Senior Secondary (12th pass) from any recognized Board/Institute with Tourism as a subject. or diploma in tourism from recognized university or its equivalent with 50% marks in aggregate with one year experience in the field.</p> <p>h) Data Entry Operator(A) Senior Secondary (12th pass) from any recognized Board/Institute with three years experience in computer @ 40 WPM with three years experience in a similar post.</p> <p>i) Caretaker: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience as electrician-cum-gestator operator.</p> <p>j) Project Incharge: Senior Secondary (12th pass) from any recognized Board/Institute. Experience of 03 years in handling an adventure / tourism project.</p> <p>k) Marketing Assistant (Adventure):</p>		
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						bill clerk/salesman. g) Asstt. Tourists Councilor : Senior Secondary (12 th pass) from any recognized Board/Institute with Tourism as a subject. or diploma in tourism from recognized university or its equivalent with 50% marks in aggregate with one year experience in the field. h) Data Entry Operator(A) Senior Secondary (12 th pass) from any recognized Board/Institute with three years experience in computer @ 40 WPM with three years experience in a similar post. i) Caretaker: Senior Secondary (12 th pass) from any		NCT of Delhi.	Senior Secondary (12 th pass) from any recognized Board/Institute with 03 years experience in Marketing and Sales of adventure/tourism products. l) Parasailing Instructor: Senior Secondary (12 th pass) from any recognized Board/Institute. Should have completed Parasailing Course from NCC/ Ministry of Tourism. 03 years of experience in conducting parasailing activity. m) Receptionist : Senior Secondary (12 th pass) from any recognized Board/Institute with experience in the same capacity and knowledge of REX/FAX & EPABX also fluency in English and knowledge of front office functions with one year experience in the similar post . n) Horticulture Asstt.: Senior Secondary (12 th pass) from any recognized Board/Institute with three years experience in the field of Horticulture Work. o) Water sports Life Guard: Senior Secondary (12 th pass) from any recognized Board/Institute. with certificate course in first aid from a recognized institute/school. Should have Good knowledge of swimming. 03 years experience in life saving techniques related to water sports. p) Electrician: Senior Secondary (12 th pass) from any recognized Board/Institute and Certificate course in electrical competence issued by ITI/GNCTD with one year experience. q) Jr. Motor Boat Driver: Senior Secondary (12 th pass) from any recognized Board/Institute. Certificate course in operation of Out Board Motor Engine(OBM) from National Institute of Water Sports. 3 years experience in operations of Motor Boat with OBM engines.	
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					<p>recognized Board/Institute with three years experience as electrician-cum-gestator operator.</p> <p>j) Project Incharge: Senior Secondary (12th pass) from any recognized Board/Institute. Experience of 03 years in handling an adventure / tourism project.</p> <p>k) Marketing Assistant (Adventure): Senior Secondary (12th pass) from any recognized Board/Institute with 03 years experience in Marketing and Sales of adventure/tourism products.</p> <p>l) Parasailing Instructor: Senior Secondary (12th pass) from any recognized Board/Institute</p>			<p>r) Typist-(Hin/Eng) Senior Secondary (12th pass) from any recognized Board/Institute and knowledge of (i) English-@35 w.p.m. ; Hindi -@ 30 w.p.m (Time allowed 10 Minutes) (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000/ KDPH on an average of 5 key depressions for each word.).</p> <p>s) Junior Salesman: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience in the line .</p> <p>t) Dak Messenger: Senior Secondary (12th pass) from any recognized Board/Institute with valid driving license of Motorcycle, one year experience as a Class IV employee in some Government / semi Government Organization.</p> <p>u) Librarian: Senior Secondary (12th Pass) from any recognized Board / Institute and should have a diploma in Library Science with three years experience.</p> <p>v) Instructor (Adventure): Senior Secondary (12th Pass) from a recognised Board or Institute. Advance mountaineering course with 'A' grading from recognized Mountaineering Institute. Participated in atleast 01 Expedition of Peaks of about 6500 meters. 03 years experience in organizing Mountaineering and Trekking Expeditions.</p> <p>w) Asstt. Hindi Translator: Senior Secondary (12th Pass) from any recognized Board / Institute with either Hindi and English Medium. but must have a Hindi or English as a subject. 03 years experience in translation work in a Government organization.</p> <p>x) Parasailing Operator Cum Controller: Senior Secondary (12th</p>	
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						<p>e. Should have completed Parasailing Course from NCC/ Ministry of Tourism. 03 years of experience in conducting parasailing activity.</p> <p>m)Receptionist : Senior Secondary (12th pass) from any recognized Board/Institute with experience in the same capacity and knowledge of REX/FAX & EPABX also fluency in English and knowledge of front office functions with one year experience in the similar post .</p> <p>n)Horticulture Asstt.: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience in</p>				<p>pass) from any recognized Board/ Institute. Should possess valid heavy motor vehicle license and tourists badge, and 3 years experience in driving. Should have undertaken parasailing tow vehicle training.</p> <p>y)Jr Asstt. (Water Sports): Senior Secondary (12th Pass) from any recognized Board/ Institute. should be good swimmer, certificate of proficiency in Water Sports recognized by National Institute of water sports, Panjim, Goa. 03 yrs experience in water sports activities.</p> <p>Desirable: Candidate who are having Bachelor's Degree in respective subjects from a recognized University/Institute with 6 months Certificates course in Computer Application from a recognized Institutes, alongwith the requisite qualifications mentioned against each post will be given preference.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Note 4: For the purpose of appointment</p>	
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						<p>the field of Horticulture Work.</p> <p>o) Water sports Life Guard: Senior Secondary (12th pass) from any recognized Board/Institute with certificate course in first aid from a recognized institute/school. Should have Good knowledge of swimming. 03 years experience in life saving techniques related to water sports.</p> <p>p) Electrician : Senior Secondary (12th pass) from any recognized Board/Institute and Certificate course in electrical competence issued by ITI/GNCTD with one year experience.</p> <p>q) Jr. Motor Boat Driver: Senior</p>			<p>on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the 6th 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.</p>	
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						<p>Secondary (12th pass) from any recognized Board/Institute. Certificate course in operation of Out Board Motor Engine(OBM) from National Institute of Water Sports. 3 years experience in operations of Motor Boat with OBM engines.</p> <p>r) Typist- (Hin/Eng) Senior Secondary (12th pass) from any recognized Board/Institute and knowledge of (i) English- @35 w.p.m. ; Hindi -@ 30 w.p.m (Time allowed 10 Minutes) (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000/ KDPH on an average of 5 key depressions for each word.).</p>					
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						<p>s) Junior Salesman: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience in the line .</p> <p>t) Dak Messenger: Senior Secondary (12th pass) from any recognized Board/Institute with valid driving license of Motorcycle, one year experience as a Class IV employee in some Government / semi Government Organization.</p> <p>u) Librarian: Senior Secondary (12th Pass) from any recognized Board / Institute and should have a diploma in</p>						
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						<p>Library Science with three years experience.</p> <p>v)Instructor (Adventure): Senior Secondary (12thPass) from a recognised Board or Institute. Advance mountaineering course with 'A' grading from recognized Mountaineering Institute. Participated in atleast 01 Expedition of Peaks of about 6500 meters. 03 years experience in organizing Mountaineering and Trekking Expeditions.</p> <p>w)Asstt. Hindi Translator: Senior Secondary (12th Pass) from any recognized Board / Institute with either Hindi and English Medium. but must have a Hindi or</p>						
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					<p>English as a subject. 03 years experience in translation work in a Government organization.</p> <p>x)Parasailing Operator Cum Controller: Senior Secondary (12th pass) from any recognized Board/ Institute. Should possess valid heavy motor vehicle license and tourists badge, and 3 years experience in driving. Should have undertaken parasailing tow vehicle training.</p> <p>y)Jr Asstt. (Water Sports): Senior Secondary (12th Pass) from any recognized Board/ Institute. should be good swimmer, certificate of</p>					
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						<p>proficiency in Water Sports recognized by National Institute of water sports, Panjim, Goa. 03 yrs experience in water sports activities.</p> <p><u>Desirable:</u> Candidate who are having Bachelor's Degree in respective subjects from a recognized University/Institute with 6 months Certificates course in Computer Application from a recognized Institutes, alongwith the requisite qualifications mentioned against each post will be given preference.</p> <p><u>Note:1</u> Qualifications are relaxable at the discretion of MD& CEO in case of candidates</p>					
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						<p>otherwise well qualified.</p> <p>Note:2 The qualification(S) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidate belonging to Scheduled casts and Scheduled Tribes if at any stage of selection the MD & CEO is of the opinion that sufficient number of the candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>						
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ANNEXURE II

1.	(a) Name of the posts	Junior Assistant
	(b) Name of the Ministry/Department	Delhi Tourism & Transportation Development Corporation Ltd.
	(c) Number of posts	200
	(d) Scale of pay	PB-1, Rs.5200-20200+ Rs. 1900/- (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 Assist the Senior Officers to perform their duties.
4.	Describe briefly the method(s) adopted for filling the posts hitherto.	(i) 100% by Direct Recruitment.
5.	Methods of recruitment proposed-	50% by Direct Recruitment failing which by deputation basis. 25% by Promotion on seniority-cum-fitness basis from amongst the Group of Employees consisting of Multi-Tasking Staff (erstwhile Group 'D') on the basis of departmental examinations. *25% by Promotion. *The minimum qualification for Group of Employees consisting of Multi-Tasking Staff (erstwhile Group 'D') employees for appointment to this level will be either 10 th pass or ITI or equivalent. The incumbent of group 'D' post who have not acquired the minimum qualification for appointment to this level will have to undergo 6 month's training before their promotion in the grade.
6.	If promotion is proposed as a method of recruitment	Yes
	(a) Designation and number of the posts proposed to be included in the field of promotion.	Post: Multi-Tasking Staff (erstwhile Group 'D') Posts: 61
	(b)Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (As per extant GOI instructions)	10 years
	(c) Percentage of vacancies in the grade proposed to	25%

	be filled by promotion.	
	(d) Have Recruitment Rules been framed for the post proposed in the field of promotion? If framed in 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.	Yes the Recruitment Rules for the post of Multi – Task Staff attached.
	(e) If Recruitment Rules were not framed for the posts in the field of promotion;	No
	(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.	50% by Direct Recruitment failing which by deputation basis. 25% by Promotion on seniority-cum-fitness basis from amongst the Group of Employees consisting of Multi-Tasking Staff (erstwhile Group 'D') on the basis of departmental examinations. *25% by Promotion. *The minimum qualification for Group of Employees consisting of Multi-Tasking Staff (erstwhile Group 'D') employees for appointment to this level will be either 10 th pass or ITI or equivalent. The incumbent of group 'D' post who have not acquired the minimum qualification for appointment to this level will have to undergo 6 month's training before their promotion in the grade.
	(ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion.	Matriculation (10 th pass) or equivalent and six months certificate in Computer application from a recognized Institute.
	(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?	Promotion is to be made on selection basis.
	(ii) Reasons for the proposal (i) above.	As the 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. <u>For promotion & confirmation</u>

		77. Executive Director 78. General Manager (Concerned) 79. Financial Adviser 80. Chief Manager (Personnel) 81. Divisional Manager (Personnel)
	(h) Indicate if the feeder posts are having promotion channels other than the one under consideration.	The feeder post is the entry level posts, it does not have other methods of appointment.
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	Yes
	(a) The percentage of vacancies proposed to be filled by direct recruitment.	50%
	(b) Indicate if there are any promotional avenues for the direct recruits?	Yes.
	(c) (i) Age for direct recruits (As per extant GOI instructions) (ii) Is age relaxation for Government servants?	Between 18 to 25 years. 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 Essential	Qualification: a) Junior Assistant (General): Senior Secondary (12 th Pass) from any recognized Board/ Institute. b) Cook: Senior Secondary (12 th pass) from any recognized Board/Institute with three years of experience as cook / tandooria in a reputed hotel/ restaurant. c) Transport Counter Asstt.: Senior Secondary (12 th pass) from any recognized Board/Institute with diploma in Tourism and experience in travel trade for one year. d) Salesman Grade-I: Senior Secondary (12 th pass) from any recognized Board/Institute with three years experience in the line e) Store Keeper: Senior Secondary (12 th pass) from any recognized Board/Institute with three years experience as bill clerk f) Shift Incharge: Senior Secondary (12 th pass) from any recognized Board/Institute and three years

		<p>experience as bill clerk/salesman.</p> <p>g) Asstt. Tourists Councilor : Senior Secondary (12th pass) from any recognized Board/Institute with Tourism as a subject. or diploma in tourism from recognized university or its equivalent with 50% marks in aggregate with one year experience in the field.</p> <p>h) Data Entry Operator(A) Senior Secondary (12th pass) from any recognized Board/Institute with three years experience in computer @ 40 WPM with three years experience in a similar post.</p> <p>i) Caretaker: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience as electrician-cum-gestator operator.</p> <p>j) Project Incharge: Senior Secondary (12th pass) from any recognized Board/Institute. Experience of 03 years in handling an adventure / tourism project.</p> <p>k) Marketing Assistant (Adventure): Senior Secondary (12th pass) from any recognized Board/Institute with 03 years experience in Marketing and Sales of adventure/tourism products.</p> <p>l) Parasailing Instructor: Senior Secondary (12th pass) from any recognized Board/Institute. Should have completed Parasailing Course from NCC/ Ministry of Tourism. 03 years of experience in conducting parasailing activity.</p> <p>m) Receptionist : Senior Secondary (12th pass) from any recognized Board/Institute with experience in the same capacity and knowledge of REX/FAX & EPABX also fluency in English and knowledge of front office functions with one year experience in the similar post .</p> <p>n) Horticulture Asstt.: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience in the field of Horticulture Work.</p> <p>o) Water sports Life Guard: Senior Secondary (12th pass) from any recognized Board/Institute. with certificate course in first aid from a recognized institute/school. Should have Good knowledge of swimming. 03 years experience in life saving techniques related to water sports.</p> <p>p) Electrician: Senior Secondary (12th pass) from any recognized Board/Institute and Certificate course in electrical</p>
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		<p>competence issued by ITI/GNCTD with one year experience.</p> <p>q) Jr. Motor Boat Driver: Senior Secondary (12th pass) from any recognized Board/Institute. Certificate course in operation of Out Board Motor Engine(OBM) from National Institute of Water Sports. 3 years experience in operations of Motor Boat with OBM engines.</p> <p>r) Typist-(Hin/Eng) Senior Secondary (12th pass) from any recognized Board/Institute and knowledge of (i) English-@35 w.p.m. ; Hindi -@ 30 w.p.m (Time allowed 10 Minutes) (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000/ KDPH on an average of 5 key depressions for each word.).</p> <p>s) Junior Salesman: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience in the line .</p> <p>t) Dak Messenger: Senior Secondary (12th pass) from any recognized Board/Institute with valid driving license of Motorcycle, one year experience as a Class IV employee in some Government / semi Government Organization.</p> <p>u) Librarian: Senior Secondary (12th Pass) from any recognized Board / Institute and should have a diploma in Library Science with three years experience.</p> <p>v) Instructor (Adventure): Senior Secondary (12thPass) from a recognised Board or Institute. Advance mountaineering course with 'A' grading from recognized Mountaineering Institute. Participated in atleast 01 Expedition of Peaks of about 6500 meters. 03 years experience in organizing Mountaineering and Trekking Expeditions.</p> <p>w) Asstt. Hindi Translator: Senior Secondary (12th Pass) from any recognized Board / Institute with either Hindi and English Medium. but must have a Hindi or English as a subject. 03 years experience in translation work in a Government organization.</p> <p>x) Parasailing Operator Cum Controller: Senior Secondary (12th pass) from any recognized Board/ Institute. Should possess valid heavy motor vehicle license and tourists badge, and 3 years experience in driving. Should have undertaken parasailing tow vehicle training.</p>
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	<p>Desirable</p> <p>(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)</p> <p>(f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.</p>	<p>y)Jr Asstt. (Water Sports): Senior Secondary (12th Pass) from any recognized Board/ Institute. should be good swimmer, certificate of proficiency in Water Sports recognized by National Institute of water sports, Panjim, Goa. 03 yrs experience in water sports activities.</p> <p>Desirable: Candidate who are having Bachelor's Degree in respective subjects from a recognized University/Institute with 6 months Certificates course in Computer Application from a recognized Institutes, alongwith the requisite qualifications mentioned against each post will be given preference.</p> <p>Not Applicable</p> <p>Not Applicable</p>
9.	If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible /necessary.	Not Applicable
10.	<p>(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?</p> <p>(ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.</p>	<p>Not Applicable</p> <p>Not Applicable.</p>
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	Holding analogous post in (PB-1), Rs. 5200-20200+ Rs. 1900/-(Grade Pay). on regular basis in parent cadre or department.

		<p>(b) Possessing the following qualifications:</p> <p>Qualification:</p> <p>Senior Secondary (12th pass) from any recognized Board/Institute with 6 months Certificates course in Computer Application from a recognized Institutes.</p> <p>a) Rock Climbing Instructor: Senior Secondary (12th pass) from any recognized Board/Institute with Advance Mountaineering Course from Recognized institute, three experience as instructor – cum- guide in trekking, mountaineering, Rock Climbing and setting up of camp. Also experience of climbing peaks upto the height of 6.500 meter would be an added experience.</p> <p>b) Cook: Senior Secondary (12th pass) from any recognized Board/Institute with five years of experience as cook / tandooria in a reputed hotel/ restaurant.</p> <p>c) Transport Counter Asstt.: Senior Secondary (12th pass) from any recognized Board/Institute with diploma in Tourism and experience in travel trade for one year.</p> <p>d) Salesman Grade-I: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience in the line</p> <p>e) Store Keeper: Senior Secondary (12th pass) from any recognized Board/Institute with five years experience as bill clerk</p> <p>f) Shift Incharge: Senior Secondary (12th pass) from any recognized Board/Institute and five years experience as bill clerk/salesman.</p> <p>g) Asstt. Tourists Councilor : Senior Secondary (12th pass) from any recognized Board/Institute with Tourism as a subject from recognized or diploma in tourism from recognized university or its equivalent with 50% marks in aggregate in diploma</p> <p>h) Data Entry Operator(A) Senior Secondary (12th pass) from any recognized Board/Institute plus experience in computer @ 40 WPM</p> <p>i) Caretaker: Senior Secondary (12th pass) from any recognized Board/Institute with experience as electrician-cum-gestator operator.</p> <p>j) Project Incharge: Senior Secondary (12th pass)</p>
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		<p>from any recognized Board/Institute or experience in (Pub Admn.) or Tourism & Travel Management</p> <p>k) Adventure Asstt. (Marketing): Senior Secondary (12th pass) from any recognized Board/Institute with experience in Marketing and Sales.</p> <p>l) Parasailing Instructor: Senior Secondary (12th pass) from any recognized Board/Institute should possess Parasailing Course from NCC and experience of conducting parasailing.</p> <p>m) Receptionist : Senior Secondary (12th pass) from any recognized Board/Institute with experience in the same capacity and knowledge of Rex/Fax & EPABX also fluency in English and knowledge of front office functions.</p> <p>n) Horticulture Asstt.: Senior Secondary (12th pass) from any recognized Board/Institute with experience in the field of Horticulture Work.</p> <p>o) Life Guard: Senior Secondary (12th pass) from any recognized Board/Institute with certificate course in first aid and swimming. Good knowledge of saving techniques</p> <p>p) Electrician: Senior Secondary (12th pass) from any recognized Board/Institute and Certificate course in electrical competence issued by ITI/GNCTD.</p> <p>q) Jr. Motor Boat Driver: Senior Secondary (12th pass) from any recognized Board/Institute and knowledge of swimming and operation of Motor Boat (OBM).</p> <p>r) Typist-(Hin/Eng) Senior Secondary (12th pass) from any recognized Board/Institute and knowledge of (i) English-@35 w.p.m. ; Hindi -@ 30 w.p.m (Time allowed 10 Minutes) (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000/ KDPH on an average of 5 key depressions for each word.)</p> <p>Desirable: Candidate who are having Bachelor's Degree from a recognized University/Institute with 6 months Certificates course in Computer Application from a recognized Institutes, alongwith the requisite qualifications mentioned against each post will be given preference.</p>
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 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

Place: New Delhi
Date:

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

1. (a) Name of the Post: Junior Assistant
 (b) Name of the Ministry/Deptt.: Delhi Tourism & Transportation Development Corporation
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 1.	Dak Messenger, Electrician/Wireman, Assistant Cook/Senior Masalachi, Ticket Window Clerk, Tanduria, Commis II (Cook), Cash cum Record Clerk, Junior Transport Assistant, Hindi Typist, Life Guard, Sales Girl, Bill Clerk, Junior Salesman, Junior Assistant, Junior Motor Boat Driver, Data Entry Operator (A)	Junior Assistant	Since many posts have been merged, the nomenclature has been changed.
Column 2.	221	200	21 posts of Junior Assistant have been upgraded to the post Assistant Grade-II..
Column 4	Rs. 950-1400 for others Rs. 975-1540/- for commiss –II (Cook)	Pay band-1, Rs.5200-20200+Rs. 1900/- (Grade Pay)	The pay scale has been revised as per recommendations of the 6 th CPC

Column 6.	<p>Dak Messenger , Electrician/Wireman, Assistant Cook/Senior Masalachi, Ticket Window Clerk, Tanduria, , Commis II (Cook), Cash cum Record Clerk-30 yrs,</p> <p>Junior Transport Assistant, Hindi Typist, Life Guard-25 yrs</p> <p>Bill Clerk, Junior Salesman, Junior Assistant, Data Entry Operator(A) -Age not Indicated,</p> <p>Sales Girl-35 yrs,</p> <p>Junior Motor Boat Driver-45 yrs,</p>	<p>Between 18-25Years for Direct Recruits.</p>	<p>The age for Direct Recruitment has been changed as per the guidelines of DoPT</p>
Column 7	<p>Bill Clerk: Metric or equivalent with atleast two years experience as bill clerk/ Counter Clerk in a reputed firm. Life Guard:Matric or equivalent, certificate in first-aid, swimming and good knowledge of life saving techniques Electrician : Matric / ITI certificate in electrical competence issued by Government of Delhi Jr. Motor Boat Driver: Matric, knowledge of swimming with three years of experience in operation of motor boat. Jr. Salesman/Girl: Matric or equivalent with atleast two years of experience as Salesman. Jr. Asstt./ Typist (Hindi/English): Matric or equivalent with 50% marks in aggregate, proficiency in typing with minimum speed of 30 WPM in English/ 25 WPM in Hindi.</p>	<p>Qualification:</p> <p>a) Junior Assistant (General): Senior Secondary (12th Pass) from any recognized Board/ Institute.</p> <p>b) Cook: Senior Secondary (12th pass) from any recognized Board/Institute with three years of experience as cook / tandooria in a reputed hotel/ restaurant.</p> <p>c) Transport Counter Asstt.: Senior Secondary (12th pass) from any recognized Board/Institute with diploma in Tourism and experience in travel trade for one year.</p> <p>d) Salesman Grade-I: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience in the line</p> <p>e) Store Keeper: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience as bill clerk</p> <p>f) Shift Incharge: Senior Secondary (12th pass) from any recognized Board/Institute and three years experience as bill clerk/salesman.</p>	<p>a) Dak Messenger , Electrician/Wireman, Assistant Cook/Senior Masalachi, Ticket Window Clerk, Tanduria, , Commis II (Cook), Cash cum Record Clerk, Junior Transport Assistant, Hindi Typist, Life Guard, Sales Girl, Bill Clerk, Junior Salesman, Junior Assistant, Junior Motor Boat Driver have been merged so that promotional avenues can be created.</p> <p>b) The qualifications has been changed so that better talent can be brought to the</p>

	<p>Sr. Masalchi/Asstt. Cook: Preferably middle class with five years experience in a deputed hotel/restaurant.</p> <p>Tandooria: atleast five years experience as tandooria in a reputed hotel.</p> <p>Jr. Transport Assistant: Matric two years experience in handle transport job.</p> <p>Ticket Window Clerk: Graduate from recognized institute.</p> <p>Cash-Cum-Record Clerk: Matric or equivalent with two years experience in an organization of repute.</p> <p>Dak Messenger: middle pass with valid driving license of Motorcycle, two years experience as a Class IV employees in some Government / semi Government Organization.</p>	<p>g) Asstt. Tourists Councilor : Senior Secondary (12th pass) from any recognized Board/Institute with Tourism as a subject. or diploma in tourism from recognized university or its equivalent with 50% marks in aggregate with one year experience in the field.</p> <p>h) Data Entry Operator(A) Senior Secondary (12th pass) from any recognized Board/Institute with three years experience in computer @ 40 WPM with three years experience in a similar post.</p> <p>i) Caretaker: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience as electrician-cum-gestator operator.</p> <p>j) Project Incharge: Senior Secondary (12th pass) from any recognized Board/Institute. Experience of 03 years in handling an adventure / tourism project.</p> <p>k) Marketing Assistant (Adventure): Senior Secondary (12th pass) from any recognized Board/Institute with 03 years experience in Marketing and Sales of adventure/tourism products.</p> <p>l) Parasailing Instructor: Senior Secondary (12th pass) from any recognized Board/Institute. Should have completed Parasailing Course from NCC/ Ministry of Tourism. 03 years of experience in conducting parasailing activity.</p> <p>m) Receptionist : Senior Secondary (12th pass) from any recognized Board/Institute with experience in the same capacity and knowledge of REX/FAX & EPABX also fluency in English and knowledge of front office functions with one year experience in the similar post .</p> <p>n) Horticulture Asstt.: Senior Secondary (12th pass) from any recognized</p>	<p>Corporation.</p>
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		<p>Board/Institute with three years experience in the field of Horticulture Work.</p> <p>o) Water sports Life Guard: Senior Secondary (12th pass) from any recognized Board/Institute. with certificate course in first aid from a recognized institute/school. Should have Good knowledge of swimming. 03 years experience in life saving techniques related to water sports.</p> <p>p)Electrician: Senior Secondary (12th pass) from any recognized Board/Institute and Certificate course in electrical competence issued by ITI/GNCTD with one year experience.</p> <p>q) Jr. Motor Boat Driver: Senior Secondary (12th pass) from any recognized Board/Institute. Certificate course in operation of Out Board Motor Engine(OBM) from National Institute of Water Sports. 3 years experience in operations of Motor Boat with OBM engines.</p> <p>r) Typist-(Hin/Eng) Senior Secondary (12th pass) from any recognized Board/Institute and knowledge of (i) English-@35 w.p.m. ; Hindi -@ 30 w.p.m (Time allowed 10 Minutes) (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000/ KDPH on an average of 5 key depressions for each word.).</p> <p>s) Junior Salesman: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience in the line .</p> <p>t) Dak Messenger: Senior Secondary (12th pass) from any recognized Board/Institute with valid driving license of Motorcycle, one year experience as a Class IV employee in some Government / semi</p>	
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		<p>Government Organization.</p> <p>u) Librarian: Senior Secondary (12th Pass) from any recognized Board / Institute and should have a diploma in Library Science with three years experience.</p> <p>v) Instructor (Adventure): Senior Secondary (12th Pass) from a recognised Board or Institute. Advance mountaineering course with ‘A’ grading from recognized Mountaineering Institute. Participated in atleast 01 Expedition of Peaks of about 6500 meters. 03 years experience in organizing Mountaineering and Trekking Expeditions.</p> <p>w) Asstt. Hindi Translator: Senior Secondary (12th Pass) from any recognized Board / Institute with either Hindi and English Medium. but must have a Hindi or English as a subject. 03 years experience in translation work in a Government organization.</p> <p>x) Parasailing Operator Cum Controller: Senior Secondary (12th pass) from any recognized Board/ Institute. Should possess valid heavy motor vehicle license and tourists badge, and 3 years experience in driving. Should have undertaken parasailing tow vehicle training.</p> <p>y) Jr Asstt. (Water Sports): Senior Secondary (12th Pass) from any recognized Board/ Institute. should be good swimmer, certificate of proficiency in Water Sports recognized by National Institute of water sports, Panjim, Goa. 03 yrs experience in water sports activities..</p> <p>Desirable: Candidate who are having Bachelor’s Degree in respective subjects from a recognized University/Institute with 6 months Certificates course in Computer Application from a recognized Institutes, alongwith the requisite qualifications mentioned against each post will be given preference. .</p>	
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Column 8	Jr. Transport Asstt.: Matriculation. For all other posts Education qualification not indicated.	Not Applicable.	As per orders and instructions of DoPT
Column 9.	01 year	02 years	In order to bring parity with the orders and instruction issued by the DOPT.
Column 10.	<p>(i) Bill Clerk: 50% by promotion from Utility Workers, 50% by promotion from Class IV employees except Utility Workers, Jr. Salesman: 50% by promotion from attendants, 50% by promotion from all Class IV employees except helper/ attendant Jr. Asstt.: 100% by promotion amongst all Class IV employees subject to passing of typing test @ 30 w.p.m.(Eng.)/25 w.p.m. (Hindi) with 10th pass certificate. Life guard: 50% by promotion and 50% by Direct recruitment. Asst. Cook/Masalchi: 50% by promotion from Masalchi/skilled workers failing which by DR and 50% by DR. Tandooria/ Hindi Typist/Electrician/Jr. Motor Boat Driver/Cashier cum Record Clerk/Sales Girl/ Ticket Window Clerk/Asstt. Cook:100% by DR. Dak Messenger:100% Promotion from Class IV Employees failing which by DR. Jr. Transport Assistant:100% selection from Class IV employees fulfilling the qualifications.</p>	<p>50% by Direct Recruitment failing which by deputation basis. 25% by Promotion on seniority-cum-fitness basis from amongst the Group of Employees consisting of Multi-Tasking Staff (erstwhile Group 'D') on the basis of departmental examinations. *25% by Promotion. *The minimum qualification for Group of Employees consisting of Multi-Tasking Staff (erstwhile Group 'D') for appointment to this level will be either 10th pass or ITI or equivalent. The incumbent of Group of Employees consisting of Multi-Tasking Staff (erstwhile Group 'D') post who have not acquired the minimum qualification for appointment to this level will have to undergo 6 month's training before their promotion in the grade.</p>	The method of recruitment has been indicated as per the orders and instructions of DoPT. However, In order to give promotional avenues to the personnel working as MTS, the percentage of promotion has been raised from 5% to 25%.
Column 11.	Sales Girl/ Cash Cum Record Clerk/ Jr. Motor Boat Driver/Electrician /Wireman/ Hindi Typist/ Tandooria/ Commiss-II Cook/Ticket	(i) Promotion: Employees having put at least 10 years services in the pay scale of PB-1, Rs. 5200-20200+ Rs. 1800/-(Grade Pay)in the Corporation.	As per orders and instructions of DOPT.

	<p>Window Clerk/ Jr. Boat Driver/: 100% Direct Recruitment</p> <p>Dak Messenger: Promotion from Class IV employees of the Corporation failing which by Direct Recruitment.</p> <p>Jr. Transport Asstt.: 100% selection from Corporation among the class IV employees fulfilling the qualification.</p> <p>Asstt. Cook /Sr. Masalchi : 50% by Promotion from amongst Masalchi /skilled workers failing which by Direct Recruitment, 50% by Direct Recruitment.</p> <p>Life Guard/Jr. Salesman/Bill Clerk: 50% Promotion, 50% by Direct Recruitment.</p>	<p>(ii) Promotion on Seniority-cum-fitness basis : Selection would be made on the basis of merit to be determine through a Departmental Examination confined to such Group of Employees consisting of Multi-Tasking Staff (erstwhile Group 'D') having 10 years of regular service in the pay band-1, Rs. 5200-20200+Rs.1800/- (Grade Pay), who full fill the requirement of the minimum qualification prescribed for direct requirement under column 7. Unfilled vacancies will not be carried forward to the next calendar year.</p> <p>Deputation:</p> <p>(a) Holding analogous Post on regular basis in parent cadre or department.</p> <p>(b) Possessing the following qualifications:</p> <p>Qualification:</p> <p>a) Junior Assistant: Senior Secondary (12th Pass) from any recognized Board/ Institute.</p> <p>b) Cook: Senior Secondary (12th pass) from any recognized Board/Institute with five years of experience as cook / tandooria in a reputed hotel/ restaurant.</p> <p>c) Transport Counter Asstt.: Senior Secondary (12th pass) from any recognized Board/Institute with diploma in Tourism and experience in travel trade for one year.</p> <p>d) Salesman Grade-I: Senior Secondary (12th pass) from any recognized Board/Institute with three years</p>	<p>-do-</p>
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		<p>experience in the line</p> <p>e) Store Keeper: Senior Secondary (12th pass) from any recognized Board/Institute with five years experience as bill clerk</p> <p>f) Shift Incharge: Senior Secondary (12th pass) from any recognized Board/Institute and five years experience as bill clerk/salesman.</p> <p>g) Asstt. Tourists Councilor : Senior Secondary (12th pass) from any recognized Board/Institute with Tourism as a subject from recognized or diploma in tourism from recognized university or its equivalent with 50% marks in aggregate.</p> <p>h) Data Entry Operator(A) Senior Secondary (12th pass) from any recognized Board/Institute plus experience in computer @ 40 WPM</p> <p>i) Caretaker: Senior Secondary (12th pass) from any recognized Board/Institute with experience as electrician-cum-gestator operator.</p> <p>j) Project Incharge: Senior Secondary (12th pass) from any recognized Board/Institute. Experience of 03 years in handling an adventure / tourism project.</p> <p>k) Marketing Assistant (Adventure): Senior Secondary (12th pass) from any recognized Board/Institute with 03 years experience in Marketing and Sales of adventure/tourism products.</p> <p>l) Parasailing Instructor: Senior Secondary (12th pass) from any recognized Board/Institute. Should have completed Parasailing Course from NCC/ Ministry of Tourism. 03 years of experience in conducting parasailing activity.</p> <p>m) Receptionist : Senior Secondary (12th pass) from any recognized Board/Institute with experience in the same capacity and knowledge of</p>	
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		<p>REX/FAX & EPABX also fluency in English and knowledge of front office functions.</p> <p>n) Horticulture Asstt.: Senior Secondary (12th pass) from any recognized Board/Institute with experience in the field of Horticulture Work.</p> <p>o) Water sports Life Guard: Senior Secondary (12th pass) from any recognized Board/Institute. with certificate course in first aid from a recognized institute/school. Should have Good knowledge of swimming. 03 years experience in life saving techniques related to water sports.</p> <p>p) Electrician: Senior Secondary (12th pass) from any recognized Board/Institute and Certificate course in electrical competence issued by ITI/GNCTD.</p> <p>q) Jr. Motor Boat Driver: Senior Secondary (12th pass) from any recognized Board/Institute. Certificate course in operation of Out Board Motor Engine(OBM) from National Institute of Water Sports. 3 years experience in operations of Motor Boat with OBM engines.</p> <p>r) Typist-(Hin/Eng) Senior Secondary (12th pass) from any recognized Board/Institute and knowledge of (i) English-@35 w.p.m. ; Hindi -@ 30 w.p.m (Time allowed 10 Minutes) (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000/ KDPH on an average of 5 key depressions for each word.).</p> <p>s) Junior Salesman: Senior Secondary (12th pass) from any recognized Board/Institute with three years experience in the line .</p> <p>t) Dak Messenger: Senior Secondary (12th pass) from any recognized Board/Institute with valid driving license of Motorcycle, two years experience as a Class IV employee in</p>	
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		<p>some Government / semi Government Organization.</p> <p>u) Librarian: Senior Secondary (12th Pass) from any recognized Board / Institute and should have a diploma in Library Science.</p> <p>v) Instructor (Adventure): Senior Secondary (12th Pass) from a recognised Board or Institute. Advance mountaineering course with 'A' grading from recognized Mountaineering Institute. Participated in atleast 01 Expedition of Peaks of about 6500 meters. 03 years experience in organizing Mountaineering and Trekking Expeditions.</p> <p>w) Asstt. Hindi Translator: Senior Secondary (12th Pass) from any recognized Board / Institute with either Hindi and English Medium. but must have a Hindi or English as a subject. 03 years experience in translation work in a Government organization.</p> <p>x) Parasailing Operator Cum Controller: Senior Secondary (12th pass) from any recognized Board/ Institute. Should possess valid heavy motor vehicle license and tourists badge, and 3 years experience in driving. Should have undertaken parasailing tow vehicle training.</p> <p>y) Junior Assistant (Water Sports): Senior Secondary (12th Pass) from any recognized Board/ Institute. should be good swimmer, certificate of proficiency in Water Sports recognized by National Institute of water sports, Panjim, Goa. 03 yrs experience in water sports activities.</p> <p>Desirable: Candidate who are having Bachelor's Degree in respective subjects from a recognized University/Institute with 6 months Certificates course in Computer Application from a recognized Institutes, alongwith the requisite qualifications mentioned against each post will be given preference.</p>	
Column 12.	1.Sr. Chief Manager (Liquor)	For promotion & confirmation	The DPC has been

	2.Sr. Chief Manager (Pers.) 3.Sr. Chief Manager (Projects) 4.Chief Manager (Finance) (as SC/ST representative)	82. General Manager (Concerned) 83. Financial Controller/ Financial Advisor 84. Chief Manager (Personnel) 85. Chief Manager (Project) 86. Chief Manager (as SC/ST representative)	included as per orders and instructions of DOPT.
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2. Name, addresses and telephone numbers of the DTTDC representative with whom these proposals may be discussed, if necessary, for clarification/early decision.

Place:

Date:

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

Recruitment Rules for the posts which were in Group 'D' Scales prior to Sixth Pay Commission and which have been placed in Group 'C'- Pay Band - 1 (Rs. 5200-20200)+ Grade Pay Rs. 1800/-.

1.	Name of Post.	Multi-Tasking Staff
2.	Number of Post.	*244 (2014) *Subject to variation dependent on workload
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay Band-1, Rs. 5200-20200+ Grade Pay Rs. 1800/-
5.	Whether selection post or non selection post.	Not applicable
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS(Pension) Rules, 1972.	Not applicable
7.	Age limit for direct recruitment	Between 18 and 25 years of age. Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahual & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep). In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.
8.	Educational and other qualifications required for direct recruits.	Matriculation or equivalent pass or ITI pass.
9.	Whether age and educational qualifications prescribed for direct	Not Applicable.

	recruitment will apply in the case of promotees.	
10.	Period of probation, if any.	Two Years.
11.	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% Direct Recruitment.
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made.	Not Applicable
13.	If DPC exists, what is its composition.	<p><u>For promotion & confirmation</u></p> <p>87. General Manager 88. Financial Controller/ Financial Advisor 89. Chief Manager (Personnel) 90. Chief Manager (Project) 91. Chief Manager (as SC/ST representative)</p>
14.	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable