

**DELHI TOURISM & TRANSPORTATION DEVELOPMENT CORPORATION LTD.  
18-A, DDA SCO COMPLEX DEFENCE COLONY, NEW DELHI-24.**

**Recruitment Rules for the Post of Financial Controller**

S. No.	Particulars	Existing Recruitment Rules	Proposed Recruitment Rules
1)	Name of post	Financial Controller	Financial Controller
2)	Number of posts	01	01* (One) (2024) *subject to variation dependent on workload.
3)	Classification	Group A	Group A
4)	Level in the pay matrix	Rs.37400-67000+ Grade Pay Rs.8700	Level-13
5)	Whether Selection post or non-selection post	Selection	Not applicable
6)	Age limit for direct recruits.	45 years	45 years
7)	Educational and other qualifications required for direct recruits.	An associate member of Institute of Chartered Accountants/ Cost & Work Accountants of India or UK and of the Institute of Company Secretary of India with 10 years' experience in a responsible capacity in a reputed Public Undertaking out of which 6 years he should hold direct responsibility for finalization of company accounts, Budget etc.	<p><b>Essential Qualification</b></p> <p>CA/CMA with minimum 12 years of experience in financial management, budgeting, finalisation of accounts, balance sheet etc.</p> <p><b>Desirable</b></p> <p>Candidates who have been associated with IFRS and have worked in fields related to tourism/ travel/ hospitality industry will be preferred.</p>
8)	Whether age/ educational qualifications prescribed for direct recruits will apply in the case of promotes.	N.A.	N.A.
9)	Period of probation, if any.	2 years	2 years
10)	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	100% by direct recruitment failing which by deputation	100% by direct recruitment failing which by Deputation
11)	In case of recruitment by promotion/ Deputation /absorption, grades from which promotion/ deputation/ absorption to be made.	Deputation from amongst suitable Finance/ Accounts / Audit Cadre Officers of Group A Central Audit and Accounts Service, Defence Accounts Service, Postal Accounts Service, Public Sector Undertaking of Central Government and Government undertaking of GNCT of Delhi who are in the Level 12 of 7 <sup>th</sup> Pay Commission (Pre revised Rs. 15600-39100 + Grade pay Rs. 7600).	<p><b>Deputation (ISTC)</b></p> <p>Officers under the Central/ State Government/ UTs/ Universities/ Recognized Research Institutions/ PSUs/ Autonomous or Statutory Organizations:</p> <p>(a)</p> <p>(i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with 5 years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-12 in the parent cadre/department; and</p> <p>(b) Possessing the following qualification and experience:-</p> <p><b>Essential qualification</b></p>

Restructuring of Posts and Proposed Draft Recruitment Rules in DTTDC-2024 (**Annexure-II**)

S. No.	Particulars	Existing Recruitment Rules	Proposed Recruitment Rules
			<p>CA/CMA with minimum 12 years of experience in financial management, budgeting, finalisation of accounts, balance sheet etc.</p> <p><b><u>Desirable</u></b> Candidates who have been associated with IFRS and have worked in fields related to tourism/ travel/ hospitality industry will be preferred.</p> <p>Note 1: Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed 5 years.</p> <p>(The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)</p> <p>(Officers from different corporations of Government of NCT of Delhi will be given preference)</p>
12)	If a Departmental Promotion Committee exists, what is the composition?	As may be constituted by Chairman & MD	As may be decided by competent authority.
13)	Circumstances in which Union Public Service Commission to be consulted in making recruitment.		Not applicable

**DELHI TOURISM & TRANSPORTATION DEVELOPMENT CORPORATION LTD.  
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**Recruitment Rules for the Post of Chief Manager (Finance & Accounts)**

S. No.	Particulars	Existing Recruitment Rules	Proposed Recruitment Rules
1)	Name of post	Chief Manager (Finance & Accounts)	Chief Manager (Finance & Accounts)
2)	Number of posts	Two	02* (Two) - (2024) *subject to variation dependent on workload.
3)	Classification	Group A	Group A
4)	Level in the pay matrix	Level-12 (7 <sup>th</sup> CPC) (pre-revised - 15600-39100+7600)	Level-12
5)	Whether Selection post or non-selection post	Selection	Selection
6)	Age limit for direct recruits.	45 years	Not applicable.
7)	Educational and other qualifications required for direct recruits.	ICWA or CA or CS having associate members of ICWAI or ICAI or ICSI with atleast 10 years' experience on the post equivalent to the post of Manager in the Finance Field or M.Com with 12 years' experience on the post equivalent to the post of Manager in the Finance field.	Not applicable.
8)	Whether age/ educational qualifications prescribed for direct recruits will apply in the case of promotes.	No	Not applicable.
9)	Period of probation, if any.	Two years in case of direct recruitment	Not applicable.
10)	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	100% by promotion amongst Managers Finance with an experience of at least 5 years on the said post.	100% by promotion failing which by deputation.
11)	In case of recruitment by promotion/ Deputation /absorption, grades from which promotion/ deputation/ absorption to be made.		<p><b><u>Promotion</u></b></p> <p>Manager (Finance) in Level-11 with 05 years regular service in the Grade failing which Manager (Finance) in Level-11 with 10 years of combined regular service in Level-11 &amp; 10.</p> <p><b><u>Deputation (ISTC)</u></b></p> <p>Officers under the Central/ State Government/ UTs/ Universities/ Recognized Research Institutions/ PSUs/ Autonomous or Statutory Organizations:</p> <p>(a)</p> <p>(i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with 5 years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-11 in the parent cadre/department; and</p>

Restructuring of Posts and Proposed Draft Recruitment Rules in DTTDC-2024 **(Annexure-II)**

S. No.	Particulars	Existing Recruitment Rules	Proposed Recruitment Rules
			<p>(b) Possessing the following educational qualifications and experience.</p> <p>CA/CMA with minimum 08 years of experience in financial management, budgeting, finalisation of accounts, balance sheet etc.</p> <p>Note 1: Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed 4 years.</p> <p>(The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)</p> <p>(Officers from different corporations of Government of NCT of Delhi will be given preference)</p>
12)	If a Departmental Promotion Committee exists, what is the composition?		As may be decided by competent authority.
13)	Circumstances in which Union Public Service Commission to be consulted in making recruitment.		Not Applicable.

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**Recruitment Rules for the Post of Manager (Finance)**

S. No.	Particulars	Existing Recruitment Rules	Proposed Recruitment Rules
1)	Name of post	Manager (Finance)	Manager (Finance)
2)	Number of posts	04 (Four)	04* Four (2024) *subject to variation dependent on workload.
3)	Classification		Group A
4)	Level in the pay matrix	Rs.3000-4500 (pre revised) (Non-Gazetted)	Level-11
5)	Whether Selection post or non-selection post		Selection
6)	Age limit for direct recruits.	40 years	Not applicable.
7)	Educational and other qualifications required for direct recruits.	ICWA or Chartered Accountant having Associate Membership from ICWAI and ICAI with five years post qualification experience in Finance & Accounts. Persons having experience of taxation, banking, budgeting auditing, shall be preferred. OR M.Com with 12 years post qualification experience in Finance and Accounts with at least 8 years' experience in Taxation, Banking, Auditing, Budgeting matters at the level of Dy. Manager (Accounts) or Accounts Executive in the pay scale of Rs.2200-4000 or Rs. 2370-3500. OR ICWA (Inter) or Chartered Accountant (Inter) with atleast 10 years post qualification experience in Finance / Accounts out of which five years' experience in handling Taxation, budgeting, auditing, banking matters and working not below the post of Dy. Manager / Accounts Executive in the pay scale of Rs.2200-4000 or 2375-3600.	Not applicable
8)	Whether age/ educational qualifications prescribed for direct recruits will apply in the case of promotes.	No	Not applicable.
9)	Period of probation, if any.	2 years in case of DR	Not applicable
10)	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	100% by promotion on seniority, subject to fitness amongst the Dy. Manager (Finance) with 5 years' service experience in the cadre failing which amongst Accounts Executives in the pay scale of Rs.2375-3500, fulfilling the qualifications of DR of the post failing which by DR / deputation.	100% by promotion failing which by deputation
11)	In case of recruitment by promotion/ Deputation /absorption, grades from which promotion/ deputation/ absorption to be made.		<b><u>Promotion</u></b>  Dy. Manager (Accounts) in Level-10 with 05 years regular service in the Grade failing which Dy. Manager

Restructuring of Posts and Proposed Draft Recruitment Rules in DTTDC-2024 **(Annexure-II)**

S. No.	Particulars	Existing Recruitment Rules	Proposed Recruitment Rules
			<p>(Accounts) in Level-10 with 10 years combined regular service in the Grades of Dy. Manager (Accounts) (Level-10) &amp; Assistant Manager (Accounts) (Level-7).</p> <p><b><u>Deputation (ISTC)</u></b></p> <p>Officers under the Central/State Government/UTs/Universities/Recognized Research Institutions/ PSUs/ Autonomous or Statutory Organizations:</p> <p>(a)</p> <p>(i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with 5 years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-10 in the parent cadre/department; and</p> <p>(b) Possessing following educational qualifications and experience</p> <p>CA/CMA with minimum 05 years of experience in financial management, budgeting, finalisation of accounts, balance sheet etc.</p> <p>Note 1: Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed 3 years.</p> <p>(The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)</p> <p>(Officers from different corporations of Government of NCT of Delhi will be given preference)</p>
12)	If a Departmental Promotion Committee exists, what is the composition?		As may be decided by competent authority.
13)	Circumstances in which Union Public Service Commission to be consulted in making recruitment.		Not Applicable.

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**Recruitment Rules for the Post of Dy. Manager (Accounts)**

S. No.	Particulars	Existing Recruitment Rules	Proposed Recruitment Rules
1.	Name of post	Dy. Manager (Accounts)	Dy. Manager (Accounts)
2.	Number of posts	5	15* (Fifteen) (2024) *subject to variation dependent on workload.
3.	Classification	Group A	Group A
4.	Level in the pay matrix	8000-13500	Level-10
5.	Whether Selection post or non-selection post	Selection	Selection
6.	Age limit for direct recruits.	35 years	Not applicable
7.	Educational and other qualifications required for direct recruits.	Intermediate CA/ICWA with minimum of 3 yrs experience in the line OR Candidates who have passed S.A.S Examination conducted by CAG of Govt. of India with minimum 3 yrs standing OR M.Com in 2 <sup>nd</sup> class with 5 years service or B.Com 2 <sup>nd</sup> class with 7 years service in the scale of 425-700/425-800 (Revised 1400-2600 further rationalized 1640-2900) in the case of promotees	Not applicable
8.	Whether age/ educational qualifications prescribed for direct recruits will apply in the case of promotes.	% of marks relaxable in the case of promotion	Not applicable
9.	Period of probation, if any.	2 years	02 years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	40% by promotion from amongst Asstt. Accountant (Redesignated as Asstt. Manager (A/C) with 5 years service 60% by deputation/ transfer /DR Revised:- a)50% by promotion from Accounts Officer with 5 years service on the post b)25% by promotion from Asstt.Manager (A/Cs) with 8 years service on the post c) 25% by deputation failing which by Direct Recruitment.	100% by Promotion failing which by deputation.
11.	In case of recruitment by promotion/ Deputation /absorption, grades from which promotion/ deputation/ absorption to be made.	<u>In case of promotion</u> As per CL No.8 & 9 <u>In case of Transfer /deputation</u> As per Col. No. 8	<b><u>Promotion</u></b>  Assistant Manager (Accounts) in Level-7 with 05 years regular service in the Grade.  <b><u>Deputation (ISTC)</u></b>  Officers under the Central/State Government/UTs/Universities/Recognized Research Institutions/ PSUs/ Autonomous or Statutory Organizations:

Restructuring of Posts and Proposed Draft Recruitment Rules in DTTDC-2024 **(Annexure-II)**

S. No.	Particulars	Existing Recruitment Rules	Proposed Recruitment Rules
			<p>(a)</p> <p>(i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with 5 years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-7 in the parent cadre/department; and</p> <p>(b) Possessing the following educational qualifications and experience.</p> <p>CA/CMA with minimum 05 years of experience in financial management, budgeting, finalisation of accounts, balance sheet etc.</p> <p>Note 1: Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed 3 years.</p> <p>(The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)</p> <p>(Officers from different corporations of Government of NCT of Delhi will be given preference)</p>
12	If a Departmental Promotion Committee exists, what is the composition?	As may be constituted by Competent Authority	As may be constituted by MD & CEO, DTTDC.
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment.	NA	NA



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**Recruitment Rules for the Post of Accounts Officer designated as Dy. Manager (Finance- Engineering)**

S. No.	Particulars	Existing Recruitment Rules	Proposed Recruitment Rules
1.	Name of post	Accounts Officer	Dy. Manager (Finance-Engineering)
2.	Number of posts	02 (Two)	02* (Two) -2024 *subject to variation dependent on workload.
3.	Classification	Group –A	Group –A
4.	Level in the pay matrix	Level -10 (7 <sup>th</sup> CPC)	Level -10 (7 <sup>th</sup> CPC)
5.	Whether Selection post or non-selection post	Selection	Not Applicable
6.	Age limit for direct recruits.	35 years	35 years
7.	Educational and other qualifications required for direct recruits.	Not applicable	Chartered Accountant /CMA with five years' experience of handling infrastructure projects, commercial accounting and conversant with CPWD manual.  Candidate having experience of PSU sector for the similar work will be given preference.
8.	Whether age/ educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not applicable	Not applicable
9.	Period of probation, if any.	Not applicable	02 years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	Deputation	100% by direct recruitment
11	In case of recruitment by promotion/ Deputation /absorption, grades from which promotion/ deputation/ absorption to be made.	Passed S.A.S/AAO(C) examination OR CA/CMA(Inter) Finance in the PB- 2 9300-34800-5400 Grade Pay initially for two years with five years' Recruitment experience of working in the Accounts Department of Government Organizations /Corporation and is well conversant with the latest rules & regulations of Accounting procedure and desirable knowledge of Commercial Accounting & Procedure and Tax related issues.	Not applicable
12	If a Departmental Promotion Committee exists, what is the composition?	<ul style="list-style-type: none"> <li>• Company Secretary-Chairman</li> <li>• Financial Controller</li> <li>• Sr. Chief Manager representative of SC/ST candidates)-Member</li> <li>• Sr. Chief Manager (Personnel)/ Manager (Personnel)- Member</li> </ul>	Not applicable
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment.	Not applicable	Not applicable

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**Recruitment Rules for the Post of Assistant Manager (Accounts)**

S. No.	Particulars	Existing Recruitment Rules	Proposed Recruitment Rules
1.	Name of post	Assistant Manager (Accounts)	Assistant Manager (Accounts)
2.	Number of posts	45 (Forty Five 2017)	20* (Twenty) - (2024) *subject to variation dependent on workload.
3.	Classification	Group B	Group B
4.	Level in the pay matrix	Level 7 (7 <sup>th</sup> CPC)	Level 7 (7 <sup>th</sup> CPC)
5.	Whether Selection post or non-selection post	Selection	Selection
6.	Age limit for direct recruits.	32 years	32 years
7.	Educational and other qualifications required for direct recruits.	Graduate with CA (Inter)/ICWA (Inter) /MBA (Finance) with 03 years, experience in Accounts & Finance	CA/ CMA from recognised university with 03 years' experience in Accounts & Finance
8.	Whether age/ educational qualifications prescribed for direct recruits will apply in the case of promotes.	Age-No	No
9.	Period of probation, if any.	02 years	02 years in case of Direct Recruitment.
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	100% by promotion	25% by promotion failing which by deputation 75% by Direct Recruitment
11.	In case of recruitment by promotion/ Deputation /absorption, grades from which promotion/ deputation/ absorption to be made.	The promotion will be made from the cadre of Assistant Grade-I (Accounts) with Five years of service in the level (Level-6) rendered after appointment thereto on a regular basis.	<p><b><u>Promotion</u></b></p> <p>Assistant Grade-1 (Accounts) in Level-6 with 05 years regular service in the Grade failing which Assistant Grade-1 (Accounts) in Level-6 with 15 years combined service in Level-6 &amp;4.</p> <p><b><u>Deputation (ISTC)</u></b></p> <p>Officers under the Central/State Government/UTs/Universities/Recognized Research Institutions/ PSUs/ Autonomous or Statutory Organizations:</p> <p>(a)</p> <p>(i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with 5 years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-6 in the parent cadre/department; and</p> <p>(b) Possessing the educational qualifications and experience prescribed for Direct Recruits</p>

Restructuring of Posts and Proposed Draft Recruitment Rules in DTTDC-2024 **(Annexure-II)**

S. No.	Particulars	Existing Recruitment Rules	Proposed Recruitment Rules
			<p>under Col. 7.</p> <p>Note 1: Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed 3 years.</p> <p>(The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)</p> <p>(Officers from different corporations of Government of NCT of Delhi will be given preference)</p>
12.	If a Departmental Promotion Committee exists, what is the composition?	1. Company Secretary-Chairman 2. Sr. Chief Manager as SC/ST representative 3. Chief Manager (Personnel)/Manager (Personnel)	As may be constituted by the MD & CEO, DTTDC.
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.	Not applicable.	Not applicable

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**Recruitment Rules for the Post of Assistant Grade - I (Accounts)**

<b>S. No.</b>	<b>Particulars</b>	<b>Existing Recruitment Rules</b>	<b>Proposed Recruitment Rules</b>
1)	Name of post	AGI (Accounts) (Commercial)	Assistant Grade - I (Accounts)
2)	Number of posts	36	22* (Twenty Two) - (2024) *subject to variation dependent on workload.
3)	Classification	Group C	Group B
4)	Level in the pay matrix	Level-6	Level-6
5)	Whether Selection post or non-selection post	Non Selection	Non-Selection
6)	Age limit for direct recruits.	35 years	Not applicable
7)	Educational and other qualifications required for direct recruits.	Commerce Graduate with 55% marks with 5 years' experience in the matters relating to Accounts field.	Not applicable.
8)	Whether age/ educational qualifications prescribed for direct recruits will apply in the case of promotes.	Age-No Qualification as per column no.11	Not applicable.
9)	Period of probation, if any.	N.A.	02 years
10)	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	100% promotion	100% by promotion
11)	In case of recruitment by promotion/ Deputation /absorption, grades from which promotion/ deputation/ absorption to be made.	<b><u>In case of promotion</u></b>  Graduate with 10 years' experience of the feeder post of AACC on the basis of seniority subject to fitness.	<b><u>Promotion</u></b>  Accounts Assistant cum Cashier in Level-4 with 10 years regular service in the Grade.
12)	If a Departmental Promotion Committee exists, what is the composition?	As may be constituted by CMD	As may be constituted by MD & CEO, DTTDC.
13)	Circumstances in which Union Public Service Commission to be consulted in making recruitment.	N.A	Not Applicable

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**Recruitment Rules for the Post of Accounts Assistant cum Cashier**

<b>S. No.</b>	<b>Particulars</b>	<b>Existing Recruitment Rules</b>	<b>Proposed Recruitment Rules</b>
1.	Name of post	Accounts Assistant cum Cashier	Accounts Assistant cum Cashier
2.	Number of posts	24 (Twenty four)(2017) – subject to variation dependent on workload.	24* (Twenty four) - (2024) *subject to variation dependent on workload.
3.	Classification	Group C	Group C
4.	Level in the pay matrix	Level-4 (7 <sup>th</sup> CPC)	Level-4 (7 <sup>th</sup> CPC)
5.	Whether Selection post or non-selection post	Not Applicable	Not Applicable
6.	Age limit for direct recruits.	27 years	27 years
7.	Educational and other qualifications required for direct recruits.	B.Com from a recognised University Computer Literate Preferably Tally/Finance Package and be conversant with the latest Finance & Accounting Management Software. Two years' experience in Accounts work in Government/Semi Government or a reputed concern.	B.Com from a recognised University. Computer Literate Preferably Tally/Finance Package and be conversant with the latest Finance & Accounting Management Software.  Two years' experience in Accounts work in Government/ Semi Government or a reputed concern.
8.	Whether age/ educational qualifications prescribed for direct recruits will apply in the case of promotes.	Age-No Qualification – Atleast B.Com	Not Applicable.
9.	Period of probation, if any.	02 years	02 years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment	100% by Direct Recruitment
11.	In case of recruitment by promotion/ Deputation /absorption, grades from which promotion/ deputation/ absorption to be made.	Not applicable	Not applicable
12.	If a Departmental Promotion Committee exists, what is the composition?	Not applicable	Not applicable
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.	Not applicable	Not applicable