

**Re-structuring of Posts and Proposed Draft Recruitment Rules in DTTDC – 2024 (Annexure-IV)**

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

**Recruitment Rules for the Post of Sr. Pr. Private Secretary**

| <b>S. No.</b> | <b>Particulars</b>   | <b>Existing Recruitment Rules</b>   | <b>Proposed Recruitment Rules</b>   |
|---------------|--|---|---|
| 1.            | Name of post   | <b>Sr. Pr. Private Secretary</b>  | <b>Sr. Pr. Private Secretary</b>  |
| 2.            | Number of posts  | 01 (One) (2020)   | 02* (Two) - (2024) *subject to variation dependent on workload.   |
| 3.            | Classification   | Group A   | Group A   |
| 4.            | Level in the pay matrix  | Level-11 (Pre-revised Rs.15600-39100 (Grade pay Rs. 6600)   | Level-11  |
| 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.   | Graduate / Post Graduate from a recognized University with 08 years' experience in the cadre of Pr. Private Secretary in the pay band of Rs. 9300-34800 (5400) in a Government Department / Undertaking should pass stenography test @100 wpm. Knowledge of computer operation. | Not applicable.   |
| 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.   | 02 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   | 100% by Promotion failing which by deputation <b>(ISTC)</b> .   |
| 11.           | In case of recruitment by promotion/ Deputation /absorption, grades from which promotion/ deputation/ absorption to be made.                                       | The promotion will be made on the basis of the seniority subject to the rejection of the unfit from the cadre of Pr. Private Secretary with 05 years of service in the level of (Level-10) rendered after appointment thereto on a regular basis.                               | <p><b><u>Promotion</u></b></p> <p>Pr. Private Secretary in Level-10 with 05 years regular service in the Grade failing which PPS in Level-10 with 10 years of combined service as PPS and PS</p> <p><b><u>Deputation (ISTC)</u></b></p> <p>Officers under the Central/ State Government/ UTs/ Universities/ Recognized Research</p> |

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| S. No. | Particulars   | Existing Recruitment Rules   | Proposed Recruitment Rules   |
|--------|---|--|--|
|        |   |  | <p>Institutions/ PSUs/ Autonomous or Statutory Organizations:</p> <p>a)</p> <p>(i) holding posts in Level -11 on regular basis in the parent cadre or department; or</p> <p>(ii) with 5 years' service in posts in Level-10 rendered after appointment thereto on a regular basis in the parent cadre/department; and</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?                        | <p>1) General Manager – Chairman</p> <p>2) Company Secretary-Chairman/ Sr. Chief Manager (Personnel)/</p> <p>3) Chief Manager / Manager as SC/ST representative-Member</p> | As may be constituted by Competent Authority.  |
| 13.    | Circumstances in which Union Public Service Commission to be consulted in making recruitment. | Not applicable.  | Not applicable   |

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18-A, DDA SCO COMPLEX DEFENCE COLONY, NEW DELHI-24.**

**Recruitment Rules for the Post of Pr. Private Secretary**

| <b>S. No.</b> | <b>Particulars</b>   | <b>Existing Recruitment Rules</b>   | <b>Proposed Recruitment Rules</b>   |
|---------------|--|---|---|
| 1)            | Name of post   | <b>Pr. Private Secretary</b>  | <b>Pr. Private Secretary</b>  |
| 2)            | Number of posts  | 02 (Two) (2020)   | 03* (Three) (2024) *subject to variation dependent on workload.   |
| 3)            | Classification   | Group A   | Group A   |
| 4)            | Level in the pay matrix  | Level-10 (Pre-revised Rs. 15600-39100 (Grade pay Rs. 5400)  | 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.   | Graduate / Post Graduate from a recognized University with 08 years' experience in the cadre of Private Secretary in the pay band of Rs. 9300-34800 (4600) in a Government Department / Undertaking should pass stenography test @100 wpm. Knowledge of computer operation. | Not applicable.   |
| 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.   | 02 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   | 100% by Promotion failing which by deputation <b>(ISTC)</b>   |
| 11)           | In case of recruitment by promotion/ Deputation /absorption, grades from which promotion/ deputation/ absorption to be made.                                       | The promotion will be made on the basis of the seniority subject to the rejection of the unfit from the cadre of Private Secretary with 05 years of service in the level of (Level-7) rendered after appointment thereto on a regular basis.                                | <p><b><u>Promotion</u></b></p> <p>Private Secretary in Level-7 with five years of regular service in post failing which PS in Level-7 with 10 years of combined regular service in the posts of PS (L-7) and PA (L-6).</p> <p><b><u>Deputation (ISTC)</u></b></p> <p>Officers under the Central/ State Government/ UTs/ Universities/ Recognized Research Institutions/</p> |

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| S. No. | Particulars   | Existing Recruitment Rules  | Proposed Recruitment Rules  |
|--------|---|---|---|
|        |   |   | <p>PSUs/ Autonomous or Statutory Organizations:</p> <p>a)</p> <p>(i) holding posts in Level - 10 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>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?                        | <ul style="list-style-type: none"> <li>• Company Secretary- Chairman</li> <li>• Chief Manager / Manager as SC/ST representative- Member</li> <li>• Chief Manager (Personnel)/ Manager (Personnel) - Member</li> </ul> | As may be constituted by Competent Authority.   |
| 13)    | Circumstances in which Union Public Service Commission to be consulted in making recruitment. | Not applicable.   | Not applicable  |

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**DELHI TOURISM & TRANSPORTATION DEVELOPMENT CORPORATION LTD.  
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**Recruitment Rules for the Post of Private Secretary**

| <b>S. No.</b> | <b>Particulars</b>   | <b>Existing Recruitment Rules</b>  | <b>Proposed Recruitment Rules</b>  |
|---------------|--|--|--|
| 1)            | Name of post   | Private Secretary  | Private Secretary  |
| 2)            | Number of posts  | 08 (2020)  | 5* (Five) - (2024) *subject to variation dependent on workload.  |
| 3)            | Classification   | Group B  | Group B  |
| 4)            | Level in the pay matrix  | Level-7 (Pre revised PB-9300-34800+4600)   | Level-7  |
| 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.   | Graduate /Post Graduate from a recognised University with four years' experience in the cadre of Personal Assistant in the pay band of Rs.9300-34800+4200) in a Govt. Department /Undertaking should pass Stenography test 120 w.p.m.<br><br>Knowledge of Computer operation | Not applicable.  |
| 8)            | Whether age/ educational qualifications prescribed for direct recruits will apply in the case of promotes.   | N.A.   | Not Applicable   |
| 9)            | Period of probation, if any.   | 2 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  | 100 % by promotion failing which by deputation <b>(ISTC)</b> .   |
| 11)           | In case of recruitment by promotion/ Deputation /absorption, grades from which promotion/ deputation/ absorption to be made.                                       | The promotion will be made on the basis of the seniority subject to the rejection of the unfit from the cadre of Personal Assistant with 05 years of service in the Level-6 rendered after appointment thereto on a regular basis.   | <b><u>Promotion</u></b><br><br>Personal Assistant in Level-6 with 05 years regular service in the Grade.<br><br><b><u>Deputation (ISTC)</u></b><br><br>Officers under the Central/ State Government/ UTs/ Universities/ Recognized Research Institutions/ PSUs/ Autonomous or Statutory Organizations: |

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| S. No. | Particulars   | Existing Recruitment Rules  | Proposed Recruitment Rules   |
|--------|---|---|--|
|        |   |   | <p>a)</p> <p>(i) holding posts in Level – 7 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>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?                        | <ul style="list-style-type: none"> <li>• Company Secretary-Chairman</li> <li>• Chief Manager / Manager as SC/ST representative-Member</li> <li>• Chief Manager (Personnel)/ Manager (Personnel) - Member</li> </ul> | As may be constituted by Competent Authority.  |
| 13)    | Circumstances in which Union Public Service Commission to be consulted in making recruitment. | Not applicable  | Not applicable   |

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

**Recruitment Rules for the Post of Personal Assistant**

| <b>S. No.</b> | <b>Particulars</b>   | <b>Existing Recruitment Rules</b>  | <b>Proposed Recruitment Rules</b>  |
|---------------|--|--|--|
| 1)            | Name of post   | Personal Assistant   | Personal Assistant   |
| 2)            | Number of posts  | 11 (2020)  | 07* (Seven) - (2024) *subject to variation dependent on workload.  |
| 3)            | Classification   | Group C  | Group B  |
| 4)            | Level in the pay matrix  | Level-6 (Pre-revised PB 9300-34800 4200)   | Level-6  |
| 5)            | Whether Selection post or non-selection post   | Selection  | Non-Selection  |
| 6)            | Age limit for direct recruits.   | 35 years   | Not applicable   |
| 7)            | Educational and other qualifications required for direct recruits.   | Graduate with speed in Shorthand 120 w.p.m. and Typing Speed 40 w.p.m. with 5 years' experience on the post of Steno.  | Not applicable.  |
| 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   | 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  | 100% by promotion failing which by deputation <b>(ISTC)</b> .  |
| 11)           | In case of recruitment by promotion/ Deputation /absorption, grades from which promotion/ deputation/ absorption to be made.                                       | The promotion will be made on the basis of the seniority subject to the rejection of the unfit from the cadre of Jr. Steno with 10 years of experience in the Level-4 rendered after appointment thereto on a regular basis. | <p><b><u>Promotion</u></b></p> <p>Jr. Stenographer in Level-4 with 10 years regular service in the Grade.</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 posts in Level – 6 on regular basis in the parent cadre or department; or</p> <p>(ii) with 10 years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-4 in the parent cadre/department; and</p> |

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| S. No. | Particulars   | Existing Recruitment Rules   | Proposed Recruitment Rules   |
|--------|---|--|--|
|        |   |  | <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?                        | <ul style="list-style-type: none"> <li>• Company Secretary-Chairman</li> <li>• Chief Manager / Manager as SC/ST representative-Member</li> <li>• Chief Manager (Personnel)/ Manager (Personnel - Member</li> </ul> | As may be constituted by Competent Authority.  |
| 13)    | Circumstances in which Union Public Service Commission to be consulted in making recruitment. | Not applicable   | Not applicable   |



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**DELHI TOURISM & TRANSPORTATION DEVELOPMENT CORPORATION LTD.  
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**Recruitment Rules for the Post of Junior Stenographer (English)**

| <b>S. No.</b> | <b>Particulars</b>   | <b>Existing Recruitment Rules</b>   | <b>Proposed Recruitment Rules</b>   |
|---------------|--|---|---|
| 1)            | Name of post   | Junior Stenographer (English)   | Junior Stenographer (English)   |
| 2)            | Number of posts  | 02 (two) (2017)-subject to variation dependent on workload  | 09* (Nine) (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   |
| 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>Educational Qualification</b><br>12 <sup>th</sup> Pass from a recognised Board or University<br><b>Essential Qualification</b><br>Shorthand Speed 100 Words Per Minute<br>Typing Speed 40 Words Per Minute | <b>Educational Qualification</b><br>12 <sup>th</sup> Pass from a recognised Board or University<br><b>Essential Qualification</b><br>Shorthand Speed 100 Words Per Minute<br>Typing Speed 40 Words Per Minute |
| 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.   | 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 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  |

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

**Recruitment Rules for the Post of Hindi Officer**

| <b>S.No.</b> | <b>Particulars</b>   | <b>Proposed Recruitment Rules</b>   |
|--------------|--|---|
| 1            | Name of post   | Hindi Officer   |
| 2            | Number of posts  | 1* (One) – 2024 *subject to variation dependent on workload.  |
| 3            | Classification   | Group A   |
| 4            | Level in the pay matrix  | Level-10  |
| 5            | Whether Selection post or non-selection post   | Not Applicable  |
| 6            | Age limit for direct recruits.   | Not applicable  |
| 7            | Educational and other qualifications required for direct recruits.   | Not Applicable  |
| 8            | Whether age/ educational qualifications prescribed for direct recruits will apply in the case of promotes.   | Not Applicable  |
| 9            | Period of probation, if any.   | 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. | Deputation (including short term contract)/Promotion  |
| 11           | In case of recruitment by promotion/ Deputation /absorption, grades from which promotion/ deputation/ absorption to be made.                                       | <p>Deputation (including short term contract):</p> <p>Officers of the Central Government, State Government, Union Territory Administration, Autonomous or Statutory Bodies, Public Sector Undertakings, Universities or Recognized Research or Training and Development Institutes:</p> <p>(A)</p> <p>a) Holding posts in Level 10 in the Pay Matrix; OR</p> <p>b) With 5 years of service in posts in Level-7 in the Pay Matrix; OR</p> <p>c) With 10 years of service in posts in Level-6 in the Pay Matrix;</p> <p>AND</p> <p>(B) with the following educational qualifications and experience :</p> |

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| S.No. | Particulars | Proposed Recruitment Rules   |
|-------|-------------|--|
|       |             | <p>Essential</p> <p>Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of examination at the degree level;</p> <p>OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level</p> <p>OR</p> <p>MA (Hindi)</p> <p>OR</p> <p>M Phil (Hindi)</p> |

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| S.No. | Particulars | Proposed Recruitment Rules  |
|-------|-------------|---|
|       |             | <p>(i) Three years' experience of using/ applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central/ State Governments/ Autonomous Body /Statutory Organizations /PSUs/ Universities or recognized research or educational institutions.</p> <p>OR</p> <p>Three years' experience of teaching in Hindi and English or research in Hindi or English under Central/State Governments/ Autonomous Body/Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions.</p> <p>Note 1: Qualifications are Relaxable at the discretion of the DTTDC in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualification(s) regarding experience is relaxable at the discretion of the DTTDC in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of, DTTDC is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p> <p>Desirable: Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognized Board.</p> <p>The departmental Assistant Hindi Translator (L-6) in DTTDC with 10 years of service in the grade shall also be considered along with others and in case s/he is selected, the post of Hindi Officer shall be deemed to have been filled by promotion.</p> <p>(The period of deputation including the period</p> |

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| S.No. | Particulars   | Proposed Recruitment Rules   |
|-------|---|--|
|       |   | of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization / Department of the Central Government shall ordinarily not exceed 3 years.)<br>Note: The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications. |
| 12    | If a Departmental Promotion Committee exists, what is the composition?                        | Not Applicable   |
| 13    | Circumstances in which Union Public Service Commission to be consulted in making recruitment. | Not applicable   |

### **Steps for promotion and personal upgradation**

1. Promotion of PAs as PS on 5 regular posts and personal promotion to remaining PS purely personal to them.
2. Promotion of PS as PPS on 3 regular posts and personal promotion to remaining PS on the post of PPS purely personal to them subject fulfilment of revised RRs and their fitness.
3. Promotion of PPS as Sr. PPS on two regular posts and personal promotion to remaining PPS on the post of Sr. PPS purely personal to them subject to fulfilment of revised RRs and their fitness
4. All the sanctioned posts will be flexible and within overall ceiling of 26 sanctioned posts
5. Reservation points as applicable for different posts will be taken care of as per rules.
6. As soon as these posts fall vacant due to any reasons whatsoever the posts will be treated as per the revised sanctioned strength starting from lowest post.