

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

Recruitment Rules for the Post of Company Secretary

S. No.	Particulars	Existing Recruitment Rules	Proposed Recruitment Rules
1)	Name of post	Company Secretary	Company Secretary
2)	Number of posts	1 (one)	1 (one)
3)	Classification	Group- A	Group- A
4)	Pay Band and Grade Pay /Pay Scale / Level	Level- 12 as per 7th CPC (Pre revised Rs. 15600-39100 + Grade Pay Rs. 7600/-)	Level- 12 as per 7th CPC (Pre revised Rs. 15600-39100 + Grade Pay Rs. 7600/-)
5)	Whether Selection post or non-selection post	Selection	Selection
6)	Age limit for direct recruits.	Upto 45 years as on the date of advertisement	Upto 45 years as on the date of advertisement
7)	Educational and other qualifications required for direct recruits.	Associate member/Fellow of the Institute of Company Secretaries of India (ICSI) Constituted under the Companies Secretaries Act 1980	Associate member/Fellow of the Institute of Company Secretaries of India (ICSI) Constituted under the Companies Secretaries Act 1980
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 DR)	02 years (in case of DR)
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.	Not applicable	Not applicable
12)	If a Departmental Promotion Committee exists, what is the composition?	1. Pr. Secretary Law 2. Secretary , Institute of Company Secretaries of India 3. MD&CEO, DTTDC	Not applicable
13)	Circumstances in which Union Public Service Commission to be consulted in making recruitment.	Not Applicable	Not Applicable