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

F.No.PER/1200/03/2024/DTTDC/ 84/

Dated: 21.05.2024

RESOLUTION

Consequent upon approval of the Board of Directors in its 222nd Meeting held on 1.3.2024, the competent authority, in supersession of all previous orders / notifications, hereby makes the following rules to regulate the method of recruitment of Group A, Group B and Group C posts in the Delhi Tourism & Transportation Development Corporation Ltd. (DTTDC), namely Delhi Tourism & Transportation Development Corporation Ltd. (DTTDC) Group A, Group B and Group C Posts Recruitment Rules, 2024 in respect of following posts:-

1. Sr.Pr. Private Secretary - Schedule 52
2. Pr. Private Secretary - Schedule 53
3. Private Secretary - Schedule 54
4. Personal Assistant - Schedule 55
5. Jr.Stenographer - Schedule 56

Provided that such supersession shall not affect anything done, any order issued, any action taken or any power exercised before coming into force of Delhi Tourism & Transportation Development Corporation Ltd. (DTTDC) Group A, Group B and Group C Posts Recruitment Rules, 2024 and all sanctions, orders, declarations or other action taken before the commencement of the Rules shall continue to be operative and in force, even after commencement of these Rules, unless specifically cancelled or revoked by the authority who accorded such sanctions or issued such orders or took such action.

1. Short title and commencement:

These rules may be called the Delhi Tourism & Transportation Development Corporation Ltd. (DTTDC) Group A, Group B and Group C Posts Recruitment Rules, 2024. They shall come into force on the date of issue of this resolution.

2. Applications: These rules shall apply to the posts specified in S.No.1 of the Schedules 52 to 56 annexed to these rules.

3. Number of posts, classification and Level as per Pay Matrix : The number of the said posts, their classification and the Level attached thereto shall be as specified in S.Nos.2 to 4 of the Schedules 54 to 58 annexed to these rules.

4. Method of recruitment, age limit, educational qualifications, etc.: The method of recruitment, age limit, educational qualifications and other matter relating thereto shall be as specified in S.No.5 to 12 of the said Schedules. In the case of direct recruitment, the

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age limit shall be relaxable for Government servants up to 5 years in appointment to Group A and Group B posts and up to 40 years of age in appointment to Group C posts. In case of direct recruitment, DTTDC employees will be eligible for age relaxation equivalent to the service in DTTDC. For contractual employees in DTTDC, age relaxation, in case of direct recruitment, will be as per Office Memorandum No.F.19(11)/2015/S-IV/1751-1756 dated 11.06.2019 issued by Services Department - (Branch-IV), Government of NCT of Delhi.

4.1 The crucial date for determining the age limit shall be the closing date for receipt of applications from candidate in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, UT of Ladakh, Lahaul & Spiti district and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands, Lakshadweep.

4.2 Temporary vacancies caused by the incumbents being away on deputation or leave or under other circumstances for one year or more, if fall for direct recruitment quota, may be filled by deputation (including short term contract) as per the eligibility indicated for each post in the relevant Schedule.

5. **Disqualification:** No person —


- i) who has entered into or contracted a marriage with a person having a spouse living; or
- ii) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any of the said posts:

Provided that DTTDC in consultation with appropriate Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are grounds for doing so, exempt any person from the operation of this rule.

6. **Initial Constitution:** The service rendered by the existing incumbents, prior to commencement of these rules in various Group A, Group B and Group C Post who were appointed after following the due process as per the relevant instructions and rules, shall be treated as regular service in the corresponding grade(s) and the same shall be taken as regular service for all purposes after commencement of these rules.

7. **Mandatory induction training for direct recruits as well as those being promoted from one Group to another Group:** There shall be mandatory induction training of at least two weeks duration in all cases of direct recruitment. Successful completion of the training shall be a prerequisite for completion of probation. The syllabus for the training shall be as prescribed by the DTTDC from time to time. There shall be a similar mandatory training of at least two weeks duration in all cases of promotion from one Group to another Group.

8. **Consideration of seniors:** Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered


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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 probation period for promotion to the next higher grade.

- 9. **Qualifying Service:** The period of service that will qualify for promotion under these Rules shall be completed years of regular service in the feeder grade as on 1st January of the vacancy year if the vacancy occurs between 1st January to 30th June (both dates inclusive) and 1st July of the vacancy year if the vacancy occurs between 1st July to 31st December (both dates inclusive).
- 9.1 The vacancy year shall be the Calendar years based, and the DPC is to be held as and when required.
- 10. **Retention of the existing eligibility service:** Whenever the eligibility service has been revised upwards, it shall continue to be the same for persons holding the feeder posts on regular basis as on the date of notification of these Rules.
- 11. **Constitution of Departmental Promotion/Selection Committee:** - Departmental Promotion Committee (s)/Selection Committees(S) shall be constituted by the Managing Director & Chief Executive Officer, DTTDC in accordance with Government instructions issued from time to time.
- 12. Where no provision or insufficient provision exists in these rules, the rules or instructions framed or issued by the Central Government from time to time on the subject for the corresponding category of Central Government servants shall *mutatis mutandis* apply to the employees of the DTTDC as covered by these rules.
- 13. **Power to relax:** Where DTTDC is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing and with the approval of the MD&CEO, DTTDC relax any of the provisions of these rules with respect to any class or category of persons. Relaxation in qualifying service in deserving cases for promotion can be considered by competent authority on a case to case basis. There cannot be a general reduction in eligibility service and one case should not be a precedent for other cases.
- 14. **Saving:** Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for Scheduled Castes, Scheduled tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time.
- 15. **Repeal:** Any rule, regulations, orders etc. repugnant to the provisions of these rules, in so far as it relates to the service conditions of the employees of DTTDC, shall stand repealed to the extent of such repugnancy with effect from the date of commencement of these rules.

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16. In case of any clarification with regard to posts, recruitment rules etc. minutes of the committee may be referred. In case of any difference of opinion with regard to interpretation of any rule or matter, the decision of MD & CEO, DTTDC will be final.

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Chief Manager

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Schedule- 52

**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

S. No.	Particulars	Recruitment Rules
1.	Name of post	Sr. Pr. Private Secretary
2.	Number of posts	02* (Two) - (2024) *subject to variation dependent on workload.
3.	Classification	Group A
4.	Level in the pay matrix	Level-11
5.	Whether Selection post or non-selection post	Selection
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.	100% by Promotion failing which by deputation (ISTC) .
11.	In case of recruitment by promotion/ Deputation /absorption, grades from which promotion/ deputation/ absorption to be made.	<p>Promotion Pr. Private Secretary in Level-10 with 05 years regular service in the Grade failing which PPS in Level-10 with 09 years of combined service as PPS and PS</p> <p>Deputation (ISTC) Officers under the Central/ State Government/ UTs/ Universities/ Recognized Research Institutions/ PSUs/ Autonomous or Statutory Organizations:</p> <p>a)</p> <ul style="list-style-type: none"> (i) holding posts in Level -11 on regular basis in the parent cadre or department; or (ii) with 5 years' service in posts in Level-10 rendered after appointment thereto on a regular basis in the parent cadre/department; <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>

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Delhi Tourism & Transportation Development Corporation Ltd. (DTTDC) Group A, Group B & Group C Posts Recruitment Rules 2024.

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S. No.	Particulars	Recruitment Rules
		(The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.) (Officers from different corporations of Government of NCT of Delhi will be given preference)
12.	If a Departmental Promotion Committee exists, what is the composition?	As may be constituted by MD&CEO, DTTDC.
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.	Not applicable

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Chief Manager

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Schedule- 53

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

Recruitment Rules for the Post of Pr. Private Secretary

S. No.	Particulars	Recruitment Rules
1.	Name of post	Pr. Private Secretary
2.	Number of posts	03* (Three) (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	Selection
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.	02 years (In case of PR)
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 failing which by deputation (ISTC)
11.	In case of recruitment by promotion/ Deputation /absorption, grades from which promotion/ deputation/ absorption to be made.	<p>Promotion 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>Deputation (ISTC) 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 -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;</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>

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Delhi Tourism & Transportation Development Corporation Ltd. (DTTDC) Group A, Group B & Group C Posts Recruitment Rules 2024.

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S. No.	Particulars	Recruitment Rules
		(The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)
12.	If a Departmental Promotion Committee exists, what is the composition?	(Officers from different corporations of Government of NCT of Delhi will be given preference) As may be constituted by MD&CEO, DTTDC.
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.	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 Private Secretary

S. No.	Particulars	Recruitment Rules
1.	Name of post	Private Secretary
2.	Number of posts	5* (Five) - (2024) *subject to variation dependent on workload.
3.	Classification	Group B
4.	Level in the pay matrix	Level-7
5.	Whether Selection post or non-selection post	Selection
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.	100 % by promotion failing which by deputation (ISTC) .
11.	In case of recruitment by promotion/ Deputation /absorption, grades from which promotion/ deputation/ absorption to be made.	<p><u>Promotion</u></p> <p>Personal Assistant in Level-6 with 05 years regular service in the Grade.</p> <p><u>Deputation (ISTC)</u></p> <p>Officers under the Central/ State Government/ UTs/ Universities/ Recognized Research Institutions/ PSUs/ Autonomous or Statutory Organizations:</p> <p>a) (i) holding posts in Level – 7 on regular basis in the parent cadre or department; or</p>

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S. No.	Particulars	Recruitment Rules
		<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;</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 MD&CEO, DTTDC.
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 Personal Assistant

S. No.	Particulars	Recruitment Rules
1.	Name of post	Personal Assistant
2.	Number of posts	07* (Seven) - (2024) *subject to variation dependent on workload.
3.	Classification	Group B
4.	Level in the pay matrix	Level-6
5.	Whether Selection post or non-selection post	Non-Selection
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.	02 years (In case of PR)
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 failing which by deputation (ISTC).
11.	In case of recruitment by promotion/ Deputation /absorption, grades from which promotion/ deputation/ absorption to be made.	<p>Promotion</p> <p>Jr. Stenographer in Level-4 with 10 years regular service in the Grade.</p> <p>Deputation (ISTC)</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;</p>

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Delhi Tourism & Transportation Development Corporation Ltd. (DTTDC) Group A, Group B
& Group C Posts Recruitment Rules 2024.

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Chief Manager

S. No.	Particulars	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 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 MD&CEO, DTTDC.
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 Junior Stenographer (English)

S. No.	Particulars	Recruitment Rules
1.	Name of post	Junior Stenographer (English)
2.	Number of posts	09* (Nine) (2024) - *subject to variation dependent on workload.
3.	Classification	Group C
4.	Level in the pay matrix	Level-4
5.	Whether Selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits.	27 years
7.	Educational and other qualifications required for direct recruits.	Educational Qualification 12 th Pass from a recognised Board or University Essential Qualification Shorthand Speed 100 Words Per Minute Typing Speed 40 Words Per Minute
8.	Whether age/ educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not Applicable
9.	Period of probation, if any.	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
11.	In case of recruitment by promotion/ Deputation /absorption, grades from which promotion/ deputation/ absorption to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists, what is the composition?	Not Applicable
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.	Not Applicable

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