

DELHI TOURISM & TRANSPORTATION DEV. CORPN LTD
18-A, DDA SCO COMPLEX DEFENCE COLONY NEW DELHI-24.

F. No. PER/991/08/2012/DTTDC/PT.File/19797
Dated 8/6/2020

Notification

The Managing Director & CEO, DTTDC is pleased to approve the Recruitment Rules for the post of Personal Assistant as under with immediate effect:-

1.	Name of the Post	Personal Assistant
2.	Number of Posts	11 (Eleven) (2020)
3..	Classification	Group C
4.	Level as per 7 th CPC	Level -6 (pre-revised PB – 9300-34800+4200)
5.	Whether selection post or non-selection post.	Selection
6.	Age limit for Direct Recruitment	35 years
7..	Educational and other qualification required for Direct Recruitment	Graduate with speed in shorthand at 120 w.p.m and speed in typing 40 w.p.m with 5 years experience on the post of Jr.Steno.
8.	Whether age and educational qualification prescribed for Direct Recruitment will apply in case of promotion.	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 vacancies to be filled by various methods.	100% by promotion
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 seniority subject to the rejection of the unfit from the cadre of Jr. Stenographer with 10 years experience in the level 4 rendered after appointment thereto on a regular basis.
12.	If a departmental promotion committee exists, what is the composition?	1. Company Secretary – Chairman 2. Chief Manager/Manager as SC/ST representative – Member 3. Chief Manager (Personnel) / Manager (Personnel) – Member
13.	Circumstances in which UPSC to be consulted in making recruitment.	Not applicable

V. V. V.

B. B. B.

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*" Nothing in those rules shall affect reservations, relaxation of age limit and other concession required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Serviceman and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard".

B.L. Agrawala
(B.L. Agrawala)

Sr. Chief Manager (Personnel)

All Concerned Employees

Copy to:

- Sr. PS to MD&CEO, DTTDC
- PS to GM
- All Divisional Heads *(vigjm)*
- Dy. Manager (IT) - with the request to upload the same on the website of DTTDC
- Notice Board
- File

Vigjm

B.L. Agrawala
B.L. Agrawala)

Sr. Chief Manager (Personnel)

DELHI TOURISM & TRANSPORTATION DEV.CORPN LTD
18-A,DDA SCO COMPLEX DEFENCE COLONY NEW DELHI-24.

F. No.PER/991/08/2012/DTTDC/PT.File/ 19796
Dated 8/6/2020

Notification

The Managing Director &CEO, DTTDC is pleased to approve the Recruitment Rules for the post of Private Secretary as under with immediate effect:-

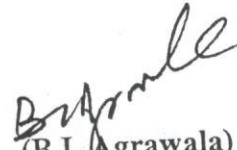
1.	Name of the Post	Private Secretary
2.	Number of Posts	08 (Eight) (2020)
3..	Classification	Group B
4.	Level as per 7 th CPC	Level -7 (pre-revised PB – 9300-34800+4600)
5.	Whether selection post or non - selection post.	Selection
6.	Age limit for Direct Recruitment	35 years
7..	Educational and other qualification required for Direct Recruitment	Graduate / Post Graduate from a recognized University with 4 years experience in the cadre of Personal Assistant (PA) in the pay band of Rs.9300-34800(4200) in a Govt. Department/ Undertaking should passed stenography test @120 w.p.m knowledge of computer operation.
8.	Whether age and educational qualification prescribed for Direct Recruitment will apply in case of promotion.	Not applicable
9.	Period of probation, if any.	02 year, in case of Direct Recruitment
10.	Method of recruitment. Whether by direct recruitment or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	100% by promotion
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 of (Level-6) rendered after appointment thereto on a regular basis.
12.	If a departmental promotion committee exists, what is the composition?	1. Company Secretary – Chairman 2. Chief Manager/Manager as SC/ST representative – Member 3. Chief Manager (Personnel) / Manager (Personnel) – Member
13.	Circumstances in which UPSC to be consulted in making recruitment.	Not applicable

V. K.

B. J. J.

Contd.../-

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(B.L. Agrawala)


Sr. Chief Manager (Personnel)

All Concerned Employees

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- All Divisional Heads → 'C' Vigil M
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V. V. V.


B.L. Agrawala)

Sr. Chief Manager (Personnel)

DELHI TOURISM & TRANSPORTATION DEV. CORPN LTD
18-A, DDA SCO COMPLEX DEFENCE COLONY NEW DELHI-24.

F. No. PER/991/08/2012/DTTDC/PT. File/ /9795
Dated 8/6/2020

Notification

The Managing Director & CEO, DTTDC is pleased to approve the Recruitment Rules for the post of Principal Private Secretary as under with immediate effect:-

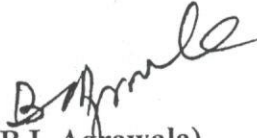
1.	Name of the Post	Principal Private Secretary
2.	Number of Posts	02 (Two) (2020)
3..	Classification	Group A
4.	Level as per 7 th CPC	Level -10 (pre-revised Rs.15600-39100 (Grade Pay Rs.5400)
5.	Whether selection post or non - selection post.	Selection
6.	Age limit for Direct Recruitment	35 years
7..	Educational and other qualification required for Direct Recruitment	Graduate / Post Graduate from a recognized University with 8 years experience in the cadre of Private Secretary in the pay band of Rs.9300-34800(4600) in a Govt. Department/ Undertaking should passed stenography test @100 w.p.m knowledge of computer operation.
8.	Whether age and educational qualification prescribed for Direct Recruitment will apply in case of promotion.	Not applicable
9.	Period of probation, if any.	02 year, in case of Direct Recruitment
10.	Method of recruitment. Whether by direct recruitment or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	100% by promotion
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.
12.	If a departmental promotion committee exists, what is the composition?	1. Company Secretary – Chairman 2. Chief Manager/Manager as SC/ST representative – Member 3. Chief Manager (Personnel) / Manager (Personnel) – Member
13.	Circumstances in which UPSC to be consulted in making recruitment.	Not applicable

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B. J. J. J.

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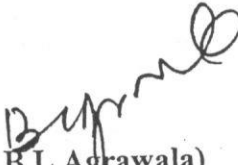
Sr.Chief Manager(Personnel)

All Concerned Employees

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- All Divisional Heads — vig (M)
- Dy. Manager (IT)- with the request to upload the same on the website of DTTDC
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B.L.Agrawala)

Sr.Chief Manager(Personnel)

DELHI TOURISM & TRANSPORTATION DEV. CORPN LTD
18-A, DDA SCO COMPLEX DEFENCE COLONY NEW DELHI-24.

F. No. PER/991/08/2012/DTTDC/PT.File/ / 9794
Dated 8/6/2019

Notification

The Managing Director & CEO, DTTDC is pleased to approve the Recruitment Rules for the post of Sr. Principal Private Secretary as under with immediate effect:-

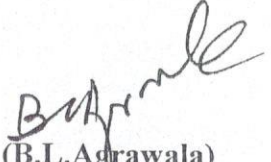
1.	Name of the Post	Sr. Principal Private Secretary
2.	Number of Posts	01 (One) (2020)
3.	Classification	Group A
4.	Level as per 7 th CPC	Level -11 (pre-revised Rs.15600-39100 (Grade Pay Rs.6600)
5.	Whether selection post or non - selection post.	Selection
6.	Age limit for Direct Recruitment	35 years
7.	Educational and other qualification required for Direct Recruitment	Graduate / Post Graduate from a recognized University with 8 years experience in the cadre of Principal Private Secretary in the pay band of Rs.9300-34800(5400) in a Govt. Department/ Undertaking should passed stenography test @100 w.p.m knowledge of computer operation.
8.	Whether age and educational qualification prescribed for Direct Recruitment will apply in case of promotion.	Not applicable
9.	Period of probation, if any.	02 year, in case of Direct Recruitment
10.	Method of recruitment. Whether by direct recruitment or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	100% by promotion
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 Principal Private Secretary with 05 years of service in the level of (Level-10) rendered after appointment thereto on a regular basis.
12.	If a departmental promotion committee exists, what is the composition?	1. General Manager- Chairman 2. Company Secretary / Sr. Chief Manager (Personnel) 3. Chief Manager/ Manager as SC/ST representative-Member
13.	Circumstances in which UPSC to be consulted in making recruitment.	Not applicable

V. V. V.

B. B. B.

Contd.../-

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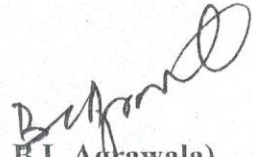
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Vms


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Sr.Chief Manager(Personnel)