

Delhi State Industrial & Infrastructure Development Corp. Ltd.

Draft Recruitment Rules, 2014

STENOGRAPHER CADRE

Name of the Post.	Number of posts	Classification	Pay band and grade pay or pay scale	Whether selection posts or non-selection post	Age limit for direct recruits	Education al and other qualifications required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in case of promotion	Period of probation , if any.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various method.	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made.	If a departmental promotion Committee exists, what is its composition.	Circumstances in which Corporation is to be consulted in making recruitment.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
Private Secretary	*8 (2014) * Subject to variation dependant on workload	Group 'B'	Pay band-2, Rs. 9300-34800+Rs. 4600/-(Grade Pay)	Selection	Not Applicable	Not Applicable	Not Applicable	2 Years	100% by Promotion failing with by deputation basis. Note: Vacancies caused by the incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on transfer on deputation bases from the officers of Central/State Government/PSUs/ Autonomous Organization or equivalent cadre of the Government of NCT of Delhi.	Promotion: Personal Assistant with 5 years of regular service in the Pay band-2, Rs.9300-34800+Rs. 4200/-(Grade Pay). Note:1 Where the eligibility service for promotion prescribed in the existing rules is being enhanced(to be in conformity with the guidelines issued by the DoPT) and the change is likely to affect adversely some persons holding the feeder grade post on regular basis, the eligibility service shall continue to be the same for persons holding the feeder post on regular basis on the date of notification of the revised rules. Note:2 Where juniors who have completed their	For Promotion 1. General Manager (Concerned) 2. Financial Controller/ Financial Advisor 3. Chief Manager (Personnel) 4. Chief Manager (Project) 5. Chief Manager (as SC/ST representative)	Consultation with Board of Director is not necessary.

										<p>qualifying/eligibility service are being considered for promotion, their seniors would also be considered 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 their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Deputation:</p> <p>(a) (i) Holding analogous Post on regular basis in parent cadre or department.</p> <p>(ii) Personal Assistant with 5 years of regular service in the Pay band-2, Rs.9300-34800+Rs. 4200/-(Grade Pay) in any of the Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p>(iii) Junior Stenographer with 10 years of regular service in the Pay band-1, Rs.5200-20200+Rs. 2400/-(Grade Pay) in any of the Central/State Government/PSUs/ Autonomous</p>	
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										<p>Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p>(b) Possessing the following qualifications:</p> <p>Bachelor's Degree from a recognized University/Institute with English as a Subject.</p> <p>Skill test norms:</p> <p>(i) Dictation: 10 mts. @ 100w.p.m.(English). (ii) Transcription: 40mts.(English).</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line on promotion will not be eligible for consideration for appointment on deputation/absorption. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation(Including short term contract) in another post held immediately preceding this appointment in the same or some other organization or any department of Government of NCT of Delhi shall ordinarily not to exceed three years.</p> <p>Note 3: The maximum age limit for appointment by</p>	
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										<p>deputation (including short term contract) shall not exceeding 56 years as on closing date of receipt of applications.</p> <p>Note 4: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the 6th Central Pay Commission has been extended, shall be deemed to be the service rendered in the corresponding grade pay or pay scale extended based on the said pay commission, except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>		
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ANNEXURE II

1.	(a) Name of the posts	Private Secretary
	(b) Name of the Ministry/Department	DTTDC
	(c) Number of posts	08
	(d) Scale of pay	PB-2, Rs.9300-34800+ Rs. 4600/- (Grade Pay)
	(e) Class and service to which the posts belong	Group 'B'
	(f) Ministerial or non-Ministerial)of F.R.9 (17)	Non- Ministerial
2.	Appointing Authority	Board of Director
3.	Duties of the post in detail	To take dictation from the senior officers and after transcribing the dictation putting the file back to the officers.
4.	Describe briefly the method(s) adopted for filling the posts hitherto.	100% by promotion amongst the PAs with 4 years service in the pay-scale of Rs. 1400-2300 as P.A. failing which deputation/failing that by DR.
5.	Methods of recruitment proposed-	100% by Promotion failing which by deputation basis.
6.	If promotion is proposed as a method of recruitment	Yes
	(a) Designation and number of the posts proposed to be included in the field of promotion.	Personal Assistant(English) Posts: 04
	(b)Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (As per extant GOI instructions)	5 Years
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	100%
	(d) Have Recruitment Rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required please attach a copy of rules framed. A copy of the rules should be sent DOPT along with the proposal.	Yes A copy of recruitment rules for the post of Personal Assistant attached.
	(e) If Recruitment Rules were not framed for the posts in the field of promotion;	Not Applicable
	(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state	100% by Promotion failing with by deputation basis.

	the percentage of vacancies filled by each of the methods.	
	(ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion.	Not Applicable
	(iii) In case the feeder posts are filled by promotion, the Recruitment Rules for the still lower posts including the lowest post to which direct recruitment is one of the methods of recruitment may be furnished	A copy of Recruitment Rules upto the post of Jr. Stenographer(English) attached.
	(f) (i) Is the promotion to be made on selection or non-selection basis?	Selection
	(ii) Reasons for the proposal (i) above.	Since promotion is to be made on seniority basis the entry has been as selection.
	(g) If a DPC exists, what is its composition.	Yes <u>For Promotion</u> 5. General Manager (Concerned) 6. Financial Controller/ Financial Advisor 7. Chief Manager (Personnel) 8. Chief Manager (Project) 5. Chief Manager (as SC/ST representative)
	(h) Indicate if the feeder posts are having promotion channels other than the one under consideration.	The feeder post are having promotion channel.
7.	If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary.	Promotion has been proposed.
8.	If direct recruitment is proposed as a method of recruitment please state	No
	(a) The percentage of vacancies proposed to be filled by direct recruitment.	Not Applicable
	(b) Indicate if there are any promotional avenues for the direct recruits?	Not Applicable
	(c) (i) Age for direct recruits (As per extant GOI instructions)	Not Applicable
	(ii) Is age relaxation for Government servants?	Not Applicable
	(d) Educational and other qualifications required for direct recruits. (it may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well qualified	Not Applicable

	Essential Desirable (e) Whether essential qualification to be prescribed are in accordance with any Act(s)? If so please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s) (f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	Not Applicable Not Applicable Not Applicable Not Applicable
9.	If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible/necessary.	Direct recruitment has not been proposed.
10.	(i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotion? (ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.	Not Applicable Not Applicable
11.	(a) Is deputation/absorption proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.	The deputation has been proposed for the reason that the qualified personnel can be brought to the organization to fulfill the unfilled vacancies.
	(b) The percentage of vacancies proposed to be filled by this method.	The deputation has been prescribed in a failing which clause.
	(c) The period to which deputation will be limited.	3 Years
	(d) The names of the posts of grades or services etc. from which deputation/ absorption is proposed	Deputation: (a) (i) Holding analogous Post on regular basis in parent cadre or department. (ii) Personal Assistant with 5 years of regular service in the Pay band-2, Rs.9300-34800+Rs. 4200/-(Grade Pay). (iii) Junior Stenographer(English) with 10 years of regular service in the Pay band-1, Rs.5200-20200+Rs. 2400/-(Grade Pay)

12.	(a) If any of the methods proposed fails, by what methods are such vacancies proposed to be filled.	The deputation has been prescribed in a failing which clause.
	(b) Whether the Recruitment Rules relate to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same group? If so, whether the necessary provisions for initial constitution has been proposed.	Not Applicable
	(c) Whether the Recruitment Rules relate to a post which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	Not Applicable
13.	(a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted.	Not Applicable
	(b) Whether the Department of Personnel and Training have concurred in the proposal?	Not Applicable
14.	If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	Not Applicable
15	Name, address and telephone number of the Ministry's representatives with whom whose proposals may be discussed if necessary, for clarification/ early decision.	Shri B.L. Agarwala, Company Secretary, 18-A, DDA, SCO Complex, Defence Colony, New Delhi- 110 024 Telephone No. 011-24629262

Place: New Delhi

Date:

Signature of the Officer sending the proposals
Telephone No. 011-24629262

ANNEXURE III

1. (a) Name of the Post: Private Secretary
(b) Name of the Ministry / Deptt.: DTTDC
2. Reference No. in which Commission's advice on Recruitment Rules was conveyed. Not Applicable.
3. Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and reference:

Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revision proposed
Column 2.	6	8	Two posts of Personal Assistant have been up-graded as Private Secretary
Column 4.	Rs. 1640-2900	Pay band-2, Rs. 9300-34800+Rs. 4600/- (Grade Pay)	The pay scale has been changed as per the recommendations of the 6 th CPC.
Column 6.	35 years	Not Applicable	As the direct recruitment has not been suggested, the age of recruitment in the post has not

			been prescribed.
Column 7.	Graduate / post graduate from a recognize university with 4 years experience in the cadre of PA' in the pay scale of Rs 1400-2300 in a Govt Deptt/ undertaking should pass stenography test @ 120 wpm Knowledge of computer operation and must know language, i.e. word star and lotus.	Not Applicable	As the direct recruitment has not been suggested, the educational qualifications of the post has not been prescribed.
Column 10.	100% by promotion amongst the Pas with 4 years service in the pay-scale of Rs. 1400-2300 as P.A. failing which deputation/failing that by DR.	100% by promotion failing which by deputation.	In order to give promotional avenues to the feeder cadre employees, the Direct Recruitment has not been suggested.
Column 11.	In case of Promotion 100% Promotion amongst PA in the pay scale of Rs. 1400-2300 with 4 years service. In case of deputation / DR Graduate / post graduate from a recognize university with 4 years experience in the cadre of PA' in the pay scale of Rs 1400-2300 in a Govt Deptt/ undertaking	Promotion: Personal Assistant with 5 years of regular service in the Pay band-2, Rs.9300-34800+Rs. 4200/-(Grade Pay). Deputation: (a) (i) Holding analogous Post on regular basis in parent cadre or department.	As per order orders and instruction of DoPT. In order to fulfill the unfilled vacancies the

	<p>should pass stenography test @ 120 wpm Knowledge of computer operation and must know language, i.e. word star and lotus.</p>	<p>(ii) Personal Assistant with 5 years of regular service in the Pay band-2, Rs.9300-34800+Rs. 4200/-(Grade Pay) in any of the Central/ State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p>(iii) Junior Stenographer with 10 years of regular service in the Pay band-1, Rs.5200-20200+Rs. 2400/-(Grade Pay) in any of the Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p>(b) Possessing the following qualifications:</p> <p>Senior Secondary (12th Pass) from a recognized Board/Institute with English as a Subject.</p> <p>Skill test norms: (i) Dictation: 10 mts. @ 100</p>	<p>provision has been made so that the work of the organization will be done smooth.</p>
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		w.p.m .(English). (ii) Transcription: 40mts. (English).	
Column 12.	1. Chief Manager (Project)- Chairman 2. Chief Manager (Personnel)- Member 3. Chief Manager (Salary)- SC/ST Rep.	<u>For promotion & confirmation</u> 1. General Manager (Concerned) 2. Financial Controller/ Financial Advisor 3. Chief Manager (Personnel) 4. Chief Manager (Project) 5. Chief Manager (as SC/ST representative.	The DPC has been changed due to the reason that some members of the committee have been changed as per orders and instructions of DoPT.

2. Name, addresses and telephone numbers of the DTTDC representative with whom these proposals may be discussed, if necessary, for clarification/early decision.

Place:

Date:

Signature of the Officer sending the proposals
Telephone No. 011-24629262

Delhi Tourism & Transportation Development Corp. Ltd.

Draft Recruitment Rules, 2014

OSD CADRE

Name of the Post.	Number of posts	Classification	Pay band and grade pay or pay scale	Whether selection posts or non-selection post	Age limit for direct recruits	Education and other qualifications required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in case of promotion	Period of probation, if any.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various method.	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made.	If a departmental promotion Committee exists, what is its composition.	Circumstances in which Corporation is to be consulted in making recruitment.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
OSD	*4 (2014) * Subject to variation dependant on workload	Group 'A'	PB-3 Pay band Rs. 15600-39100+Rs. 5400/-(Grade Pay)	Selection	Not Applicable	Not Applicable	Not Applicable	2 Years. Note: On completion of the probation or any extension thereof, officers shall if considered fit may be confirmed against the post, if not already confirmed in the entry grade.	100% by Promotion failing with by deputation basis. Note: Vacancies caused by the incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on transfer on deputation bases from the officers of Central/State Government/PSUs/Autonomous Organization or equivalent cadre of the Government of NCT of Delhi.	Promotion: Private Secretary with 4 years of regular service in the Pay band-2, Rs.9300-34800+Rs. 4600/-(Grade Pay). Note:1 Where the eligibility service for promotion prescribed in the existing rules is being enhanced(to be in conformity with the guidelines issued by the DoPT) and the change is likely to affect adversely some persons holding the feeder grade post on regular basis, the eligibility service shall continue to be the same for persons holding the feeder post on regular basis on the date of notification of the revised rules.	For Promotion 1. Managing Director 2. General Manager 3. Financial Controller/ Financial Advisor 4. Chief Manager (Personnel) 5. Chief Manager (As SC/ST representative	Consultation with Board of Director is not necessary.

										<p>Note:2 Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered 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 their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Deputation:</p> <p>(a) (i) Holding analogous Post on regular basis in parent cadre or department in Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p>(ii) Private Secretary with 4 years of regular service in the Pay band-2, Rs.9300-34800+Rs. 4800/-(Grade Pay) in parent cadre or</p>	
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										<p>department in any of the Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p>(ii) Personal Assistant with 8 years of regular service in the Pay band-2, Rs.9300-34800+Rs. 4200/-(Grade Pay in any of the Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p>(b) Possessing the following qualifications:</p> <p>i) Degree of a recognized University/Institute with English as a Subject.</p> <p>Skill test norms:</p> <p>(i) Dictation: 10 mts. @ 100w.p.m.(English). (ii) Transcription: 40mts.(English).</p> <p>Note 1: Period of deputation(Including short term contract) in another post held immediately preceding this appointment in the same or some other organization or any department of Government</p>	
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										<p>of NCT of Delhi shall ordinarily not to exceed three years.</p> <p>Note 2: The maximum age limit for appointment by deputation (including short term contract) shall not exceeding 56 years as on closing date of receipt of applications.</p> <p>Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the 6th Central Pay Commission has been extended, shall be deemed to be the service rendered in the corresponding grade pay or pay scale extended based on the said pay commission, except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>		
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ANNEXURE II

1.	(a) Name of the posts	OSD
	(b) Name of the Ministry/Department	DTTDC
	(c) Number of posts	04
	(d) Scale of pay	PB-3, Rs. 15600-39100+Rs. 5400/-(Grade Pay)
	(e) Class and service to which the posts belong	Group 'A'
	(f) Ministerial or non-Ministerial)of F.R.9 (17)	Non- Ministerial
2.	Appointing Authority	Board of Director
3.	Duties of the post in detail	To take dictation from the senior officers and after transcribing the dictation putting the file back to the officers.
4.	Describe briefly the method(s) adopted for filling the posts hitherto.	New Post
5.	Methods of recruitment proposed-	100% by Promotion failing which by deputation basis.
6.	If promotion is proposed as a method of recruitment	Yes
	(a) Designation and number of the posts proposed to be included in the field of promotion.	Private Secretary (English) Posts:08
	(b)Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (As per extant GOI instructions)	4 Years
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	100%
	(d) Have Recruitment Rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required please attach a copy of rules framed. A copy of the rules should be sent DOPT along with the proposal.	Yes. A copy of recruitment rules for the post of Private Secretary attached.
	(e) If Recruitment Rules were not framed for the posts in the field of promotion;	Not Applicable
	(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the	100% by Promotion failing which by deputation basis.

	methods.	
	(ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion.	Not Applicable
	(iii) In case the feeder posts are filled by promotion, the Recruitment Rules for the still lower posts including the lowest post to which direct recruitment is one of the methods of recruitment may be furnished	A copy of Recruitment Rules upto the post of Jr. Stenographer(English) attached.
	(f) (i) Is the promotion to be made on selection or non-selection basis?	Selection
	(ii) Reasons for the proposal (i) above.	Since promotion is to be made on seniority basis, the entry has been made as selection.
	(g) If a DPC exists, what is its composition.	Yes <u>For promotion</u> 5. Managing Director 6. General Manager 7. Financial Controller/ Financial Advisor 8. Chief Manager (Personnel) 9. Chief Manager (As SC/ST representative
	(h) Indicate if the feeder posts are having promotion channels other than the one under consideration.	The feeder post are having promotion channel.
7.	If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary.	Promotion has been proposed.
8.	If direct recruitment is proposed as a method of recruitment please state	No
	(a) The percentage of vacancies proposed to be filled by direct recruitment.	Not Applicable
	(b) Indicate if there are any promotional avenues for the direct recruits?	Not Applicable
	(c) (i) Age for direct recruits (As per extant GOI instructions)	Not Applicable
	(ii) Is age relaxation for Government servants?	Not Applicable
	(d) Educational and other qualifications required for direct recruits. (it may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well qualified	Not Applicable
	Essential	Not Applicable

	Desirable (e) Whether essential qualification to be prescribed are in accordance with any Act(s)? If so please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s) (f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	Not Applicable Not Applicable Not Applicable
9.	If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible /necessary.	Direct recruitment has not been proposed. As the consideration zone in the feeder grade is small.
10.	(i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotion? (ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.	Not Applicable Not Applicable
11.	(a) Is deputation/absorption proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.	The deputation has been proposed for the reason that the qualified personnel can be brought to the organization to fulfill the unfilled vacancies.
	(b) The percentage of vacancies proposed to be filled by this method.	The deputation has been prescribed in a failing which clause.
	(c) The period to which deputation will be limited.	3 Years
	(d) The names of the posts of grades or services etc. from which deputation/ absorption is proposed	Deputation: (a) (i) Holding analogous Post on regular basis in parent cadre or department. (ii) Private Secretary with 4 years of regular service in the Pay band-2, Rs.9300-34800+Rs. 4800/-(Grade Pay). (ii) Personal Assistant with 8 years of regular service in the Pay band-2, Rs.9300-34800+Rs. 4200/-(Grade Pay).

12.	(a) If any of the methods proposed fails, by what methods are such vacancies proposed to be filled.	The deputation has been prescribed in a failing which clause.
	(b) Whether the Recruitment Rules relate to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same group? If so, whether the necessary provisions for initial constitution has been proposed.	Not Applicable
	(c) Whether the Recruitment Rules relate to a post which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	Not Applicable
13.	(a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted.	Not Applicable
	(b) Whether the Department of Personnel and Training have concurred in the proposal?	Not Applicable
14.	If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	Not Applicable
15	Name, address and telephone number of the Ministry's representatives with whom whose proposals may be discussed if necessary, for clarification/ early decision.	Shri B.L. Agarwala, Company Secretary, 18-A, DDA, SCO Complex, Defence Colony, New Delhi- 110 024 Telephone No. 011-24629262

Place: New Delhi
Date:

Signature of the Officer sending the proposals
Telephone No. 011-24629262

ANNEXURE III

1. (a) Name of the Post: OSD
(b) Name of the Ministry/Deptt.: DTTDC
2. Reference No. in which Commission's advice on Recruitment Rules was conveyed. Not Applicable.
3. Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and reference:

Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revision proposed
New Post			

2. Name, addresses and telephone numbers of the DTTDC representative with whom these proposals may be discussed, if necessary, for clarification/early decision.

Place:
Date:

Signature of the Officer sending the proposals
Telephone No. 011-24629262

Delhi State Industrial & Infrastructure Development Corp. Ltd.

Draft Recruitment Rules, 2014

STENOGRAPHER CADRE

Name of the Post.	Number of posts	Classification	Pay band and grade pay or pay scale	Whether selection posts or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in case of promotion	Period of probation, if any.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various method.	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made.	If a departmental promotion committee exists, what is its composition.	Circumstances in which Corporation is to be consulted in making recruitment.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
Personal Assistant	*13 (2014) * Subject to variation dependant on workload	Group 'C'	Pay band-2, Rs. 9300-34800+Rs. 4200/- (Grade Pay)	Selection	Upto 30 Years. Note: 1 Relax able upto 5 years for employees of the Government of NCT of Delhi in accordance with the instructions or orders issued by the DoPT. Note: 2 The Crucial date for determining the age limit shall be the closing date receipt of applications from candidates in India. (and not the closing date prescribed for those in Assam,	Qualification: (i) Senior Secondary (12 th Pass) from a recognized Board/Institute with English as a Subject. Skill test norms: (i) Dictation: 10 mts. @ 100w.p.m.(English). (ii) Transcription: 40mts.(English). Desirable: Bachelor's degree from a recognized University/Institute with English as a subject. Note:1 Qualifications are relaxable at the	Not Applicable	2 Years for Direct Recruits Note: On completion of the probation or any extension thereof, officers shall if considered fit may be confirmed against the post, if not already confirmed in the entry grade.	24.75% by Promotion failing with by deputation basis. 75.25% by Direct Recruitment failing which by deputation basis. Note: Vacancies caused by the incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on transfer on deputation bases from the officers	Promotion: Junior Stenographer with 10 years of regular service in the Pay band-1, Rs.5200-20200+Rs. 2400/- (Grade Pay). Note:1 Where the eligibility service for promotion prescribed in the existing rules is being enhanced(to be in conformity with the guidelines issued by the DoPT) and the change is likely to affect adversely some persons holding the feeder grade post on regular basis, the eligibility service shall continue to be the same for persons holding the feeder post on regular basis on the date of notification of the revised	<u>For Promotion & confirmation</u> 9. General Manager (Concerned) 10. Financial Controller/ Financial Advisor 11. Chief Manager (Personnel) 12. Chief Manager (Project) 5.Chief Manager (as SC/ST representative	Consultation with Board of Director is not necessary.

				<p>Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul and Spiti district and Panaji sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Island or Lakshadweep).</p>	<p>discretion of Board/CMD in case of candidates otherwise well qualified.</p> <p>Note:2 The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidate belonging to Scheduled casts and Scheduled Tribes if at any stage of selection the Competent Authority is of the opinion that sufficient number of the candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>		<p>of Central/State Government/PSUs /Autonomous Organization or equivalent cadre of the Government of NCT of Delhi.</p>	<p>rules.</p> <p>Note:2 Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered 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 their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Deputation:</p> <p>(a) (i) Holding analogous Post on regular basis in parent cadre or department in Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p>(ii) Junior Stenographer(English) with 10 years of regular service in the Pay band-</p>	
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										<p>1, Rs.5200-20200+Rs. 2400/-(Grade Pay) in any of the Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p>(b) Possessing the following qualifications:</p> <p>Senior Secondary (12th Pass) from a recognized Board/Institute with English as a Subject.</p> <p>Skill test norms: (i) Dictation: 10 mts. @ 100w.p.m.(English). (ii) Transcription: 40mts.(English).</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line on promotion will not be eligible for consideration for appointment on deputation/absorption. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation(Including short term contract) in another post held immediately preceding this appointment in the same or some other organization or any</p>	
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									<p>department of Government of NCT of Delhi shall ordinarily not to exceed three years.</p> <p>Note 3: The maximum age limit for appointment by deputation (including short term contract) shall not exceeding 56 years as on closing date of receipt of applications.</p> <p>Note 4: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the 6th Central Pay Commission has been extended, shall be deemed to be the service rendered in the corresponding grade pay or pay scale extended based on the said pay commission, except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>	
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ANNEXURE II

1.	(a) Name of the posts	Personal Assistant
	(b) Name of the Ministry/Department	DTTDC
	(c) Number of posts	13
	(d) Scale of pay	PB-2, Rs.9300-34800+ Rs. 4200/- (Grade Pay)
	(e) Class and service to which the posts belong	Group 'C'
	(f) Ministerial or non-Ministerial)of F.R.9 (17)	Non- Ministerial
2.	Appointing Authority	Board of Director
3.	Duties of the post in detail	To take dictation from the senior officers and after transcribing the dictation putting the file back to the officers.
4.	Describe briefly the method(s) adopted for filling the posts hitherto.	100% by promotion from the post of Junior Stenographer with 5 years service in the grade on regular basis.
5.	Methods of recruitment proposed-	24.75% by Promotion failing with by deputation basis. 75.25% by Direct Recruitment failing which by deputation basis.
6.	If promotion is proposed as a method of recruitment	Yes
	(a) Designation and number of the posts proposed to be included in the field of promotion.	This is an entry level post.
	(b)Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (As per extant GOI instructions)	10 Years
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	24.75%
	(d) Have Recruitment Rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required please attach a copy of rules framed. A copy of the rules should be sent DOPT along with the proposal.	Yes A copy of Recruitment Rules for the post of Jr. Stenographer(English) attached.
	(e) If Recruitment Rules were not framed for the posts in the field of promotion;	Not Applicable

	(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.	24.75% by Promotion failing with by deputation basis. 75.25% by Direct Recruitment failing which by deputation basis.
	(ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion.	Not Applicable
	(iii) In case the feeder posts are filled by promotion, the Recruitment Rules for the still lower posts including the lowest post to which direct recruitment is one of the methods of recruitment may be furnished	A copy of Recruitment Rules for the post of Jr. Stenographer (English) attached.
	(f) (i) Is the promotion to be made on selection or non-selection basis?	Not Applicable
	(ii) Reasons for the proposal (i) above.	Since the selection in the post will be made by direct recruitment and promotion, the entry should be ' Not Applicable'
	(g) If a DPC exists, what is its composition.	Yes <u>For promotion & Confirmation</u> 13. General Manager (Concerned) 14. Financial Controller/ Financial Advisor 15. Chief Manager (Personnel) 16. Chief Manager (Project) 5. Chief Manager (as SC/ST representative
	(h) Indicate if the feeder posts are having promotion channels other than the one under consideration.	Yes
7.	If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary.	Promotion has been proposed.
8.	If direct recruitment is proposed as a method of recruitment please state	Yes
	(a) The percentage of vacancies proposed to be filled by direct recruitment.	24.75%
	(b) Indicate if there are any promotional avenues for the direct recruits?	Yes.
	(c) (i) Age for direct recruits (As per extant GOI instructions) (ii) Is age relaxation for Government servants?	Upto 30 Years. Yes.
	(d) Educational and other qualifications required for	Qualification:

	<p>direct recruits. (it may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well qualified)</p> <p>Essential</p> <p>Desirable</p> <p>(e) Whether essential qualification to be prescribed are in accordance with any Act(s)? If so please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s)</p> <p>(f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.</p>	<p>(i) Senior Secondary (12th Pass) from a recognized Board/Institute with English as a Subject.</p> <p>Skill test norms: (i) Dictation: 10 mts. @ 100w.p.m.(English). (ii) Transcription: 40mts.(English).</p> <p>Desirable: Bachelor's degree from a recognized University/Institute with English as a subject</p> <p>Not Applicable</p> <p>Not Applicable</p>
9.	If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible /necessary.	Direct recruitment has been proposed.
10.	<p>(i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotion?</p> <p>(ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.</p>	<p>Not Applicable</p> <p>Not Applicable</p>
11.	(a) Is deputation/absorption proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.	The deputation has been proposed for the reason that the qualified personnel can be brought to the organization to fulfill the unfilled vacancies.
	(b) The percentage of vacancies proposed to be filled by this method.	The deputation has been prescribed in a failing which clause.
	(c) The period to which deputation will be limited.	3 Years
	(d) The names of the posts of grades or services etc. from which deputation/ absorption is proposed	Deputation:

		(i) Holding analogous Post on regular basis in parent cadre or department. (ii) Junior Stenographer(English) with 10 years of regular service in the Pay band-1, Rs.5200-20200+Rs. 2400/-(Grade Pay)
12.	(a) If any of the methods proposed fails, by what methods are such vacancies proposed to be filled.	The deputation has been prescribed in a failing which clause.
	(b) Whether the Recruitment Rules relate to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same group? If so, whether the necessary provisions for initial constitution has been proposed.	Not Applicable
	(c)Whether the Recruitment Rules relate to a post which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	Not Applicable
13.	(a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted.	Not Applicable
	(b) Whether the Department of Personnel and Training have concurred in the proposal?	Not Applicable
14.	If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	Not Applicable
15	Name, address and telephone number of the Ministry's representatives with whom whose proposals may be discussed if necessary, for clarification/ early decision.	Shri B.L. Agarwala, Company Secretary, 18-A, DDA, SCO Complex, Defence Colony, New Delhi- 110 024 Telephone No. 011-24629262

Place: New Delhi
Date:

Signature of the Officer sending the proposals
Telephone No. 011-24629262

ANNEXURE III

1. (a) Name of the Post: Personal Assistant
(b) Name of the Ministry/Deptt.: DTTDC

2. Reference No. in which Commission's advice on Recruitment Rules was conveyed. Not Applicable.

3. Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and reference:

Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revision proposed
Column 2.	19	13	A total number of 6 posts of Personal Assistant have been upgraded. Out of which 4 posts have been upgraded to that of newly created post of OSD and 2 posts have been upgraded to

			that of Private Secretary.
Column 4.	1400-2300	Pay band-2, Rs. 9300-34800+Rs. 4200/-(Grade Pay)	The pay scale has been changed as per the recommendations of the 6 th CPC.
Column 5	Non Selection	Not Applicable	Since Direct Recruitment has also been proposed alongwith the promotion, the entry shall be ,Not Applicable' as per orders and instructions of DoPT.
Column 6.	35years.	Upto 30 Years for Direct Recruits.	As per orders and instructions of DoPT.
Column 7.	Qualification: Graduate with speed in shorthand at 120 w.p.m. and speed in typing 40w.p.m. with 5 years experience at the post of Jr. Steno.	Qualification: (i) Senior Secondary (12 th Pass) from a recognized Board/Institute with English as a Subject. Skill test norms: (i) Dictation: 10 mts. @	As per the guidelines of DoPT.

		100w.p.m.(English). (ii) Transcription: 40mts.(English).	
Column 9.	Not Applicable	2 years	As per orders and instructions of DoPT.
Column 10	100% by promotion from the post of Junior Stenographer with 5 years service in the grade on regular basis. .	24.75% by Promotion failing with by deputation basis. (4 posts) 75.25% by Direct Recruitment failing which by deputation basis.(9 posts)	As the consideration zone in the feeder cadre is large, Promotion and direct recruitment has been suggested.
Column 11.	100% by promotion from the post of Junior Stenographer with 5 years service in the grade on regular basis. . Deputation was not suggested as the method of recruitment.	Promotion: Junior Stenographer with 10 years of regular service in the Pay band-1, Rs.5200-20200+Rs. 2400/-(Grade Pay). Deputation: (a) (i) Holding analogous Post on regular basis in parent cadre or department in Central/State Government/PSUs/ Autonomous	As per orders and instruction issued by the DoPT. In order to fulfill the unfilled vacancies and smooth functioning of the work of the

		<p>Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p>(ii) Junior Stenographer(English) with 10 years of regular service in the Pay band-1, Rs.5200-20200+Rs. 2400/-(Grade Pay) in any of the Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p>(b) Possessing the following qualifications:</p> <p>i) Senior Secondary (12th Pass) from a recognized Board/Institute with English as a Subject.</p> <p>Skill test norms:</p> <p>(i) Dictation: 10 mts. @ 100w.p.m.(English).</p> <p>(ii) Transcription: 40mts.(English)..</p>	organization.
Column 12.	<u>For confirmation and Promotion</u>	<u>For confirmation and Promotion</u>	DPC has been changed as per

	17. General Manager (Concerned) 18. Financial Controller/ Financial Advisor 19. Chief Manager (Personnel) 20. Chief Manager (Project) 5. Chief Manager (as SC/ST representative)	1. General Manager (Concerned) 2. Financial Controller/ Financial Advisor 3. Chief Manager (Personnel) 4. Chief Manager (Project) 5. Chief Manager (as SC/ST representative)	orders and instructions of DoPT.
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2. Name, addresses and telephone numbers of the DTTDC representative with whom these proposals may be discussed, if necessary, for clarification/early decision.

Place:
Date:

Signature of the Officer sending the proposals
Telephone No. 011-24629262

Delhi Tourism & Transportation Development Corp. Ltd.

Draft Recruitment Rules, 2014

STENOGRAPHER CADRE

Name of the Post.	Number of posts	Classification	Pay band and grade pay or pay scale	Whether selection posts or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in case of promotion	Period of probation, if any.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various method.	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made.	If a departmental promotion Committee exists, what is its composition.	Circumstances in which Corporation is to be consulted in making recruitment.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
Junior Stenographer (English)	*02 (2014) * Subject to variation dependant on workload	Group 'C'	Pay band-1, Rs. 5200-20200+Rs. 2400/-(Grade Pay)	Not Applicable	Between 18-25 Years. Note: 1 Relaxable upto 5 years for employees of the Government of NCT of Delhi in accordance with the instructions or orders issued by the DoPT. Note: 2 The Crucial date for determining the age limit shall be the closing date receipt of applications from candidates in India. (and not the closing date prescribed for those in Assam,	Qualification: Senior Secondary (12 th pass) from any recognized Board/Institute with proficiency in English. Skill test norms: (i) Dictation: 10 mts. @ 80w.p.m.(English). (ii) Transcription: 50mts.(on Computer). Desirable: Bachelor's Degree from a recognized University/Institute. Note:1 Qualifications are relaxable at the discretion of	Not Applicable	2 Years. Note: On completion of the probation or any extension thereof, officers shall if considered fit may be confirmed against the post, if not already confirmed in the entry grade.	100% by Direct Recruitment failing which by deputation basis. Note: Vacancies caused by the incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on transfer on deputation bases from the officers of Central/State Government/PSUs/ Autonomous Organization or equivalent cadre of the Government of NCT of Delhi.	Deputation: (a) (i) Holding analogous Post on regular basis in parent cadre or department in Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi. (b) Possessing the following qualifications: Senior Secondary (12 th pass) from any recognized Board/Institute with proficiency. Skill test norms:	For confirmation 21. General Manager (Concerned) 22. Financial Controller/ Financial Advisor 23. Chief Manager (Personnel) 24. Chief Manager (Project) 5.Chief Manager (as SC/ST representative	Consultation with Board of Director is not necessary.

					<p>Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul and Spiti district and Panaji sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Island or Lakshadweep).</p>	<p>Board/CMD in case of candidates otherwise well qualified.</p> <p>Note:2 The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidate belonging to Scheduled casts and Scheduled Tribes if at any stage of selection the Competent Authority is of the opinion that sufficient number of the candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>				<p>(i) Dictation: 10 mts. @ 80w.p.m.(English). (ii) Transcription: 50mts.(on Computer).</p> <p>Desirable: (i) Bachelor's Degree from a recognized University/Institute.</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line on promotion will not be eligible for consideration for appointment on deputation/absorption. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation(Including short term contract) in another post held immediately preceding this appointment in the same or some other organization or any department of Government of NCT of Delhi shall ordinarily not to exceed three years.</p> <p>Note 3: The maximum age limit for appointment by</p>	
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									<p>deputation (including short term contract) shall not exceeding 56 years as on closing date of receipt of applications.</p> <p>Note 4: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the 6th Central Pay Commission has been extended, shall be deemed to be the service rendered in the corresponding grade pay or pay scale extended based on the said pay commission, except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>	
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ANNEXURE II

1.	(a) Name of the posts	Junior Stenographer(English)
	(b) Name of the Ministry/Department	DTTDC
	(c) Number of posts	02
	(d) Scale of pay	PB-1, Rs.5200-20200+ Rs. 2400/- (Grade Pay)
	(e) Class and service to which the posts belong	Group 'C'
	(f) Ministerial or non-Ministerial)of F.R.9 (17)	Non- Ministerial
2.	Appointing Authority	Board of Director
3.	Duties of the post in detail	To take dictation from the senior officers and after transcribing the dictation putting the file back to the officers.
4.	Describe briefly the method(s) adopted for filling the posts hitherto.	100% by Direct Recruitment.
5.	Methods of recruitment proposed-	100% by Direct Recruitment failing which by deputation basis.
6.	If promotion is proposed as a method of recruitment	No
	(a) Designation and number of the posts proposed to be included in the field of promotion.	Not Applicable
	(b)Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (As per extant GOI instructions)	Not Applicable
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	Not Applicable
	(d) Have Recruitment Rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required please attach a copy of rules framed. A copy of the rules should be sent DOPT along with the proposal.	Not applicable
	(e) If Recruitment Rules were not framed for the posts in the field of promotion;	Not Applicable
	(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.	100% by Direct Recruitment failing which by deputation basis.

	(ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion.	Not Applicable
	(iii) In case the feeder posts are filled by promotion, the Recruitment Rules for the still lower posts including the lowest post to which direct recruitment is one of the methods of recruitment may be furnished	Not Applicable
	(f) (i) Is the promotion to be made on selection or non-selection basis?	Not Applicable
	(ii) Reasons for the proposal (i) above.	As the post is the entry level post, the question of selection and non-selection does not arise.
	(g) If a DPC exists, what is its composition.	Yes For confirmation 25. General Manager (Concerned) 26. Financial Controller/ Financial Advisor 27. Chief Manager (Personnel) 28. Chief Manager (Project) 5. Chief Manager (as SC/ST representative)
	(h) Indicate if the feeder posts are having promotion channels other than the one under consideration.	Not Applicable
7.	If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary.	As the post is the entry level post, promotion is not suggested.
8.	If direct recruitment is proposed as a method of recruitment please state	Yes
	(a) The percentage of vacancies proposed to be filled by direct recruitment.	100%
	(b) Indicate if there are any promotional avenues for the direct recruits?	Yes.
	(c) (i) Age for direct recruits (As per extant GOI instructions) (ii) Is age relaxation for Government servants?	Between 18 to 25 years. Yes.
	(d) Educational and other qualifications required for direct recruits. (it may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well qualified	Qualification: Senior Secondary (12 th pass) from any recognized Board/Institute with proficiency in English.

	Essential Desirable (e) Whether essential qualification to be prescribed are in accordance with any Act(s)? If so please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s) (f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	Skill test norms: (i) Dictation: 10 mts. @ 80w.p.m.(English). (ii) Transcription: 50mts.(on Computer). Desirable: (i) Bachelor's Degree from a recognized University/Institute. Not Applicable Not Applicable
9.	If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible /necessary.	Direct recruitment has been proposed.
10.	(i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotion? (ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.	Not Applicable Not Applicable
11.	(a) Is deputation/absorption proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.	The deputation has been proposed for the reason that the qualified personnel can be brought to the organization to fulfill the unfilled vacancies.
	(b) The percentage of vacancies proposed to be filled by this method.	The deputation has been prescribed in a failing which clause.
	(c) The period to which deputation will be limited.	3 Years
	(d) The names of the posts of grades or services etc. from which deputation/ absorption is proposed	Deputation: Holding analogous Post on regular basis in parent cadre or department in Central/State Government/PSUs/ Autonomous

		Organization/Equivalent cadre of the Government of NCT of Delhi.
12.	(a) If any of the methods proposed fails, by what methods are such vacancies proposed to be filled.	Deputation has been prescribed as a failing which clause.
	(b) Whether the Recruitment Rules relate to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same group? If so, whether the necessary provisions for initial constitution has been proposed.	Not Applicable
	(c) Whether the Recruitment Rules relate to a post which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	Not Applicable
13.	(a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted.	Not Applicable
	(b) Whether the Department of Personnel and Training have concurred in the proposal?	Not Applicable
14.	If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	Not Applicable
15	Name, address and telephone number of the Ministry's representatives with whom whose proposals may be discussed if necessary, for clarification/ early decision.	Shri B.L. Agarwala, Company Secretary, 18-A, DDA, SCO Complex, Defence Colony, New Delhi- 110 024 Telephone No. 011-24629262

Place: New Delhi

Date:

Signature of the Officer sending the proposals
Telephone No. 011-24629262

ANNEXURE III

1. (a) Name of the Post: Junior Stenographer(English)
(b) Name of the Ministry/Deptt.: DTTDC
2. Reference No. in which Commission's advice on Recruitment Rules was conveyed. Not Applicable.
3. Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and reference:

Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revision proposed
Column 4.	1200-2040	Pay band-1, Rs. 5200-20200+Rs. 2400/-(Grade Pay)	The pay scale has been changed as per the recommendation of 6 th CPC.
Column 5.	Selection	Not Applicable	As the posts are required to be filled up on direct recruitment basis, the entry should

			be Not Applicable as per the orders and instruction of DoPT.
Column 6.	25 years.	Between 18-25Years for Direct Recruits.	As per the guidelines of DoPT
Column 7.	Qualification: Higher Secondary or its equivalent with 100/40 w.p.m in short hand / typing respectively. Preference will be given to qualified stenographer from Employment Exchange.	Qualification: Senior Secondary (12 th pass) from any recognized Board/Institute with proficiency. Skill test norms: (i) Dictation: 10 mts. @ 80w.p.m.(English). (ii) Transcription: 50mts.(on Computer). Desirable: Bachelor's Degree from a recognized University/Institute.	As per the guidelines of DoPT.
Column 9.	One year	2 years	As par instructions/ orders of DoPT.
Column 10.	Direct Recruitment / Transfer	100 % by Direct Recruitment failing which by Deputation Basis	Since this is a entry level post, only direct

			recruitment has been proposed.
Column 11.	Not Indicated.	<p>Deputation:</p> <p>(a) (i) Holding analogous Post on regular basis in parent cadre or department. in Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p>(b) Possessing the following qualifications:</p> <p>Senior Secondary (12th pass) from any recognized Board/Institute with proficiency in English Shorthand and Typewriting.</p> <p>Skill test norms:</p> <p>(i) Dictation: 10 mts. @ 80w.p.m.(English). (ii) Transcription: 50mts.(on Computer).</p> <p>Desirable: (i) Bachelor's Degree from a recognized University/Institute.</p>	In order to fulfill unfilled vacancies, so that the work of the organization remain smooth.
Columns 12	1.Sr. Chief Manager (Liquor) 2.Sr. Chief Manager (Pers.)	<u>For promotion & confirmation</u> 29. General Manager	DPC has

	3.Sr. Chief Manager (Projects) 4.Chief Manager (Finance) (as SC/ST representative)	(Concerned) 30. Financial Controller/ Financial Advisor 31. Chief Manager (Personnel) 32. Chief Manager (Project) 5.Chief Manager (as SC/ST representative)	been changed as per orders and instructions of DoPT.
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2. Name, addresses and telephone numbers of the DSIIDC representative with whom these proposals may be discussed, if necessary, for clarification/early decision.

Signature of the Officer sending the proposals
Telephone No. 011-24629262

Place:

Date: