

Re-structuring of Posts and Proposed Draft Recruitment Rules in DTTDC-2024

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

Recruitment Rules for the Post of Dy. Manager (Liquor)

S. No.	Particulars	Existing Recruitment Rules	Proposed Recruitment Rules
1.	Name of post	Dy. Manager (Liquor)	Dy. Manager (Liquor)
2.	Number of posts	04 (Four)	04* (Four) (2024) *subject to variation dependent on workload.
3.	Classification	Group A	Group A
4.	Level in the pay matrix	2200-4000	Level-10
5.	Whether Selection post or non-selection post	Selection	Selection
6.	Age limit for direct recruits.	40 years	Not Applicable
7.	Educational and other qualifications required for direct recruits.	Graduate with diploma in Marketing Management with 5 years regular service at the level of Assistant Manager at least in the grade of 1640-29000 with experience of monitoring of sale of liquor, Inventory Control, preparation of ordering, conducting surprise check, possessing knowledge of Excise Rules, Sales – tax etc.	Not Applicable
8.	Whether age/ educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not applicable	Not applicable
9.	Period of probation, if any.	Two years (in case of Direct)	02 years
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 among the Assistant Manager Shop with 5 years' experience in the post of merit cum seniority basis failing which by Direct Recruitment.	100% by promotion
11.	In case of recruitment by promotion/ Deputation /absorption, grades from which promotion/ deputation/ absorption to be made.	Promotion as mentioned in the Col. 10 on Merit on Seniority basis.	Promotion Assistant Manager (Shop) (Level 7) with 5 years' regular service in the grade, failing which with 10 years regular combined service in Level-7 & 6.
12.	If a Departmental Promotion Committee exists, what is the composition?	As constituted by Chairman	As may be constituted by competent authority.
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.	Not Applicable	Not Applicable

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Recruitment Rules for the Post of Assistant Manager (Shop)

S. No.	Particulars	Existing Recruitment Rules	Proposed Recruitment Rules
1.	Name of post	Assistant Manager (Shop)	Assistant Manager (Shop)
2.	Number of posts	13	13* (Thirteen) (2024) *subject to variation dependent on workload.
3.	Classification	Group B	Group B
4.	Level in the pay matrix	Level-7 (7 th CPC)	Level-7 (7 th CPC)
5.	Whether Selection post or non-selection post	Selection	Selection
6.	Age limit for direct recruits.	32 Years*	Not Applicable
7.	Educational and other qualifications required for direct recruits.	Degree from recognised university with Diploma in Marketing & Sales Management/Material Management. 03 years' experience in commercial dealing in Govt. Semi-Government concerns.	Not Applicable
8.	Whether age/ educational qualifications prescribed for direct recruits will apply in the case of promotes.	Age- No Education Qualification – Atleast Graduate.	Age- No Education Qualification – Graduate.
9.	Period of probation, if any.	02 years	Not Applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	100% by Promotion	100% by Promotion
11.	In case of recruitment by promotion/ Deputation /absorption, grades from which promotion/ deputation/ absorption to be made.	The promotion will be made from the cadre of Assistant Grade-1 (Sales), Assistant Grade-1(Store) & Assistant Grade-1 (Catering) in the Ratio of 5:5:1 with five years of service in the level (Level-6) rendered after appointment thereto on a regular basis.	<u>Promotion</u> Assistant Grade-1 (Sales) (Level-6), Assistant Grade-1 (Store) (Level – 6) & Assistant Grade-1 (Catering) (Level-6) in the Ratio of 16:8:1 with five years of service in the grade failing which 15 years of combined regular service in Level - 4 and Level-6.
12.	If a Departmental Promotion Committee exists, what is the composition?	1. Company Secretary - Chairman 2. Sr. Chief Manager as SC/ST representative 3. Chief Manager (Personnel)/ Manager (Personnel)	As constituted by competent authority.
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.	Not applicable	Not applicable

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Recruitment Rules for the Post of Assistant Grade 1 (Sales)

S. No.	Particulars	Existing Recruitment Rules	Proposed Recruitment Rules
1.	Name of post	Assistant Grade 1 (Sales)	Assistant Grade 1 (Sales)
2.	Number of posts	20	50* (Fifty) - (2024) *subject to variation dependent on workload.
3.	Classification	Group C	Group B
4.	Level in the pay matrix	Level 6	Level-6
5.	Whether Selection post or non-selection post	Non Selection	Selection
6.	Age limit for direct recruits.	30 Years	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.	Age - no Qualification - Graduate/ Non Graduate	Not applicable
9.	Period of probation, if any.	02 years	Not applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	100% by promotion	100% by promotion
11.	In case of recruitment by promotion/ Deputation /absorption, grades from which promotion/ deputation/ absorption to be made.	Promotion amongst Graduate with 10 years' experience in the feeder cadre and non-Graduate with 10 years' experience in the feeder cadre i.e. Salesman Grade-1 in the ratio of 1:1. In case Graduate in the feeder cadre are not available, the post will be filled from amongst the non-Graduate with experience of 10 years' in the feeder cadre on the basis of seniority subject to fitness.	<u>Promotion</u> Graduate Salesman Grade-1 and Non – Graduate Salesman Grade-1 in the ratio of 1:1 with 10 years regular service in the Grade (Level-4) failing which combined regular service of 18 years in Level -2 & Level-4. In case Graduates are available as senior in the inter se seniority list, they will be considered for promotion being the senior most. In case Graduate in the feeder cadre is not available, the post will be filled from amongst the non-Graduate.
12.	If a Departmental Promotion Committee exists, what is the composition?	As may be constituted by MD&CEO	As may be constituted by competent authority.
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.	NA	Not Applicable

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Recruitment Rules for the Post of Assistant Grade 1 (Store)

S. No.	Particulars	Existing Recruitment Rules	Proposed Recruitment Rules
1.	Name of post	Assistant Grade 1 (Store)	Assistant Grade 1 (Store)
2.	Number of posts	24	24* (Twenty Four) - (2024) *subject to variation dependent on workload.
3.	Classification	Group C	Group B
4.	Level in the pay matrix	Level 6	Level-6
5.	Whether Selection post or non-selection post	Non Selection	Selection
6.	Age limit for direct recruits.	30 Years	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.	Age - no Qualification - Graduate/ Non Graduate	Not applicable
9.	Period of probation, if any.	02 years	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	100% by promotion	100% by promotion
11.	In case of recruitment by promotion/ Deputation /absorption, grades from which promotion/ deputation/ absorption to be made.	Promotion amongst Graduate with 10 years' experience in the feeder cadre and non-Graduate with 10 years' experience in the feeder cadre i.e. Store Keeper in the ratio of 1:1. In case Graduate in the feeder cadre are not available, the post will be filled from amongst the non-Graduate with experience of 10 years' in the feeder cadre on the basis of seniority subject to fitness.	<u>Promotion</u> Graduate Storekeeper and Non – Graduate Store Keeper in the ratio of 1:1 with 10 years regular service in the Grade in Level-4 failing which combined regular service of 18 years in Level -2 & Level-4. In case Graduates are available as senior in the inter se seniority list, they will be considered for promotion being the senior most. In case Graduate in the feeder cadre is not available, the post will be filled from amongst the non-Graduate.
12.	If a Departmental Promotion Committee exists, what is the composition?	As may be constituted by MD&CEO	As may be constituted by competent authority.
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.	NA	Not Applicable

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Recruitment Rules for the Post of Salesman Grade-I

S. No.	Particulars	Existing Recruitment Rules	Proposed Recruitment Rules
1.	Name of post	Salesman Grade I	Salesman Grade I
2.	Number of posts	80 (Eighty) (2017)	80 (Eighty) (2024) *subject to variation dependent on workload.
3.	Classification	Group C	Group C
4.	Level in the pay matrix	Level-4 (7 th CPC)	Level-4 (7 th CPC)
5.	Whether Selection post or non-selection post	Non Selection	Non Selection
6.	Age limit for direct recruits.	27 years	27 years
7.	Educational and other qualifications required for direct recruits.	Graduate in any discipline Desirable: 03 years' experience in the Line	Graduate in any discipline Desirable: 03 years' experience in the Line
8.	Whether age/ educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not Applicable	Not Applicable
9.	Period of probation, if any.	02 years	02 years for direct recruitment
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	75% by promotion 25% by Direct Recruitment	75% by promotion 25% by Direct Recruitment
11.	In case of recruitment by promotion/ Deputation /absorption, grades from which promotion/ deputation/ absorption to be made.	The promotion will be made on the basis of the seniority subject to the rejection of the unfit from the cadre of Jr. Salesman with eight years of service in the level (Level-2) rendered after appointment thereto on a regular basis.	Promotion Jr. Salesman (Level-2) with eight years of regular service in the grade.
12.	If a Departmental Promotion Committee exists, what is the composition?	1.Company Secy.-Chairman 2.Sr.Chief Manager As SC/ST representative 3.Chief Manager (Pers.)/Manager (Pers.)	As may be constituted by Competent Authority.
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.	Not applicable	Not applicable

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Recruitment Rules for the Post of Store Keeper

S. No.	Particulars	Existing Recruitment Rules	Proposed Recruitment Rules
1.	Name of post	Store Keeper	Store Keeper
2.	Number of posts	(25) (Twenty Five) (2017) subject to variation dependent on workload.	(25)* (Twenty Five) (2024) *subject to variation dependent on workload.
3.	Classification	Group C	Group C
4.	Level in the pay matrix	Level-4 (7 th CPC)	Level-4 (7 th CPC)
5.	Whether Selection post or non-selection post	Non-Selection	Non-Selection
6.	Age limit for direct recruits.	27 years	27 years
7.	Educational and other qualifications required for direct recruits.	Graduate in any discipline Desirable: 03 years' experience in the line	Graduate in any discipline Desirable: 03 years' experience in the line
8.	Whether age/ educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not Applicable	Not Applicable
9.	Period of probation, if any.	02 years	02 years
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.	50% by promotion 50% by Direct Recruitment	66 -2/3% by promotion failing which by direct recruitment 33-2/3% by Direct Recruitment
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 Bill Clerk with Eight Years' of service in the level (Level-2) rendered after appointment thereto on a regular basis.	Promotion Bill Clerk (Level-2) with eight years of regular service in the grade
12.	If a Departmental Promotion Committee exists, what is the composition?	1. Company Secy.-Chairman 2. Sr. Chief Manager as SC/ST representative 3. Chief Manager (Personnel)	As may be constituted by competent authority.
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.	Not Applicable	Not Applicable

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Recruitment Rules for the Post of Jr. Salesman

S. No.	Particulars	Existing Recruitment Rules	Proposed Recruitment Rules
1.	Name of post	Jr. Salesman	Jr. Salesman
2.	Number of posts	103	103* (One Hundred three) (2024) *subject to variation dependent on workload.
3.	Classification	Group C	Group C
4.	Level in the pay matrix	Level 2	Level 2
5.	Whether Selection post or non-selection post	Non Selection	Non Selection
6.	Age limit for direct recruits.	27 years	25 years
7.	Educational and other qualifications required for direct recruits.	Matric or equivalent with atleast two years' experience as Salesman in a reputed firm	Matric pass (10 th pass) <u>Desirable</u> Atleast two years' experience as Salesman in a reputed firm
8.	Whether age/ educational qualifications prescribed for direct recruits will apply in the case of promotes.	Qualification Yes Age No	Qualification – Matric or 10 th Pass. Age - No
9.	Period of probation, if any.		02 years
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.	50% by promotion amongst Helper/ Attendants with Eight years' service on the post. 50% by promotion amongst all class IV employees except Helper /Attendants on their inter-se-seniority with eight years' service on their respective post by exchange of vacancies in case of non-availability of eligible candidates amongst themselves by rotation between Helper /Attendants and other class IV officials as the case may be, failing that by transfer from other cadre failing all by DR	100% by promotion failing which by direct recruitment
11.	In case of recruitment by promotion/ Deputation /absorption, grades from which promotion/ deputation/ absorption to be made.		Promotion Matric Pass (10 th Pass) Multi-Tasking Staff (MTS) (Level-1) with 03 years regular service in the grade.
12.	If a Departmental Promotion Committee exists, what is the composition?		As may be constituted by Competent Authority.
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 Dy. Manager (IT)

S. No.	Particulars	Existing Recruitment Rules	Proposed Recruitment Rules
1.	Name of post	Dy. Manager (IT)	Dy. Manager (IT)
2.	Number of posts	02 (Two)- (2017)	03* (Three) (2024) *subject to variation dependent on workload.
3.	Classification	Group -A	Group -A
4.	Level in the pay matrix	Level -10 (7 th CPC)	Level -10 (7 th CPC)
5.	Whether Selection post or non-selection post	Selection	Selection
6.	Age limit for direct recruits.	35 years	35 years
7.	Educational and other qualifications required for direct recruits.	<p>A (i) Master's Degree in Computer Application (MCA) /Computer Science or M. Tech (with specialization in Computer application) or BE / B. Tech. in Computer Engineering / Computer Science / Computer Technology or a recognized University or equivalent.</p> <p>(ii) Four years' experience of Electronic Data Processing work including experience of actual programming.</p> <p>Or</p> <p>(B) (i) Degree in Computer Application/ Computer Science or Degree in Electronics and Communication Engineering from a recognized University or equivalent.</p> <p>(ii) 5 years' experience in Electronics Data Processing work out of which, atleast 2 years' experience in actual Programming.</p> <p>Or</p> <p>C (i) Master Degree or recognized University or equivalent or Degree in Engineering from a recognized University or equivalent.</p> <p>(ii) 6 years' experience of Electronics Data Processing, out of which atleast 3 years' experience should be in actual programming.</p> <p>Or</p> <p>D(i) 'A' Level Diploma under D.O.E.A.C.C. Programme or post graduate diploma in Computer Programme/ Post Polytechnic Diploma in Computer Application awarded by State Council of Technical Education or</p>	<p>Master's Degree in Computer Application (MCA) or M. Tech (with specialization in Computer application)</p> <p><u>Experience</u></p> <p>Three years post qualification experience in programming and system development.</p> <p>OR</p> <p>B. Tech. in Computer Engineering / Computer Science / Computer Technology from a recognized University</p> <p><u>Experience</u></p> <p>Five years' post qualification experience in programming and system development.</p>

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S. No.	Particulars	Existing Recruitment Rules	Proposed Recruitment Rules
		<p>equivalent.</p> <p>(ii) 6 years' experience of Electronics Data Processing work out of which atleast 3 years' experience should be in actual Programming.</p> <p>Note 1: Qualification are relaxable at the discretion of the Managing Director, DTTDC in case if candidates other well qualified / well experienced.</p> <p>Note2: The qualification (s) regarding experience is / are relaxable at the discretion of the MD, DTTDC. In case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection the MD,DTTDC is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the post reserved for them.</p>	
8.	Whether age/ educational qualifications prescribed for direct recruits will apply in the case of promotes.	Age: NA EQs: NA	Not applicable
9.	Period of probation, if any.	02 years	02 years
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	66-2/3% (02 posts) by promotion 33-1/3% (01 post) by Direct recruitment
11.	In case of recruitment by promotion/ Deputation /absorption, grades from which promotion/ deputation/ absorption to be made.	Promotion : The promotion will be made on the seniority subject to rejection of the unfit from the cadre of Computer Programmer/ System Analyst / Assistant Manager (IT) with regular service of 5 years in the Level (Level-7) rendered after appointment thereto on a regular basis.	<u>Promotion</u> Assistant Manager (IT) (Level-7) with 5 years of regular service in the Grade failing which Assistant Manager (IT) (Level-7) with 10 years of combined regular service in Level 7 & 6.
12.	If a Departmental Promotion Committee exists, what is the composition?	<ul style="list-style-type: none"> • Company Secretary-Chairman • Financial Controller • Sr. Chief Manager representative of SC/ST candidates)-Member • Sr. Chief Manager (Personnel)/ Manager (Personnel)- Member 	As may be constituted by competent authority.
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.	Not applicable	Not Applicable

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

Recruitment Rules for the Post of Assistant Manager (IT)

S. No.	Particulars	Existing Recruitment Rules	Proposed Recruitment Rules
1.	Name of post	Assistant Manager (IT)	Assistant Manager (IT)
2.	Number of posts	06(Six)-(2017)	06* (Six) (2024) *subject to variation dependent on workload.
3.	Classification	Group -B	Group -B
4.	Level in the pay matrix	Level-7 (7 th CPC)	Level-7 (7 th CPC)
5.	Whether Selection post or non-selection post	Selection	Selection
6.	Age limit for direct recruits.	35 years	Not applicable
7.	Educational and other qualifications required for direct recruits.	Graduate. Degree/ Diploma in Computer Application /Computer Science or Bachelor of Technology (B. Tech.) (With specialization in computer application / Computer Science / Computer Technology of a recognized University or equivalent. Desirable :- 05 years' experience in the line	Not applicable
8.	Whether age/ educational qualifications prescribed for direct recruits will apply in the case of promotes.	Age : N.A. Eqs N.A.	Not applicable
9.	Period of probation, if any.	02 years	02 years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	100% by promotion	100% by promotion failing which by deputation.
11.	In case of recruitment by promotion/ Deputation /absorption, grades from which promotion/ deputation/ absorption to be made.	Promotion:-The promotion will be made on the seniority subject to rejection of the unfit from the cadre of DEO-B or AG-1(IT) with regular service of 5 years in the Level (level-6) rendered after appointment thereto on a regular basis.	<p><u>Promotion</u></p> <p>AG-1(IT) (Level-6) with 5 years of 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)</p> <p>(i) holding posts in Level 7 on regular basis in the parent cadre or department; or</p> <p>(ii) with 5 years' service in the grade rendered after</p>

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S. No.	Particulars	Existing Recruitment Rules	Proposed Recruitment Rules
			<p>appointment thereto on a regular basis in posts in Level-6 in the parent cadre/department; and</p> <p>(b) Possessing educational qualifications as under –</p> <p>Master’s Degree in Computer Application (MCA) or M. Tech (with specialization in Computer application)</p> <p>OR</p> <p>B. Tech. in Computer Engineering / Computer Science / Computer Technology from a recognized University</p> <p>Note 1: Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed 3 years.</p> <p>(The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)</p> <p>(Officers from different corporations of Government of NCT of Delhi will be given preference)</p>
12.	If a Departmental Promotion Committee exists, what is the composition?	<p>1. Company Secretary-Chairman</p> <p>2. Financial Controller</p> <p>3. Sr. Chief Manager representative of SC/ST candidates)-Member</p> <p>4. Sr. Chief Manager (Personnel) / Manager (Personnel)-Member</p>	As may be constituted by competent authority.
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.	Not applicable	Not Applicable

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Recruitment Rules for the Post of AG-I (IT)

S. No.	Particulars	Existing Recruitment Rules	Proposed Recruitment Rules
1.	Name of post	Assistant Grade-I (IT)	Assistant Grade-I (IT)
2.	Number of posts	06 (Six) (2017)	09* (Nine) (2024) *subject to variation dependent on workload.
3.	Classification	Group C	Group-B
4.	Level in the pay matrix	Level-6 (7 th CPC)	Level-6 (7 th CPC)
5.	Whether Selection post or non-selection post	Selection	Not applicable
6.	Age limit for direct recruits.	35 years	30 years
7.	Educational and other qualifications required for direct recruits.	Graduate. Degree/Certificate in Computer Applicable/Computer Science or Bachelor of Technology (B. Tech) (with specialization in computer application / Computer Science / Computer Technology of a recognized university or equivalent. Desirable: 05 years' experience in the line	B. Tech. in Computer Engineering / Computer Science / Computer Technology / Information Technology from a recognized University Experience One year post qualification experience in programming and system development.
8.	Whether age/ educational qualifications prescribed for direct recruits will apply in the case of promotes.	Age : N.A. EQs : N.A.	Not applicable
9.	Period of probation, if any.	02 years	02 years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	100% by Promotion	100% by direct recruitment.
11.	In case of recruitment by promotion/ Deputation /absorption, grades from which promotion/ deputation/ absorption to be made.	Promotion :- The promotion will be made on the seniority subject to rejection of the unfit from the cadre of DEO-A with regular service of 10 years in the Level (level -4) rendered after appointment thereto on a regular basis.	Not applicable
12.	If a Departmental Promotion Committee exists, what is the composition?	1.Company Secretary –Chairman 2.Financial Controller 3.Sr.Chief Manager representative of SC/ST candidates) –Member 4. Sr. Chief Manager (Personnel)/Manager (Personnel)-Member	As may be constituted by competent authority.
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.	Not applicable	Not Applicable