

To be published on website
Delhi Tourism & Transportation Development Corporation
18-A, DDA SCO Complex, Defence Colony, New Delhi- 110024

Vacancy Circular

Applications are invited from eligible officers/ officials working in a Department / Autonomous Body/ Undertaking of Government of India/ GNCTD/ any State Government /UT Administration on deputation basis (including short term Contract)/ Promotion as mentioned below:-

S.No	Name of the Posts	Vacancy	Recruitment Rules/ Eligibility
1	Dy. Manager (DITTM)	1	Deputation (including short term contract) / Promotion: Officers of the Central Government, State Government, Union Territory Administration, Autonomous or Statutory Bodies, Public Sector Undertakings, Universities or Recognized Research or Training and Development Institutes: (a) (i) Holding posts in Level-10 in the pay matrix; OR (ii) With 5 years of service in posts in Level-07 in the pay matrix; and (b) With the following educational qualifications and experience; <u>Essential</u> Graduate with 05 years regular service in Level-07 <u>Desirable</u> Experience in the field of working of educational Institutes / schools / colleges etc. Note -1 : Qualifications are relaxable at the discretion of the DTTDC in the case of candidates otherwise well qualified. Note – 2 : The qualification(s) regarding experience is

S.No	Name of the Posts	Vacancy	Recruitment Rules/ Eligibility
			relaxable at the discretion of the DTTDC in the case of candidates belonging to scheduled castes or scheduled tribes if at any stage of, DTTDC is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are and likely to be available to fill up the vacancy reserved for them. The departmental Assistant Manager (DITTM) (L-7) in DTTDC with 05 years of service in the grade shall also be considered along with others and in case he/she is selected, the post of Dy. Manager (DITTM) shall be deemed to have been filled by promotion. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceeding this appointment in the same or other organisation / Department of the Central Government shall ordinarily not exceed 03 years). Note: The maximum age limit for appointment by deputation shall be not exceeding firty six years as on the closing date of receipt of applications.

- i) Number of post(s) may vary.
- ii) Separate application(s) may be submitted if a candidate is eligible and applying for more than one post.
- iii) DTTDC reserves the right to cancel / withdraw the vacancy notice at any time without prior notice and without providing any reason for it.

3. Performa of application is attached at Annexure -1.

4. These vacancies are meant for deputation only. Applications of serving Engineers in a Department / Autonomous Body/ Undertaking of Government of India/ GNCTD/ any State Government /UT Administration on deputation basis initially for a period of three (03) years, who fulfil the requisite eligibility criteria and experience for these posts, as mentioned against each post, will only be

considered. Applications of ineligible candidates or candidates working in private organizations/Institutions will not be considered and will be summarily rejected.

5. The Deputation will be governed by the terms and conditions contained in the Department of Personnel and Training's O.M. No.6/8/2009-Estt. (Pay.II), dated 17.6.2010 as amended from time to time.

6. The maximum age-limit for appointment by deputation to all the posts is 'fifty-six' years as on the closing date of receipt of application.

7. The applications of eligible candidates who can be spared immediately on selection, may please be forwarded to the Chief Manager (Personnel) in the prescribed format as at Annexure-1 along-with all requisite documents i.e. attested photocopies of last 05 years APARs, Integrity Certificate, DE/Vigilance clearance & details of major/minor punishment if any etc. Last date of receipt of application is 60 days from the date of publication of this advertisement.

8. The forwarding authority may also certify the information furnished by the candidate in application form.

9. Incomplete applications or applications received directly or after the due date will not be considered and will be summarily rejected.

Complete application (in all respect) should be sent to Chief Manager (Personnel), 18-A, DDA, SCO Complex, Defence Colony, New Delhi- 110024. Last date of receipt of application is 60 days from the date of publication of this advertisement.

Chief Manager (Personnel)

Application Form for appointment in DTTDC on Deputation Basis
(including short term Contract)/ Promotion.

Paste photo

Name of Posts applied for.....

1.	Name and address (In Block letters)		
2.	Date of Birth (in Christian era)		
3.	I. Date of entry to service II. Date of retirement under central / state Government Rules		
4.	Education Qualifications		
5.	Whether Educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)		
	Qualification / Experience required as mention in the advertisement / vacancy circular		Qualification / Experience possessed by the officer
	Essential;		Essential:
	(a) Qualification		(a) Qualification
	(b) Experience		(b) Experience
	Desirable		Desirable
	(a) Qualification		(a) Qualification
	(b) Experience		(b) Experience
5.1	In the case of degree and post graduate qualification elective / main subjects and subsidiary subjects may be indicated by the candidate.		
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite essential qualifications and work experience of the post		
7.	Details of employment in chronological order. Enclose separate sheet duly authenticated by your signature, if the space below is insufficient.		
	Office / Institution with address	Post held on regular basis	From To Pay Matrix Level/ pay band and grade pay of the post held on regular basis Nature of duties in detail highlighting experience required for the post applied

Important : pay band and grade pay granted under ACP/MACP are personal to the officer and therefore should not be mentioned. Only pay band and grade pay/pay scale/ level of the post held on regular basis to be mentioned. Details of ACP/MACP with present pay bands and grade pay where such benefits have been drawn by the candidate may be indicated as below:-					
	Office / institution	Pay Matrix level / pay band and grade pay drawn under ACP/MACP scheme	From	To	
8.	Nature of present employment i.e. Adhoc or temporary or permanent				
9.	In case the present employment is held on deputation / contract basis, please state				
	(a)The date of initial appointment	(b)Period of appointment on deputation / contract	(c)Name of the present office / organisation to which applicant belongs	(d)Name of the post and pay of the post held in substantive	
9.1	Notes: in case of officers already on deputation, the application such officers should be forwarded by the parent cadre/clearance, vigilance clearance and integrity certificate				
9.2	Note: Information under column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organisation but still maintaining a lien in his parent cadre /organisation				
10	If any post held on deputation in the post by the applicant date of return from the last deputation and other details				
11	Additional details about present employment Please state whether working under (indicate the name of your employer against the relevant column): (a) Central Government (b) State Government				

	(c) Autonomous Organisation (d) Government Organisation (e) Others	
12	Please state whether you are working in the same department and one in the feeder grade or feeder to feeder grade.	
13	Are you in revised scale of pay if yes, give the date from which the revision rank place and also indicate the pre-revised scale.	
14	Total emoluments per month now drawn	
	Basic pay in pay band / pay matrix	Pay matrix level / grade pay
		Total Emoluments
15	In case the applicant belongs to an organisation which does not belong to central government pay scale, the latest salary slips issued by the organisation showing the following details may be enclosed.	
	Basic pay in pay band / pay matrix	Pay matrix level / grade pay and applicable rate of DA
		Total Emoluments
16	A additional information, if any relevant to the post you applied for the support of your suitability for the post. (this among other things may provide information with regard to (i) Additional academic qualification (ii) professional training (iii) work experience over and above prescribed in the vacancy circular / advertisement) (Note enclose a separate sheet, if the space is insufficient).	
16.1	The candidates are requested to include information with regard to: Research publications and reports and special projects Awards/ scholarship/ official appreciation Affiliation with the professional bodies / institutions Patents registered in own name or achieved for the organisation Any research innovative measure involving official regularization. Any other information. Note: enclose a separate sheet if the space is insufficient.	
17	Whether belongs to SC/ST/OBC	

18	Complete postal address and contact details i.e. telephone/ e.mail address of the present employer	Postal address Telephone E mail
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I have carefully gave through the vacancy circular/advertisement and I am well aware that the information furnished in the curriculum duly supported by the documents in response of essential qualification/work experience submitted by me will also be assessed by the selection committee at the time of selection for the post. The information/details provided by me are correct and true to the based of my knowledge and no material fact having a hearing on my selection has been suppressed/ withheld.

(Signature of candidate)

Address

Email ID

Contact/Mobile No.

Date

Certification by the Employee/Cadre Controlling Authority

The information/detail provided in the above application by the applicant are true and correct as per the facts available on records. He/ She fulfilling requisite eligibility criteria and also possess essential educational qualification and experience mentioned in the vacancy circular.

2. If selected he/she will be relieved immediately.

3. It is also certified that:

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt/Ms.....

ii) His/Her Integrity is certified.

iii) His/ Her APAR dossier in original /photocopies of APAR for the last five years duly attested by an officer of the rank of Under Secretary of the government of India or above are enclosed.

iv) No major/minor penalty has been imposed on him/her during the last ten years or a list of major/minor penalty imposed on him/her during the last ten year enclosed (as the case may be).

Counter signed
(Employer / cadre controller authority with seal)