

DELHI TRANSPORT CORPORATION
(GOVERNMENT OF NCT OF DELHI)
I.P.ESTATE: NEW DELHI.

Sub.: Filling of the sanctioned vacant Group-B posts meant for promotion Manager (Traffic), Manager (Store), Manager (Per), Manager (Admn.), Manager (P.Press), Manager (Hindi), Manager (Law), Labour Officer, Secretary to General Manager in Delhi Transport Corporation (DTC) on deputation basis.

DTC intends to fill up the following various Group-B sanctioned vacant posts on deputation basis. The requirements of RRs for the said posts inter-alia are as under:

S.No	Name of the Posts	Pre-revised Pay Band + GP (Rs.)	Nos. of vacant posts to be filled	Requirements as per Recruitment Rules.
1.	Manager (Traffic)	Rs. 9300-34800 + Grade Pay Rs. 4600/- (Matrix level 7 in the 7 th Pay Commission)	06	Officer/Official under State Transport Undertaking/Public Transport Corporation. (i) Holding analogous post on regular basis. <p style="text-align: center;">Or</p> (ii) With five years regular service in the Pay band of Rs.9300-34800+G.P. Rs.4200/-. Essential Qualification: i) Degree of a recognized University or equivalent. ii) At least 3 years experience of Supervisory duties in a Traffic Department of a State Road Transport Corporation/Undertaking or of some other important road transport concern. Desirable: Knowledge of Planning of routes, framing of schedules and other allied matters. (Qualifications relaxable at the discretion of the competent authority in case of candidates otherwise well qualified.
2.	Manager (Stores)	Rs. 9300-34800 + Grade Pay Rs. 4600/- (Matrix level 7 in the 7 th Pay Commission)	03	Officer/Official under State Transport Undertaking/Public Transport Corporation. (i) Holding analogous post on regular basis. <p style="text-align: center;">Or</p> (ii) With five years regular service in the Pay band of Rs.9300-34800+G.P.Rs.4200/- Essential Qualification: i) Diploma in Mechanical and Automobile Engineering. ii) 3 years experience of purchase, stocking and accounting of automobile and general stores.

				<p><u>Desirable:</u> i) Degree in Mechanical or Automobile Engineering. ii) Experience of Kardex System (Qualifications relaxable at the discretion of the Chairman.)</p>
3.	Manager (Personnel)	Rs. 9300-34800 + Grade Pay Rs. 4600/- (Matrix level 7 in the 7 th Pay Commission)	01	<p>Suitable officers holding analogous posts in the Central/State Govts. <u>Essential Qualification</u> Degree of a recognized University or equivalent. About 5 years experience of handling establishment matters of which, at least two years must have been in a responsible position. <u>Desirable</u> Knowledge of Labour Laws, service rules and regulations applicable to employees of Government and semi-Govt. Organizations. (Qualification relaxable in case of candidates otherwise well qualified by the competent authority).</p>
4.	Manager (Administration)	Rs. 9300-34800 + Grade Pay Rs. 4600/- (Matrix level 7 in the 7 th Pay Commission)	02	<p>From the Central Labour Officer pool. <u>Essential Qualification:</u> Degree of a recognized University or equivalent. About 3 years experience of handling establishment matters of which two years in the grade of officer. <u>Desirable:</u> Knowledge of Labour Laws and service rules and regulations applicable to employees of Govt. and semi-Govt. Organization. (Qualification relaxable in suitable cases by the competent authority).</p>
5.	Manager (Printing Press)	Rs. 9300-34800 + Grade Pay Rs. 4600/- (Matrix level 7 in the 7 th Pay Commission)	01	<p>Officers holding analogous posts in State or Central Government <u>Essential Qualification:</u> i) At least a Diploma in Printing and Allied Trades from a recognized technical Institution in India or abroad. ii) About 5 years experience in a responsible capacity in a well established printing house, including about 2 years in a supervisory capacity. (Qualifications relaxable by the Chairman in case of candidates otherwise well qualified). <u>Desirable:</u> i) Degree of a recognized University.</p>

				ii) Practical experience in Litho and offset printing, layout, designing and block making department.
6.	Manager (Hindi)	Rs. 9300-34800 + Grade Pay Rs. 4600/- (Matrix level 7 in the 7 th Pay Commission)	01	Suitable Officers holding analogous posts in Government or in Public Sector Undertaking. Essential Qualification: M.A. in Hindi Literature or Graduate with Honors in Hindi with at least two years experience in Government Department or Government owned Undertaking or Corporation.
7.	Manager (Law)	Rs. 9300-34800 + Grade Pay Rs. 4600/- (Matrix level 7 in the 7 th Pay Commission)	01	Officer/Official from the grade of Rs. 5200-20200+Grade Pay 2800 and above (Matrix level 5 in 7 P.C and above) Essential Qualification: Degree in law of a recognized University. Experience: Five years experience of conducting cases in Civil & Criminal Courts either as an advocate or as an Officer under Govt./Public Sector Undertaking. Desirable: i) Experience of conducting cases before Labour Tribunals and Motor Accident Claim Tribunals. ii) Knowledge of Labour Laws.
8.	Labour Officer	Rs. 9300-34800 + Grade Pay Rs. 4600/- (Matrix level 7 in the 7 th Pay Commission)	01	From the Central Labour Officers Pool. Essential Qualification: i) Degree of a recognized University preferably (a) in one of the social sciences such as Economics Commerce and Sociology; or (b) followed by a Post Graduate Diploma from any institution recognized for the purpose by the Government in Industrial, Psychology, Industrial Welfare, Industrial Relations or in any other allied subject. ii) At least 2 years experience of Labour Welfare work in an organization employing substantial labour force, and/or experience of other social and administrative work. (Qualifications relaxable at Corporation discretion in case of candidates otherwise well qualified).

				Desirable; Training in social work or other allied courses at Institutions recognized by Government.
9.	Secretary to General Manager	Rs. 9300-34800 + Grade Pay Rs. 4600/- (Matrix level 7 in the 7 th Pay Commission)	01	Suitable officers holding analogous post in the Central/State Govt. Essential Qualification: Graduate with a speed of at least 120 words per minute in shorthand and 50 words per minute in typewriting. Should have at least 5 years experience in a similar job. Desirable: Proven satisfactory record of Secretarial work and dealing with Secret Confidential Work/matters. Ability to provide Secretarial support to the Top and Functional Directors Management posts.

The candidate should apply through proper channel on the prescribed application proforma up-loaded on website. Period of deputation ordinarily is not exceeding 3 years. The list of documents to be attached along with application by his/her department is as under:

- i) Photo copy of educational qualification certificates.
- ii) Vigilance, disciplinary & criminal clearance certificate.
- iii) Integrity certificate.
- iv) Last five year APARs.

The Last date of inviting applications for the above posts on deputation basis is within one month of an Advertisement published in leading Newspapers as well as in Social Media as approved by the competent authority.

Application Format

Reference No. _____

Date _____

Name of the post applied for _____

Affix self attested recent passport size photograph.

1. Full Name(in capital): _____
attest
2. Date of Birth(in figure and words): _____
passport photograph
3. Gender : Male/Female _____
Nationality: _____
4. Service & Batch: _____
5. Father's Name: _____
6. Permanent
7. Address : _____
8. Address for correspondence/Contact. Tel Ph. Number : _____
9. Whether belongs to SC/ST/OBC/General: _____
10. All Educational and Professional Qualifications:-

Sl. No.	Exam/ Degree Passed	Year of passing	Division Grade % of Marks	Duration of the Degree/ Diploma	Name of Board/ University	Subject	Subject of Specialization

11. Any other specialized training/course under-taken: _____

12. Details of Employment/Experience in the relevant fields in chronological order:

S.No.	Office	Post held	Period	Pay Band+ Grade Pay	Nature of duties

13. Details of enclosures: Attested photocopies of documents in support of the information supplied in above columns, such as, Educational Qualification, Date of Birth, SC/ST/OBC certificate, Experience etc.

14. I hereby declare that all the statements made in the application are true and complete to the best of my knowledge and belief. I undertake that action can be taken against me by the Corporation (DTC) for furnishing false information mentioned herein above.

Date-----

Place-----

Name & Signature of the Candidate