

DELHI TRANSPORT INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED
(AN ENTERPRISE OF GOVT. OF NCT OF DELHI)
2nd Floor: Maharana Pratap, I.S.B.T. KASHMERE GATE, DELHI

F.No. DTIDC/Admn./KG/2024-25/38/7259

Dated: 24-12-2024

Sub:- Recruitment for the Various posts on deputation / contract basis in DTIDC

DTIDC, an enterprise of Govt. of NCT of Delhi, having its office at 2nd Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi, the primary function of the company is to manage and upgrade all ISBTs, BQS and to cater the Infrastructural needs of Transport Department of Govt. of NCT of Delhi invites applications for the Various posts on deputation/contract basis.

The details are as under:-

1. **General Manager (Works-Civil)/ Chief Engineer (Civil) on deputation -01 post**
2. **AGM (Works-Electrical)/Executive Engineer (Electrical) on deputation-01 post**
3. **Company Secretary- on deputation/ contract – 01 Post**
4. **Jr. Office Asstt/LDC -on contract by Ex-serviceman-03 posts**

Name of the post	General Manager (Works-Civil)/ Chief Engineer (Civil)
No. of post	01
Classification of post	Group A
Pay band and Grade pay or Pay scale	PB-04 Rs. 37400-67000 Grade Pay- 10000 Level-14
Age limit for deputation	<u>Deputation</u> up to 55 Years
Method of recruitment	100% deputation

Qualification for deputation of the post	<p><u>Deputation</u> :-</p> <p>(A) Holding analogous post on regular basis in parent cadre or department (Govt. of India / State/ UT/ Local Bodies / PSU's / Autonomous Organizations of Govt.)</p> <p>OR</p> <p>Superintending Engineer (Civil) or Equivalent post in Pay Band-4 Rs. 37400-67000+ Grade Pay of Rs. 8700/- (i.e. Level-13 or equivalent) with three year regular service in the grade (Govt. of India/ State/ UT/ Local Bodies/ PSU's / Autonomous Organizations of Govt.)</p> <p>OR</p> <p>Superintending Engineer (Civil) or Equivalent post in Pay Band-3 Rs. 15600-39100+ Grade Pay of Rs. 7600/- (i.e. Level-12 or equivalent) with three year regular service in the grade (Govt. of India/ State/ UT/ Local Bodies/ PSU's / Autonomous Organizations of Govt.)</p> <p>(B) Possess full time degree in Civil Engineer from an Institute recognized by Central / State Govt.</p>
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Name of post	AGM (Works-Electrical)/Executive Engineer (Electrical) on deputation
Pay band and Grade pay or Pay scale	Level- 11 as per 7 th CPC (Grade pay Rs. 6600/- pre revised scale)
No. of Post	01
Age limit for deputation	<u>Deputation</u> up to 55 Years

Method of Recruitment & eligibility criteria	<p>a) Holding analogous Post on regular basis in parent cadre or department (Govt. of India / State / UT / Local Bodies / PSUs / Autonomous Organizations of Govt.)</p> <p style="text-align: center;">OR</p> <p>Asstt. Executive Engineer (Electrical.) or Equivalent Post in Pay Band-3 Rs. 15600- 39100 + Grade Pay of Rs. 5400/- (i.e. Level-10 or equivalent) with five years regular service in the grade (Govt. of India / State / UT / Local Bodies / PSUs / Autonomous Organizations of Govt.)</p> <p style="text-align: center;">OR</p> <p>Asstt. Engineer (Electrical) or Equivalent Post in Pay Band-2 Rs. 9300- 34800+ Grade Pay of Rs. 4800/- (i.e. Level-8 or equivalent) with eight years regular service in the grade (Govt. of India / State / UT / Local Bodies / PSUs / Autonomous Organizations of Govt.)</p> <p>(b) Possess full time Degree in Electrical/ Mechanical Engineering from an Institute recognized by Central / State Govt.</p>
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Name of post	Company Secretary (Full Time) on deputation/ contract basis (L-12)
No. of post	01
Eligibility for deputation	Holding Level 11 or Equivalent or above on a regular basis in the parent cadre or department (Govt. of India/ State/ UT/ Local Bodies/ PSUs/ Autonomous Organizations of Govt.).
Job Description:	<p>The functions / duties of the Company Secretary shall include:-</p> <ol style="list-style-type: none"> 1. To provide to the directors of the company, collectively and individually, such guidance as they may require, with regard to their duties, responsibilities and powers; 2. To facilitate the convening of meetings and attend Board, committee and general meetings and maintain the minutes of these meetings; 3. To obtain approvals from the Board, general meeting, the government and such other authorities as required under the provisions of the Act; 4. To represent before various regulators, and other authorities under the Act in connection with discharge of various duties under the Act; 5. To assist the Board in the conduct of the affairs of the company; 6. To assist and advise the Board in ensuring good corporate governance and in complying with the corporate governance requirements and best practices; and

	<p>7. To discharge such other duties as have been specified under the Act or rules; and</p> <p>8. To comply all the duties related to the Corporate Social Responsibility under the Companies Act.</p> <p>9. Such other duties as may be assigned by the Board of DTIDC from time to time.</p>
Essential Educational Qualification:	<p>(i) Bachelor's Degree from recognized University.</p> <p>(ii) Should have passed Company Secretary-ship examination held by the institute of Company Secretary of India and member of ICSI.</p>
Essential Experience	<p>Candidate must have 05 years' experience as Company Secretary in Govt/ semi-Govt organization/well reputed company/PSU etc. Candidates presently employed in Government Department/PSU's/ Autonomous Bodies have to produce NOC at the time of interview.</p>
Age Limit:	<p>Candidates should be below 50 years of age as on the date of advertisement.</p>
Period of engagement for contract	<p>Initial period of 1 Year and till age of 60 years.</p>
Remuneration for contract (per month):	<p>Rs. 78,800/- plus DA (as applicable)</p>

Jr. Office Asstt/LDC -on contract by Ex-serviceman-03 posts

Terms & Conditions for appointment of Jr. Office Asstt/LDC

1. Remuneration: The ministerial staff/Jr. Office Asstt./LDC hired on contractual basis in the DTIDC will be paid a consolidate remuneration of Rs 19,905 (Level 2)+Admissible DA. No other allowances will be payable over and above the said Remuneration.
2. Eligibility
 - (i) The candidate should have retired from defence services and nominated by Rajya Sanik Board.
 - (ii) He should have less than 62 years of age.
 - (iii) The candidate should be medically fit for which a medical certificate from a Registered medical Practitioner having at least MBBS or equivalent medical degree will have to be given at the time of interview.
 - (iv) The candidate should be free from vigilance angle at the time of retirement. As a proof of this, a copy of the Pension payment Order/Gratuity Payment Authority will have to be submitted at the time of interview. In addition to this, an undertaking will have to be obtained from such person to the effect that he has no criminal case pending against him at time of hiring.

(v) The candidate should have working knowledge of computer such as MS-Office (words & Excel), PPT, Internet and e-mail. Knowledge of MS Office is essential for persons to be appointed as Ministerial Staff and an undertaking shall, therefore, be obtained from the candidate that he has adequate working Knowledge of MS Office.

3. Terms of hiring:

(i) The contract of hiring will be initially for one year or till the sanctioned vacant posts against which contractual persons to be hired are filled by regular employees or such contractual staff attains the age of 65 years, whichever is earlier.

(ii) In case, the need for hiring contractual staff still persists after one year, contractual appointment will be reviewed and renewed on yearly basis subject to satisfactory work and conduct report/performance of the employee but not beyond the age of 65 years.

4. Duties and Responsibilities : The contractual ministerial staff, irrespective of his post from which he retired will have to perform the following clerical duties. No financial powers will be given to the contractual employees. The DTIDC will decide about proper work distribution among the ministerial staff members, However, broadly the contract employee will be assigned the following works:-

(i) Diary –dispatch etc

(ii) Preparation of various bills.

(iii) Handling correspondence and file of work, personal claims of employees, tendering.

(iv) Record Keeping

(v) Maintenance of cash book and service books

(vi) Preparation of pension cases and their perusal with other offices.

(vii) Scrutiny of various personal claims of employees such as LTC, Medical, CEA etc.

(viii) Submission of various information/returns.

(ix) Getting TDS return filed and Issuance of Form-16

(x) Any other duty of ministerial nature assigned by the DTIDC officers.

5. Termination of Services: The Services of any contractual Ministerial Staff may be terminated by the DTIDC without any notice for any lapse/irregularity committed by him or the work and conduct not found satisfactory or the vacant post is filled up with regular appointment or the contract employee attains the age of 65 years.

6. Entitlement of leave : The contractual Ministerial Staff will be allowed to avail one leave per completed calendar month. Leave pertaining to previous month, if not availed, will not be allowed to be carried forward.

How to Apply:-

The prescribed application form (attached as Annexure "A") completed in all aspects (self attested documents supporting eligibility criteria) in sealed envelope, superscripted as "Application for the post ofin DTIDC" must reach to the office of Executive Director, DTIDC Limited, Tower Block, 2nd Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi-110006. Further, duly filled application forms will be accepted through offline mode only till upto 05.00 PM only on 06.01.2025. Incomplete applications & those received after prescribed date shall be summarily reject.

All the Ministries/ Deptt., Public Sector Undertaking and Statutory and Autonomous Bodies are requested to forwarded the applications of eligible and interested candidates through proper channel alongwith application form, their ACR/APAR grading for the last 4 years duly attested, their vigilance clearance, Work & Conduct and Integrity Certificate & NOC of Department, whose service could be placed at the disposal of DTIDC immediately in the event of their selection.

Crucial Date:-

Crucial date for deciding eligibility (viz. age, length of service, etc.) of the Candidates shall be **01.01.2025**.

OTHER

1. Regarding any change or amendment in these vacancies, a circular will be posted on the DTIDC website only.
2. The Advertisement can be withdrawn at any time at the discretion of the Competent Authority without assigning any reasons thereof.

Sd/-
Sr. Manager (Admn.)
DTIDC

F.No. DTIDC/Admn./KG/2024-25/38/7259

Dated:- 24-12-2024

Copy to:-

- (i) PA to MD, DTIDC.
- (ii) PA to ED, DTIDC .
- (iii) IT Incharge/ Asstt. Programmer (IT), DTIDC with the direction to upload the PDF copy of above on website of DTIDC.

Sd/-
Sr. Manager (Admn.)
DTIDC

APPLICATION FORM

- Post Applied for** : _____
1. Name : _____
2. Father's Name : _____
3. Date of Birth : _____
4. Gender : _____
5. Contact no. : _____
6. Aadhar (UID No.) : _____
7. Pan Card Number : _____
8. Email address : _____
9. Present Postal Address : _____
10. Permanent Address : _____
11. **Education Qualification :**

PASTE LATEST
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PHOTOGRAPH
HERE

S.NO.	EXAM PASSED	YEAR OF PASSING	BOARD/ UNIVIERSTY	MARKS OBTAINED/ MAX. MARKS	PERCENTAGE OF MARKS

12. **Professional / Technical Qualification, if any :**

13. Work/ Posting & experience details:

S.No.	Name of Govt. Company/Institution/entities.	Dept./ other	Post Held	PERIOD	
				From	To

14. Place of present posting/ Works/ Assisgnment: _____

15. Details of achievements in Service Career : _____

16. Details of training undertaken : _____

17. Any other information like to share : _____

Declaration :

I, have gone through the guidelines issued by DTIDC website and hereby declare that information provided by me in the application form is true to the best of my knowledge. Further, I also undertake that I am not involved in any social dispute and no criminal case is pending against me in any Court of Law in India.

(Signature of Applicant)

Date : _____

Place : _____

Note:- Applicants are requested to attach complete copies of relevant documents/ certificates etc. with the application form.