

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF TRAINING & TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITM PURA
DELHI - 110034

F.No. F.1/1128/2018/TE/AD/-791

Dated: 14/06/18

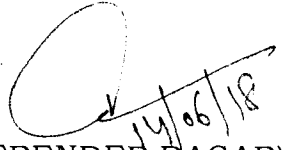
The System Analyst
DTTE, GNCT Delhi,
Pitampura, Delhi.

Subject: Uploading the proposed Recruitment Rules for the post of Lecturer,
Stenography and Secretarial Practice on DTTE Website.

Madam,

Please find enclosed herewith the proposed Recruitment Rules for the
post of Lecturer, Stenography and Secretarial Practice in various Institutes of
Technology. You are requested to upload the proposed RRs on the Department
website for 30 days for inviting comments from the Stakeholders.

Encl: As above.


(VERENDER DAGAR)
SECTION OFFICER (E-I)

ANNEXURE-I

Proposed Recruitment Rules for the post of Lecturer, Stenography and Secretarial practice.

MINISTRY: Government of NCT of Delhi.

Organization: **Department of****Training and Technical Education, GNCT of Delhi.**

Column No.		Provision Proposed												
1.	Name of Post	Lecturer, Stenography and Secretarial practice.												
2.	No. of Posts	02* (2018) Hindi - 1 English - 1 *subject to variation depending on workload.												
3.	Classification	General Central Service Group 'A' Gazetted (Non-Ministerial).												
4.	Pay band and grade pay /pay scale	Pay Band-III, Rs.15600-39100 /- plus Academic Grade pay Rs 5400/-.												
5.	Whether selection or non selection post	Not applicable.												
6.	Age limit for Direct recruits	Not Exceeding 35 years. (Relaxable for Government servant up to 5 years in accordance with the instructions/order issued by the Central Government from time to time). Note: The crucial date for determining the age limit shall be as advertised by UPSC.												
7.	Educational and other qualification required for direct recruits.	<p>Essential Qualification:</p> <p>i) M.Com/M.A. (Economics)/MBA/MMS with First class or equivalent with two years experience in Field/Industry/Training.</p> <p>OR</p> <p>B.Com/B.A. (Economics) and CA/CS/ICWA with First class or equivalent.</p> <p>ii) Speed of 120/80 W.P.M. in English/Hindi Shorthand.</p> <p>If a class/division is not awarded at Master's Degree, a minimum of 60% marks in aggregate shall be considered equivalent to 1st class/division. If a Grade point system is adopted, the CGPA will be converted to equivalent marks as below :-</p> <table border="1" data-bbox="733 1588 1257 1860"> <thead> <tr> <th>Grade point</th> <th>Equivalent Percentage of marks</th> </tr> </thead> <tbody> <tr> <td>6.25</td> <td>55%</td> </tr> <tr> <td>6.75</td> <td>60%</td> </tr> <tr> <td>7.25</td> <td>65%</td> </tr> <tr> <td>7.75</td> <td>70%</td> </tr> <tr> <td>8.25</td> <td>75%</td> </tr> </tbody> </table> <p>Note 1: Qualifications are relaxable at the discretion of the</p>	Grade point	Equivalent Percentage of marks	6.25	55%	6.75	60%	7.25	65%	7.75	70%	8.25	75%
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		<p>Union Public Service Commission for reasons to be recorded in writing, in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualification(s) regarding experience is/ are relaxable at the discretion of the Union Public Service Commission, in case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection, the Union Public Service Commission 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 posts reserved for them.</p>
8.	Whether age or educational qualification prescribed for the direct recruits will apply in the case of promotees.	Not applicable.
9.	Period of probation, if any.	One year.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	<p>By Direct recruitment</p> <p>Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled by the appointing authority on deputation basis from officers of the Central Government holding analogous posts on regular basis in the parent cadre/department and possessing the educational and other qualification prescribed for direct recruit under column No. 7.</p>
11.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion/ deputation/ absorption to be made.	Not Applicable.
12.	If a Departmental Promotion Committee exists what is its composition.	<p>Group "A" Departmental Confirmation Committee:</p> <ol style="list-style-type: none"> 1. Chief Secretary, Government of National Capital Territory of Delhi - Chairman. 2. Administrative Secretary of the Training and Technical Education Department - Member. 3. Director, Training & Technical Education Department, GNCT of Delhi - Member.
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Consultation with Union Public Service Commission necessary.