

Delhi Transport Corporation
(Govt. of NCT of Delhi)
I.P. Estate: New Delhi

Advertisement for the post of 10 Sr. Manager (Mech.) & 11 Sr. Managers (Tr.) in DTC on contract basis

DTC invites applications for filling up 10 vacant posts of Sr. Manager (Mech.) - [Gen.-09 + 01 SC] and 11 posts of Sr. Manager (Tr.) - [Gen.-10 + 01 SC] on contract basis. The appointment of Contractual Managers initially for a period of 01 year which is extendable on year to year basis after giving 01 day break in service based on the performance of Contract Officers during the contract period and requirement of the corporation. The eligibility criteria are as under:

S. No.	Name of the Posts	Pre-revised Pay Band+ GP (in Rs)	No. of vacant posts to be filled	Requirement as per Recruitment Rules.
1.	2.	3.	4.	5.
1.	Sr. Manager (Mech.)	Rs. 15600-39100+Grade Pay Rs. 6600/- (Matrix Level 11 in the 7 th Pay Commission)	10	<p><u>Sr. Manager (Mechanical)-10 Persons</u></p> <p><u>Essential Qualifications:</u></p> <p>i) Degree in Mechanical or Automobile Engineering of a recognized University of equivalent.</p> <p>ii) About five years experience in repairs and maintenance of Heavy duty automotive diesel vehicles in a responsible supervisory capacity in a large workshop.</p> <p>iii) Adequate knowledge of latest production techniques and quality control.</p> <p>iv) Capacity for administrative work and for handling civilian labour</p> <p><u>Desirable :</u> Knowledge of Cost Accounting</p>
2.	Sr. Manager (Tr.)	Rs. 15600-39100+Grade Pay Rs. 6600/- (Matrix Level 11 in the 7 th Pay Commission)	11	<p><u>Sr. Manager (Traffic)-11 Person</u></p> <p><u>Essential Qualifications:</u></p> <p>i) Degree of a recognized University or equivalent.</p> <p>ii) At least 5 years experience in a responsible supervisory capacity in the Traffic Department of a big Road Corporation preferably City Transport Corporation.</p> <p><u>Desirable:</u> Knowledge of Planning of routes, framing of schedules and other allied matters.</p>

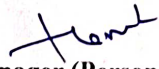
Maximum age Limit: 45 years for the post of Sr. Manager (Mech.) & 40 years for the post of Sr. Manager (Tr.) (Age relaxation in case of SC/ST/OBC/Departmental candidate as per DoPT's Guidelines)

The other terms and conditions of the appointment are as under:

- (i) He/She will be engaged as contractual Officer against a vacant sanctioned post of Sr. Manager (). The engagement of contractual officer would be on full time basis and he/she would not be permitted to take up any other assignment during the period of contract.
- (ii) The consolidated lump sum remuneration is **Rs. 93426/- p.m.** (**Rs. Ninety three thousand four hundred and twenty six only**).
- (iii) This rate shall remain same till the expiry of the contract period. In the offer of contract engagement/agreement, only the lump-sum amount has been indicated. Such consolidated remuneration can be revised by adding revised DA at each occasion of fresh contract.
- (iv) The Contractual Officer shall not be entitled to any allowance such as House Rent Allowance reimbursement of call charges of Residential Telephone/mobile, Transport facility, Residential Accommodation, personal staff etc.
- (v) No DTC staff car/hired vehicle shall be provided to the Contractual Officer. However, she shall be issued an Identity Card-cum-free Bus pass for travelling in DTC Buses from residence to place of posting and vice-versa during her contract.
- (vi) No TA/DA shall be admissible for joining the Corporation. Contractual Officer will not be allowed foreign travel at expenses of DTC. However, Contractual Officer shall be allowed TA/DA for their travel inside the country in connection with the official work, if any, as per his/her entitlement.
- (vii) Contractual Officer shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a Contractual Officer shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year.
- (viii) The engagement of Contractual Officer is of a temporary in nature and the engagement can be cancelled at any time by the DTC without assigning any reason. He/She shall not raise any claim for seniority, regularization of services on permanent basis in DTC at any point of time. In case he/she does so, DTC will be at liberty to take necessary action as deemed fit including termination of the contract. Further the services of Contractual officer can be terminated at any time as per the staff position existent at that time.
- (ix) A Contract Agreement on the relevant stamp paper of Rs.50/- (to be attested by Notary public) shall be executed with the Contractual Officer by the authorized Officer of the Personnel Deptt. of DTC.
- (x) He/she shall be governed by the Rules & Regulations of this Corporation in all the matters of conduct/discipline and working hours

etc. and Standing orders governing the conduct of DTC employees/officers shall be applicable.

- (xi) The DTC has right to amend/add/delete any terms and conditions during her contract period as per demand from time to time.
- (xii) The DTC reserves right to finalize the selection criteria for further selection of Contractual Officers. The decision of DTC with regard to eligibility or otherwise will be final.
- (xiii) Eligible and willing candidates may apply through the website www.dtc-rp.com from **10.07.2023 to 10.08.2023 (till 11.59 p.m.)** to the Manager (Personnel), Delhi Transport Corporation Headquarters, I.P. Estate New Delhi -110002 on the prescribed application proforma attached herewith after which the link will be disabled and only on line applications will be accepted. Applications received by post/by hand/by mail etc. will not be accepted and will be summarily rejected. No correspondence will be entertained in this regard. The last date for submission of online applications for the post of Contractual Managers on contract basis is **10.08.2023**.
- (xiv) The candidates must go through the INSTRUCTIONS CAREFULLY BEFORE APPLYING ONLINE & filling up Online Application form for the post concerned.
- (xv) The opening date for submission of online application is **10.07.2023**. The closing date for submission of online application is **10.08.2023 (11.59 p.m.)** after which the link will be disabled.
- (xvi) To avoid last minute rush, candidates are advised in their own interest to submit online application much before the closing date and not to wait till and last date. DTC will not be responsible for the candidates not being able to submit their applications for reasons beyond its control.
- (xvii) Before submission of the online application, candidates must check and ensure that they have filled correct details in each field of the form. Once only application form is submitted, no request for change/correction/modification (including change of category) will be entertained or allowed under any circumstances. Application received in this regard in any form like Post, Fax, E-mail, by hand etc. shall not be entertained and no correspondence will be made in this regard. Incomplete application will be summarily rejected and will not be considered for further selection.
- (xviii) Eligible and willing candidates who are working in Govt./Semi Govt. departments/Autonomous Body/PSUs may also bring NOC form the concerned department at the time of scrutiny of the documents/interaction. The closing date of application is **10.8.2023** for the post of Contractual Managers on contract basis.


Manager (Personnel)

Application format

Application for the Post of _____

Photograph

1.	Full Name (in capital)	
2.	Father's/Husband's Name	
3.	Date of Birth (in figure and words)	
4.	Gender: Male/Female /IIIrd gender	
5.	Nationality:	
6.	Permanent Address:	
7.	Address for correspondence	
8.	Tel. Ph. Number:	
9.	Email-ID	
10.	Whether belongs to SC/ST/OBC/General:	
11.	Educational qualifications:-	

Sl. No.	Exam/Degree Passed	Year of passing	Name of Board/University	% of Marks/Division	Subject of Specialization	Remarks

12. Any other specialized training/course under-taken:

13. Whether worked in any organization/institution/PSU/Autonomous Body/Govt./Semi Govt. on Regular/Ad-hoc/Contract basis:

Name of Institution	Period of appointment	Regular/Ad-hoc/Contract basis

14. Any additional information _____

Declaration: I hereby declare that all the statements made in the application are true and complete to the best of my knowledge and belief. I understand that action can be taken against me by the Corporation (DTC) if I am declared by them to be guilty of any type of misconduct or furnishing false information mentioned herein.

Date:

Place:

(Signature of Applicant)

Enclosures:-

(Enclosure copies of documents as per following order)

Please tick in the box.

i)	All Educational Qualification certificates	
ii)	All Experience Certificates	
iii)	Date of Birth Certificates	
iv)	Caste Certificate	
v)	PH Certificate if applicable	
vi)	Identity Proof	
vii)	Residential Address Proof	

Sub: Contract agreement for engaging Sr. Manager (Mech.) & Sr. Manager (Tr.) on contract basis against the vacant sanctioned posts.

- i) This agreement is made on this ____ day of ____ 20__ between the Delhi Transport Corporation (hereinafter called the 1st Party) through Manager(Personnel) and his/her Successors /Assigning in the office of the first party and _____ D/S/o _____ on contract basis (hereinafter called the 2nd party) for a period of 01 year i.e. _____ to _____ against a vacant sanctioned post of Sr. Manager (_____). The engagement of Officer would be on full-time basis and he/she would not be permitted to take up any other assignment during the period of contract.
- ii) The consolidated lump sum remuneration is Rs. 93,426/- p.m. (Rs. Ninety three thousand four hundred and twenty six only).
- iii) This rate shall remain same till the expiry of the contract period. In the offer of contract engagement/agreement, only the lump-sum amount has been indicated. Such consolidated remuneration can be revised by adding revised DA at each occasion of fresh contract.
- iv) The Contractual Officer shall not be entitled to any allowance such as House Rent Allowance, reimbursement of call charges of Residential Telephone/mobile, Transport facility, Residential Accommodation, Person Staff, etc.
- v) No DTC staff car/hired vehicle shall be provided to the contractual officer. However, he/she shall be issued an Identity Card-cum-free Bus pass for travelling in DTC Buses from residence to place of posting and vice-versa during his/her contract.
- vi) No TA/DA shall be admissible for joining the Corporation. Contractual Officer will not be allowed foreign travel at expenses of DTC. However, Contractual Officer shall be allowed TA/DA for their travel inside the country in connection with the official work, if any, as per his/her entitlement.
- vii) Contractual Officer shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, Contractual Officer shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year.
- viii) The engagement of Contractual officer is of a temporary in nature and engagement can be cancelled at any time by the DTC without assigning any reason. He/She shall not raise any claim for seniority, regularization of services on permanent basis in DTC at any point of time. In case he/she does so, DTC will be at liberty to take necessary action as deemed fit including termination of the contract. Further the services of Contractual officer can be terminated at any time as per the staff position existent at that time.
- ix) The DTC has right to amend/add/delete any terms and conditions during his/her contract period as per demand from time to time.

1.	Witness Signature _____ Name _____ Address _____	Manager (PLD-I) For and on behalf of Delhi Transport Corporation I.P. Estate (Hqrs.)
2.	Witness Signature _____ Name _____ Address _____	_____ _____ _____ _____