

CIRCULAR

ASSISTANT CASHIER

The applications are hereby invited from departmentally regular Conductors and regular Drivers, who are interested of working as Assistant Cashier provided they possess the following qualification for the said post may submit their applications/willingness to the Officers under whom they are working by 14.07.2025 on the prescribed form (attached herewith): -

"Delhi Sr. School Certificate from CBSE or an equivalent public examination conducted by a recognized Board."

It is, however, made clear to them that: -

- i) Their candidature will be considered purely on the basis of seniority-cum-fitness.
- ii) They will be on probation for a period of one year extendable up-to two years.
- iii) They will continue to draw their basic pay/perks in the pay-scale as they are already getting same pay-scales or higher and no additional monetary benefit will be given on their consideration to the post of Assistant Cashier. In case they are drawn less G.P i.e. Rs. 1900/- or Rs. 2000/-, they will be given the G.P. of Rs.2400/- from the date of appointment to the post of Assistant Cashier.
- iv) They will be treated as fresh appointee as Assistant Cashier. However, their past service period shall be counted towards gratuity etc.
- v) The financial upgradation under MACPS will be given in the cadre of A/Cashier after completion of 10 years service.
- vi) The promotion to the said post will be either for Cashier/Senior Clerk & AI as the case may be.

Encls: Application form

[Signature]
Dr. Manager (Pers.)

1) All Departmental Sectional Heads.	All concerned are requested to verify the details of the candidates as given in the application form from the service/personal file and ensure that their qualification and Category i.e. SC/ST/OBC/PWD, are correct as per record. The Photostat copies of the qualification and category (duly attested by the Officer concerned) alongwith application of each regular Conductor/Driver may also be sent to this office latest by <u>17.07.2025</u> positively.
2) All Unit Officers.	
3) Manager(PLD)-V.	

Copy to:

1. Sr. Manager (IT) - with request to upload it on website
2. All Notice Board
3. Liaison Officer (SC/ST/PWD) Cell.
4. Master File.

Mge (ST-1)
[Signature]
15/07
OS (IT)

Application Form

Assistant Cashier

To,

The Deputy Manager (Pers.)

Delhi Transport Corporation (H.Q.)

I.P. Estate, New Delhi-110002

{Through Proper Channel}

Madam,

In response to circular No. PLD-II/RRs/Assistant Cashier & TTC/ 2025/1560 dated 24.06.2025

Hereby apply for the post of Assistant Cashier. The required particulars are given hereunder

1. Name
2. Father's Name
3. Designation Conductor/Driver (B No /T No)
4. Qualification
5. Unit of posting
6. Date of joining of the Corporation
7. Whether joined on daily rates of pay or
Monthly rates of pay.
8. Date from which holding the present post
of Monthly rates of pay (as per S.Book).
9. Joined the corporation as (Designation)
10. Whether belongs to SC/ST (Mention caste)
11. Is there any break in service? If so, given details :
12. Any other particular may like to mention

Signature of the applicant

Dated _____

The above mentioned particular have been checked from the Service Book of the employee and are found correct.

Additional remarks, if any.

Unit Officer

Dated _____