

DELHI ROAD TRANSPORT AUTHORITY
STANDING ORDERS REGARDING RECRUITMENT

The following standing orders are issued under clause 5 of the D.R.T.A. (Conditions of Appointment & Service) Regulations, 1952 regarding Recruitment of employees of the D.R.T.A.

1. Disqualification from Employment:

(1) No person who has directly or indirectly, by himself or his partner or agent, any share or interest in any contract, by or on behalf of the Delhi Road Transport Authority, or any other Road Transport Undertaking, or who has been dismissed from the service of the Authority for misconduct or otherwise debarred from service of the Authority or who has been debarred from employment in any Govt. Office, or who does not fulfil the conditions of the Delhi Road Transport Authority, laid down in the following paragraphs will be employed in the service.

(2) No person who has more than one wife living shall be eligible for appointment in the service of the Undertaking. provided that the Undertaking may, if satisfied that there are special grounds for so doing exempt any person from the operation of this sub-clause.

2. Method of Recruitment :

All vacancies of sanctioned post will be filled either by promotion of the employees working in lower posts or by direct recruitment. In both cases, appointments will be made strictly on merits.

3. Promotion :

Departmental candidates having requisite qualifications will be considered for promotion and their suitability will be judged by a Departmental Promotion Committee by the following criteria :

- (a) For promotion to Class III posts by the criterion of seniority-cum-fitness on the basis of service record and C.M. No. interview will be necessary ;

- (b) For promotion to Class II and I posts on the basis of merit ~~and~~ seniority based on service ~~and~~ interview/written test as would be considered necessary."

4. Direct Recruitment :

- (a) All direct recruitment will ordinarily be made through the employment exchange.
- (b) In such cases where the General Manager feels that sufficiently experienced or suitable candidates are not available through the Employment Exchange or where the number of posts to be filled is large, the vacancies may be advertised. A copy of the advertisement will be sent to the Employment Exchange for recommending retrenched Central Government Servants. Other things being equal, the candidates of the Employment Exchange will be given preference over outsiders.

5. Method of Selection :

Selection of candidates for all the posts will be made by the Selection Committees/or Boards as mentioned in Clause 5(2) of the DMA (General Appointment and Service) Regulations, 1952. The Selection Boards will as far as possible give both written and viva-voce tests to the candidates.

6. Age :

No person who is under 18 years of age or above 35 years of age, will be taken in the service of the Delhi Road Transport Authority. Provided that the General Manager will have the power to recruit persons upto an age of 40 years while filling technical posts in the workshop of the D.R.T.A. in case suitable personnel within this age limit are not available.

7. Nationality :

No non-Indian will be eligible for appointment in the service of the Delhi Road Transport Authority.

8. Academic & Technical Qualifications :

Academic and Technical Qualifications for the various posts, are given in the attached statement.

9. Physical Fitness :

After a candidate has been selected by the Selection Board for appointment, he will be examined in respect of his physical fitness by the Medical Officer of the D.R.T.A. before his appointment. Any person declared unfit by the Medical Officer will not be appointed. The decision of the Medical Officer will be final and no appeal or representation will be entertained.

10. Verification of Character & Antecedents :

Every new recruit will furnish two character certificates from gazetted officers, 1st or 2nd Class magistrates, M.P.s., M.L.As. or Members of Local Bodies. He will also furnish his full particulars for verification of his character and antecedents, through the Police Deptt. His appointment will be liable to termination in case of an adverse report by the Police Department.

11. Exemption :

Nothing in the foregoing paragraphs will apply to the persons appointed on terms of deputation or the Staff in the service of the Authority on 1.3.54 and the D.R.T.A. shall be competent to relax any of the above noted provisions in any specific case without assigning any reason therefor.

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12. In regard to the reservation of vacancies for and recruitment/promotion of Scheduled Caste/Tribes candidates, exactly the same rules and practice as are in force from time to time under the Government of India will be followed.

DELHI TRANSPORT CORPORATION
(A GOVERNMENT OF INDIA UNDERTAKING)
I.P. ESTATE: NEW DELHI.

**STATEMENT SHOWING THE CATEGORIES OF POSTS,
 PAY SCALE AND QUALIFICATION PRESCRIBED FOR VARIOUS
 CATEGORIES OF POSTS.**

			<u>OFFICERS GROUP (A)</u>
<u>S.No.</u>	<u>Category</u>	<u>Pay Scale(Rs.)</u>	<u>Prescribed Qualifications</u>
1.	Additional General Manager	2000-100-2500	<u>Essential :</u> i) Degree of a recognised University or equivalent. ii) About 15 years experience in a responsible capacity in a Road Transport Organisation including Administrative/Managerial Experience. iii) Experience of handling labour. <u>Desirable :</u> i) Post Graduate Diploma/Degree in area related to road transportation. ii) 5 years experience in senior executive position in area related to urban mass transportation system.
2.	Chief Vigilance Officer	2000-100-2500	<u>Essential :</u> i) Degree of a recognised University or equivalent. ii) About 15 years experience in a responsible capacity in a road transport Corporation/Govt. Deptt autonomous body in administrative, managerial work preferably connected with investigation of complaints holding enquiries vigilance work. <u>Desirable :</u> i) Vigilance Course organised by Central Vigilance Commission/CBI/ Central Institute of Secretariat training and management Deptt of personnel, Ministry of Home Affairs. ii) Experience in Police Department.
3.(a)	Deputy General Manager	1500-60-1800-100-2000	<u>Essential :</u> i) Degree of a recognised University or equivalent. ii) About 10 years experience in a responsible capacity in Road Transport Organisation including administrative/Managerial experience. iii) Experience of handling Labour Qualifications relaxable at Corporation's discretion in case of candidates otherwise well qualified. <u>Desirable :</u> i) Experience of management and account
3.	Deputy General Manager (Personnel)	1500-60-1800-100-2000	i) Degree of a recognised University or equivalent. ii) About 10 years experience in a responsible capacity in administrative and personnel matters in a large organisation. iii) Experience of handling labour.

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|----|--|--------------|---|
| | | | <u>Desirable :</u> |
| | | 1) | Degree in Law or Post Graduate Diploma in Personnel Management or Industrial Relations or Labour Management or Business Management. |
| 4. | Secretary
DTC Board | 1100-50-1600 | <u>Essential</u> |
| | | i) | A Master's degree in Art/Science or Commerce. |
| | | ii) | Adequate administrative experience of at least ten years in responsible capacity. |
| | | | <u>Desirable</u> |
| | | i) | A degree in Law. |
| | | ii) | Good experience of English written & spoken; with a capacity to put up neat and concise drafts. |
| | | iii) | Knowledge of Transport Economics; and |
| | | iv) | knowledge of Hindi. |
| 5. | Senior
Personnel
Officer | 1100-50-1600 | <u>Essential</u> |
| | | i) | Degree of a recognised University or equivalent. |
| | | ii) | About 7 years experience of handling establishment/personnel matters of which, at least 5 years must have been as a responsible officer in the Personnel Deptt. of a large Organisation. |
| | | iii) | Knowledge of Labour Laws, service rules and regulations applicable to employees of Govt. & Semi Govt. Organisations (Qualifications relaxable in suitable cases at the discretion of the appointing Authority). |
| | | | <u>Desirable</u> |
| | | | Degree or Diploma in Personnel Management. |
| 6. | Senior
Enquiry
Officer/
Sr. Adm.
Officer | 1100-50-1600 | <u>Essential</u> |
| | | i) | Degree of a recognised University or equivalent. |
| | | ii) | Knowledge of service Rules and Regulations applicable to employees of Govt. & Semi-Govt. Organisation. |
| | | iii) | 7 years experience of handling secretarial work/Establishment or Administrative Work/disciplinary cases welfare matters/investigation of complaints/holding Enquiries. |
| | | | <u>Desirable</u> |
| | | i) | Degree in Law |
| | | ii) | Diploma in Labour Laws |
| | | iii) | Knowledge of bus operation |

7. Deputy Personnel Officer 650-30-740-35-810-88-35-880-40-1000-88-40-1200
- Essential
- i) Degree of a recognised University or equivalent.
 - ii) About 5 years experience of handling establishment matters of which, at least, two years must have been in a responsible position.
- Desirable
- Knowledge of Labour Laws, Service rules and regulations applicable to employees of Government and Semi-Government Organisation.
8. Administrative Officer 650-30-35-810-88-35-880-40-1000-88-40-1200.
- Essential
- i) Degree of a recognised University or equivalent.
 - ii) About 3 years experience of handling establishment matters of with two years in the grade of officer.
- Desirable
- Knowledge of Labour laws and Service rules and regulations applicable to employees of Govt. and Semi-Govt. Organisation.
9. Asstt. Personnel Officer. 650-30-700-35-880-88-40-960
- Essential
- i) Degree of recognised University or equivalent
 - ii) At least 3 years experience of handling establishment matters of which, at least 1 year must have been in responsible position.
- Desirable
- Knowledge of service rules and regulations applicable to employees of Govt. & Semi Govt. Organisations
10. Assistant Administrative Officer 650-30-740-35-880-88-40-960
- Essential
- i) Degree of recognised University or equivalent.
 - ii) At least 3 years experience of handling Administrative matters of which at least one year must have been in responsible position.
- Desirable
- Knowledge of service rules and regulations applicable to employees of Govt. and Semi - Government Organisation.

11. Secretary to General Manager 650-30-740-35-880-88-40-1040

Essential

Graduate, with a speed of at least 120 W.P.M. in Shorthand and 50 W.P.M. in time-writing. 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 functional directors Management Posts.

12. Labour Officer 650-30-740-35-810-88-35-880-40-1000-88-40-1200

Essential

i) Degree of recognised University, preferably, (a) in one of the social Science such as Economics Commerce and Sociology; or (b) followed by a Post Graduate Diploma from any institution recognised for the purpose by the Govt. 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 Organisation employing substantial Labour force, and/or experience of other social and administrative work.

Desirable

Training in social work or other allied Courses at institutions recognised by Government.

13. Labour Welfare Officer 650-30-740-35-880-88-40-960.

Essential

i) Degree or Diploma in Social Work from University Institution recognised by the Government.

Desirable

Two years experience of Labour or Social Welfare Work in an Organisation employing a substantial Labour force/ or experience of other social and administrative work.

14. Communi-
cation
Officer 650-30-740
35-810-EB-35
880-40-1000-
EB-40-1200

Essential

Degree in Telecommunication Engineering in El. & T. Engineering with Telecommunication as a special subject from a recognised university or equivalent.

OR

Master's degree in physics with wireless Electronics as a special subject from a recognised university or equivalent.

Desirable

Experience in installation, maintenance, overhauling, testing of Radio and Allied equipments.

15. Hindi
Officer 650-30-740
35-810-EB-35
880-40-1000
EB-40-12000

M.A. in Hindi Literature or Graduate with honours in Hindi with at least 2 years experience in Govt. Department or Govt. owned Undertaking or Corporation.

16. Medical
Officer 650-30-740-
35-810-EB-35
880-40-1000
EB-40-1200
Plus M.P.A
at the
Prescribed
Rate

Medical degree of a recognised Indian University or equivalent foreign qualification with two years experience in House Job in recognised Hospital.

17. Legal
Adviser 1500-60-1800
100-2000

Essential

a. Academic Degree in Law of recognised University.

b. Experience : A practising advocate with 12 years experience of conducting cases in civil and criminal courts or 13 years Judicial service or 12 years experience of Legal work in any Govt. Deptt./con

Desirable

1) Experience of conducting cases before Labour Tribunals and Motor Accident Tribunal.

ii) Good knowledge of labour laws.

18. Law Officer 1100-50-
1600

Essential

a. Academic : Degree in Law of a recognised University.

b. Experience : A practising advocate with ten years experience of conducting cases in civil and Criminal Courts.

Desirable

1) Experience of conducting cases before Labour Tribunals and Motor Accident Claims Tribunal.

ii) Good knowledge of Labour Laws.

- 19 Asstt. Law Officer 650-30-740-35-810-88-35-880-40-1000-88-40-1200. Essential
Degree in Law of a recognised 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 Tribunal and Motor Accidents Claim Tribunals.
ii) Knowledge of Labour Laws.
- 20 Sr. Security Officer. 1100-50-1600 Essential.
a) Degree from a recognised University or equivalent.
b) 10 years experience as a commissioned Officer or of a comparable status in Police/Industrial Security Force/Security Department of an Industrial Organisation.
- Security Officer 700-40-900-88-49-1100-50-1300 Essential
i) Degree from recognised university or equivalent.
ii) 7 years experience as an Officer in in the Army/or D.S.P. in the regular code of Police or in the Industrial Security force for comperable experience in Security Deptt. of an industrial Organisation.
22. Dy. Security Officer 650-30-740-35-810-88-35-880-40-1000-88-40-1200. Essential
Graduate with 5 years experience as an Officer in a Security Department of a big Organisation Army or Police.
- 23 Public Relations Officer 1100-50-1600 Essential
i) A first Class Master's Degree in English literature or History.
ii) At least, 5 years experience in a responsible supervisory capacity in work connected with Public Relations preferably in Road Transport.
Desirable.
Diploma in Journalism.

24. Publicity 650-30-740-
35-880-88-
40-950- Graduate with at least 3 years experier
of handling publicity work independently
in a govt. Office or important Commer-
cial firm.
25. Vigilance Officer 1100-50-1600 Essential
i) Degree of a recognised university
or Equivalent.
ii) 7 years experience in a responsible
capacity in a road transport Corpn.
Govt. Deptt./autonomous body in
administrative/managerial work
preferably connected with investi-
gated of complaints/holding enquiry
vigilance work.
Desirable
*Experience in Police Department.
26. Dy. Vigilance officer 650-30-740-
35-880-40-
1000-88-40
1200 Essential
i) Graduate or equivalent from recog-
nised University.
ii) 5 years experience in the Vigilance
Deptt. of Public Undertaking put
or which 3 years in a Supervisory
capacity or officer belonging to
Public having experience of conduc-
ting vigilance case.
Desirable.
Law graduation.
27. Training Officer 1100-50-1600 Qualifications
Degree in Mechanical Engineering from
a recognised University or Equivalent
Qualifications.
Experience
a) Five years industrial experience.
b) two years teaching experience in
a recognised institute
c) Organising capacity and administ-
rative ability.
28. Development Advisor (Traffic) 1100-50-1600 Essential
A degree in engineering or in Statistics
and/or on equivalent qualifications.
7 years experience in planning and
survey of which at least 3 years must
be in a responsible position.
Desirable :
Experience in Organisation and Methods
work or Operational Research.

29. Departmental 650-30-740- i) Post Graduate Degree in Statistics
Research 35-880-88-40-II) Specialisation in Operational
Officers 960 iii) minimum 2 years experience of
conducting Operational Research.
30. Chief 2000-100- i) Essential.
Account 2500 ii) Accountancy qualification recognised
Officer for enrolment in Registrar of Members
of the Institute of Chartered Account-
ants of India, or the Final Examina-
tion of the Institute of Cost and
works Accountants, London, or the
Indian Institute of Costs and Works
Accountants, Calcutta.
- ii) About 7 years experience of work
connected with accounts and audit
in a responsible capacity in a
Government or Semi-Government
Organisation or Commercial concern
of repute.
- Desirable.
i) Degree of a recognised University.
ii) Knowledge of Government Rules &
Regulations.
31. Dy.Chief 1100 -30-1600 i) Essential
Accounts ii) Chartered Accountant with standing
Officer of five years commercial or Govt.
Services or cost Accountant having
passed the final examination of the
Institute of Costs & Works
Accountant London/Calcutta with
standing of 5 years in a Commercial
or Govt. service preferably in
Transport/Engineering Industry.
- ii) About 5 years experience of work
connected with Accounts and Audit
in responsible capacity in a Govt.
or Semi-gvt. Organisation or
Commercial concern of repute.
- Desirable.
i) Degree of a recognised University.
ii) Knowledge of Govt. Rules &
Regulations.
32. Accounts 650-30-740- Essential.
Officer 35-810-88-35-i) Chartered or Cost Accountant of
980-40-1000- institute of Cost & Works Account-
88-40-1200 ants, London/Calcutta with stand-
ing of three years in Commercial
or Govt. service.
- Desirable.
i) Experience of Costing in Transport/
Engineering Industry.

33. Asstt. Accounts Officer 650-30-740-35-880-88-40-960

Essential

- i) M.Com (2nd Class) or B. Com (1st Class) with Advance Accountancy and Auditing.
- ii) 2 years experience of Accounts work with Bank or Government Office or Commercial concern of repute.

Desirable

Experience in Financial Accounting/ Auditing in Nationalised Transport Qualification.

34. Asstt. Accounts officer (cost) 650-30-740-35-880-88-960

Essential

2nd Class Graduate with a Diploma in Cost Accountancy of Institute of Cost and Works Accountants London/Calcutta with standing of 2 years in Costing work in a Commercial or Govt. Organisation preferably Transport Undertaking.

35. Superintending Engineer 1500-60-1800-100-200

Essential

Degree in Civil Engineering of a recognised University or equivalent. At least 7 years experience as Executive Engineer in Govt. Department or other Public Sector Organisation. Experience in Planning, designing and construction of all type of buildings suitable to the Urban environment, particularly the RCC constructions or structures required in an urban Bus Transport System.

36. Executive Engineer (Civil) 1100-50-1600

Essential

- i) Degree in Civil Engineering from a recognised University or equivalent.
- ii) 5 years experience in closing and construction and maintenance of industrial/residential buildings and in heavy R.C.C. machine foundations.

37. Executive engineer (Electrical) 1100-50-1600

Essential

- i) Degree in Electrical Engineering from a recognised University or equivalent.
- ii) 5 years experience in providing, repairing & maintaining Electrical installations from industrial, commercial and residential buildings in a responsible position.

1	2	3	4
38	Assistant Engineer (Civil)	650-30-740-35- 810-EB-880-40- 1000-40-1200	<u>Essential</u> i) Degree in Civil Engineering from a recognised University or Equivalent. ii) 3 years experience in design and construction and maintenance of industrial/residential buildings and in heavy R.C.C. machine foundation.
39	Assistant Engineer (Electrical)	650-30-740-35- 810-EB-880-40- 40-1000-EB-40- 1200	<u>Essential</u> i) Degree in Electrical Engineering from a recognised University or equivalent. ii) 3 years experience in providing repair and maintaining electrical installation for industrial, commercial and residential buildings.
40	Traffic Manager	1500-60-1800 180-2000	<u>Essential</u> i) Degree of a recognised university or equivalent. ii) At least 7 years experience in a responsible supervisory capacity in the Traffic Deptt. of a big Road Transport Undertaking, preferably big city Transport Undertaking.
			<u>Desirable</u> i) Diploma or a certificate of the Institute of Road Transport of India or equivalent.
41	Dy. Traffic Manager	1100-50-1600	<u>Essential</u> i) Degree of a recognised University or equivalent. ii) At least 5 years experience in a responsible supervisory capacity in the Traffic Department of a big Road Transport Corporation preferably city transport corporation. iii) Knowledge of Planning of routes, framing of schedules and other allied matters.
	Asstt. General Manager (Traffic)	700-40-900- EB-40-1100- 50-1300	<u>Essential</u> i) Degree of a recognised University or equivalent. ii) At least 5 years experience in responsible supervisory capacity in the Traffic Department of a big Road Transport Undertaking. iii) Knowledge of Planning of routes, schedules and allied matters.

1.	2.	3.	4.
			<u>Desirable</u> Diploma or Certificate of Institute of Road Transport of Indian or equivalent.
43.	Traffic Superintendent	650-30-740-35-810-EB-35-880-40-1000-EB-40-1200	<u>Essential</u> i) Degree of a recognised University or equivalent ii) At least 3 years experience of Supervisory duties in a Traffic Department of a State Road Transport Corporation/Undertaking or a some other important Road Transport Concern.
			<u>Desirable</u> Knowledge of Planning of routes framing of schedules and other allied matters.
44.	Assistant Traffic Superintendent	650-30-740-35-880-EB-40-960	<u>Essential</u> Graduate with 5 years experience as Traffic Supervisor.
45.	Printing Press Superintendent	650-30-740-35-810-EB-35-880-40-1000-EB-40-1200	<u>Essential</u> i) At least a Diploma in Printing and Allied Trades from a recognised technical Institution in India or abroad. ii) About 5 years experience in responsible capacity in a well established printing house, including about 2 years in a Supervisory capacity.
			<u>Desirable</u> i) Degree of a recognised University ii) Practical experience in Litho and offset printing, layout design and block making department.
46.	Assistant Printing Press Superintendent.	650-30-740-35-880-EB-40-960	<u>Essential</u> i) Matriculate of a recognised University or equivalent. ii) a) Certificate or diploma in Printing & Allied trades from a recognised technical Institution. (b) About 3 years practical experience (of which about 1 year should be in a Supervisory capacity) in a Govt. Press or a big commercial printing concern, in various branches of printing trade, e.g. Mechanical composition bindery & warehouses, machine printing etc. OR

- iii) Certificate as a qualified Apprentice and full 4 years apprenticeship in a Government of India press.

Desirable

- i) Degree of a recognised University.
- ii) Practical experience in litho and photo offset printing and trades connected therewith.

Controller
of Stores &
Purchase

1500-60-1800-
100-2000

Essential

- i) Degree in Mechanical/Automobile Engineer.
- ii) 10 years experience in planning and running of a big Auto Stores, purchasing and disbursement organisation or in production department connected with automobile manufacture of which at least 5 years must be responsible capacity.

Store
Officer/
Purchase
Officer

1100-50-1600

Essential

- i) Degree in Mechanical or Automobile Engineering.
- ii) 7 years experience of purchase of Mechanical and/or automobile Engineering stores, Plant, vehicles and other equipments.
- iii) Adequate experience of holding Stores stocking and accounting of Engineering/automobile and general stores.

Desirable

- i) Practical knowledge of Kardex licensing procedures for Imports & Exports and related regulations, data processing etc.

Store officer /
Purchase
Officer

700-40-900-88-
40-1100-50-1300

Essential

- i) Degree in Mechanical or Automobile Engineering.
- ii) 5 years experience of purchase of Mechanical and/or automobile engineering stores, plant, vehicles and other equipments.
- iii) Adequate experience of holding stores stocking and accounting of Engineering/automobile and general stores.

Desirable

- i) Practical knowledge or Kardex licensing procedures for Imports & Exports and related regulations, Data Processing etc.

50 Assistant Stores Officer. 650-30-740-35-810-8B-800-40-1000-8B-40 1200

- Essential
- i) Diploma in Mechanical or Automobile Engineering.
 - ii) 3 years experience of purchase, stocking and accounting of automobile and general stores.

Desirable

- i) Degree in Mechanical or Automobile Engineering.
- ii) Experience of Kardex System.

51 Chief Mechanical Engineer. 1500-60-1800-100-2000

- Essential
- i) Degree in Mechanical or Automobile Engineering of a recognised University or equivalent.
 - ii) About 10 years experience in a responsible capacity in a automobile workshop of a repute connected both with maintenance and repairs.
 - iii) Administrative experience in a Road Transport Undertaking including preparation of standard estimates and planning for efficiency.

52 Additional Chief-Mechanical Engineer 1500-60-1800

- Essential
- i) Degree in Mechanical or Automobile Engineering of a recognised University or Equivalent.
 - ii) 8 years experience in a responsible capacity in a automobile Workshop of repute engaged in maintenance and repairs.
 - iii) 2 years Administrative experience in Road Transport Undertaking including preparation of standard estimates and maintenance schedules.

53. Works Manager/Mechanical engineer 1100-50-1600

- Essential
- i) Degree in Mechanical or automobile Engineering of a recognised University or equivalent.
 - ii) About five years experience in repairs and maintenance of Heavy duty automotive diesel vehicles in a responsible supervisory capacity in a large workshop.
 - iii) Adequate knowledge of latest production techniques and quality control
 - iv) Capacity for administrative work and for handling civilian labour.

Desirable

Knowledge of cost accounting.

54. Asstt. Works
Manager

700-40-900-EB-
40-1100-50-1300

Essential

i) Degree in Mechanical Engineering or equivalent with 5 years experience in Automobile or Road Transport Workshop of repute.

Desirable

Supervisory Experience.

55. Industrial
Engineer

700-40-900-EB-
40-1100-50-1300

Essential

- i) Degree in Mechanical or Automobile Engineering.
- ii) 5 years experience in Automobile or Road Transport Industry. Out of which 2 years must be as Industrial Engineer.
- iii) Knowledge of work study, production, planning and control, materials management and other allied Industrial Engineering subjects.

Desirable

Post Graduation in Industrial Engineering will be of added advantage.

56. Asstt. Engineer
(Mechanical)

650-30-74-
35-810-EB-
880-40-1000-
EB-40-1200.

Essential

- i) Degree in Mechanical or Automobile Engineering or Equivalent preferably with some experience in an Automobile or Mechanical Engineering workshop of repute.

Or

Diploma in Mechanical or Automobile Engineering with about 5 yrs experience in an Automobile or Mechanical Engineering Workshop of repute.

Desirable

Supervisory experience.

57. Junior
Engineer

550-25-750-
EB-30-900.

Graduate apprentice engineer after successful completion of their training of one year to be observed as Junior Engineer.

OFFICE STAFF - GROUP - (B)

S.No.	Name of post	Pay scales	Qualification.
1	2	3	
1	Office Supdt.	550-25-750-EB 30-900	Graduate with 5 years experience in a Govt. Office or important firm.
2	Accountant	550-25-750-EB 30-900	B.Com. or equivalent accountancy qualifications with 3 years experience o accounts work in a Bank or Govt. Office.
3	Cost Accountant	550-25-750-EB 30-900. (Plus Rs.100) as special pay to qualified c cost Account.)	B.Com. or equivalent accountancy qualifications with 3 years experience of Cost Accounting in a Govt. Office or in a large commercial organisation. Should preferably be an associate of the Indian Institute of Cost & Works Account
4.	P.S.to Chairman/ Secy to Addl.G.M.	550-25-750- EB-30-900	Three years service as Senior Stenograp
5.	Chief Store-Keeper	550-25-750-EB 30-900.	Graduate with 5 years experience of similar job in automobile stores of a big firm. Should preferably have a diploma in Auto Engineering from some important technical Institute.
6.	Architect Assistant	550-25-750-EB 30-900	B.Arch. From Govt. Recognised Institut with 3 years experience in the office of reputed architect or Govt. Deptt. OR GD Arch. A.I.I.A. from Govt. recognised institute with five years experience i the office of reputed architect or Government Official.
7.	Design Assistant	550-25-750- EB-30-900	Degree in Civil Enggl. or equivalent fr a recognised institute with three years experience in Design. and Estimating fr the office of reputed engineer & archit or in Govt. Office OR Diploma in Civil Engg. From Govt. recognised institute with 7 years experience Passing of papers of Sec. B will be preferred.
8.	Security Inspector	550-25-750- EB-30-900	Graduate with atleast 5 years superviso. experience of watch and ward and securi arrangement and knowledge of maintenance of fire fighting equipment and training subordinate staff in using the same in a big transport organisation or in the an or in the Police.

1.	2.	3.	4.
9	Vigilance Inspector	550-25-750-BB-30-900	Graduate with 5 years experience in Vigilance/watch Ward/Security arrangement.
10	Senior stenographer	500-20-700-BB-900	Matric with atleast 4 years experience as stenographer (2 years in case of Deptt candidates) should possess a speed of 120 W.P.M. in shorthand and 50 W.P.M. in typewriting.
11	Asstt. Incharge/ State Inc./ Pub. Asstt.	425-15-500-BB-15-560-20-700	Graduate with 3 years experience in a Govt. Office or important firm.
12	Legal Assistant	425-15-500-BB-15-560-20-700	B.A., LLB with some experience (with knowledge of Hindi & Urdu)
13	Store Keeper	425-15-500-BB-15-560-20-700	Graduate with 3 years experience of similar job in automobile stores of a big firm.
14	Translator	425-15-500-BB-15-560-20-700	Graduate with 3 years experience in a similar job in should know Hindi, Urdu and English.
15	Labour Welfare Inspector	425-15-500-BB-15-560-20-700	<u>Essential</u> Graduate in one of the social sciences preferably in sociology. <u>Desirable</u> Post Graduate diploma in social sciences from a recognised Institute.
16	Asstt. Vigilance Inspector	425-15-500-BB-15-560-20-700	Graduate with 3 years experience in a Vigilance /watch & Ward/Security arrange.
17	Section Officer (Civil)	425-15-500-BB-15-560-20-700	3 years diploma in Civil Engineering from a recognised Institute and one year experience or one year training as Diploma Holder Apprentice.
18	Section officer (Electrical)	425-15-500-BB-15-560-20-700	Diploma in Electrical Engineering from a recognised Institute and some experience of electrical installation in building.
19	Head Draftsman	425-15-500-BB-15-560-20-700	Matric with Diploma or certificate in Draftsmanship (Civil)
20	Monitor	425-15-500-BB-15-560-20-700	Matric with 10 years experience in the capacity of Telephone Operator in this Corporation.

1.	2.	3.	4.
21.	Cashier	425-15-560-EB-	Matric with 3 years experience of cash working an important firm, Bank or Office.
22.	Sr. Clerk	380-12-440-EB- 15-560-EB-20-640	Graduate
23.	Receptionist.	380-12-440-EB- 15-560-EB-20-640	Hr. Secondary with atleast 2 years Experience in public dealing.
24.	Pharmacist	330-10-380-EB- 12-500-EB-15-560	Matric with a diploma in the trade with some experience.
25.	Stenographer	380-12-440-EB- 15-560-EB-20-640	Matric with a speed of atleast 100/40 WPM in English and 80/30 W.P.M. in Hindi shorthand and type writing respectively.
26.	A.S.I.	330-10-380-EB- 12-500-EB-15-560	Matric or equivalent with atleast three years supervisory experience of watch & ward arrangement in a big transport undertaking or in Army or in Police.
27.	Punch & Verifier Operator	380-12-500-EB- 15-560	Diploma in Engineering or Degree in science/Art with Maths. upto intermediate level 10000 Key Depressions per hour. At least one year experience on punch Operation.
28.	Telephone Operator	380-12-440-EB- 15-560-EB-20-640	Matric with some experience as Telephone operator.
29.	Input & Output Operator	290-8-330-EB- 8-70-10-400- EB-10-480	Higher Secondary. 10,000 Key Depressions per hour speed.
30.	A/Cashier	330-8-370-10- 400-EB-10-480	Matric
31.	Comptist	330-8-370-10- 400-EB-10-480.	2nd Class Matriculate. Must be qualified comptist from a recognised institute and should be able to operate comptomatic machine and give a minimum speed of totalling 1000 entries of normal magnitude per hour.
32.	Jr. Clerk	290-8-330-EB-8- 370-10-400-EB- 10-480-	Higher Secondary with a Speed of 30 W.P.M. in English or 25 W.P.M. in Hindi Typewriting.
33.	A.S.K.	290-8-330-EB-8- 370-10-400-EB- 10-480.	High Secondary with atleast two years years experience of store keeping.

2	3	4
1. Draftsman	290-8-330-EB-8 370-10-400-EB	Matric with Diploma or certificate in Draftsmanship (Civil)
2. Lab. Asst.	290-8-330-EB-8 370-10-400-EB- 10-480	Matric Trained Laboratory Assistant from a big hospital.
3. Junior Telephone Operator	260-6-290-EB-6 326-8366-EB-8 390-10-400	Matric with certificate in Radio Mechanic
4. Motor Cycle Messenger	260-6-326-EB-8 350.	IX Class of High School. Should possess a valid motorcycle driving licence.
5. Daftry	210-4-226-EB-4 250-EB-5-290	IX Class of High School.
6. Dresser	210-4-250-EB-5 270	Middle with some experience in dressing for atleast 6 months.
7. Duplicating Machine Operator	225-5260-6- 290-EB-6-308	Middle with atleast 3 years of experience of working on Duplicating Machine in an organisation of regt. Should pass Trade Test.
8. Jamadar peon	210-4-226-EB-4 250-EB-5-290	8th Class passed.
9. Groundsman	210-4-250-EB-5 270	Middle. Adequate experience in maintenance of play ground, handling of sports goods and maintenance of the roof. Knowledge of various games.
10. Havaladar	200-3-212-4-232 EB-4-240 Plus 10/- Spl. Pay	Should have passed 8th Class from a recognised school and should be ex-Army or Policemen preferably a pensioner.
11. Security Guard	200-3-212-4-232 EB-4-240	Ex-Army or Policemen.
12. Peon/Attendant	200-3-212-4-232 EB-4-240	Middle pass
13. Sweeper New man	200-3-212-4-232 EB-4-240.	Should be a sweeper by profession.

OPERATIONAL STAFF-GROUP (c)

1.	2.	3.	4.
1.	Traffic Supervisor	425-15-500-EB-15-560-20-700	Graduate with atleast 2 Years experience of similar job in large road transport concern.
2.	Traffic Inspector	380-12-400-15-560-EB-20-640	Matric with 3 years experience of T.T.E's (A.T.Is) job.
3.	Asstt. Traffic Inspector	330-10-380-EB-12-500-EB-15-560	Matric with four years experience as Conductors' job in the Con. tion. Matric or equivalent ex with atleast 5 years service driver in D.T.C. .
4.	Vehicle Examiner	290-8-330-EB-8-370-10-400-EB-10-480. (+Rs.25/- as duty allowance)	Should be able to read and wr either Hindi or Urdu or English a valid licence authorising him to drive a public service vehicle in Delhi State and atleast 3 years experience of driving heavy transport vehicle.
5.	Instructor Driver	290-8-330-EB-8-370-10-400-EB-10-480 (+Rs.25/- as duty allowance)	
6.	Driver	290-8-330-EB-8-370-10-400-EB-10-480.	Should be able to read and wr either Hindi or Urdu or English valid licence authorising him to drive a public service vehicle in Delhi State and at least 3 years experience of driving a heavy transport vehicle.
7.	Conductor	260-6-290-EB-6-326-8-366-EB-8-390-10-400.	Higher Secondary or equivalent Public Examination conducted by recognised Board/University established by law, such as H School, Matriculation etc. Sh have Conductors' Licence issued by State Transport Authority, Delhi.

Age 18-35

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GROUP (D)

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| 1. | Foreman | 550-25-750-EB-
30-900 | <p>Matric and Diploma in Automobile engineering from a recognised technical institute 3 years supervisory experience in a big workshop. Must be trade to stop on all the different important jobs in a workshop.</p> |
| 2. | System | 550-25-750-EB-
30-900 | <p>a) Degree in Engg. or b) Degree in Science/Arts with Diploma in operation Research. or c) Diploma in Engineering</p> <p><u>Desirable</u></p> <p>Training or Unit Record Machines & having Special aptitude for working on Data processing Machine.</p> |
| 3. | Sr. Instructor | 550-25-750-EB-
30-900 | <p>Matric Diploma in Automobile Engineering/Mechanical Engineering from a recognised Technical Training Institute imparting training in Mechanical/Automobile Engineering or allied trades.</p> |
| 4. | Communication Inspector | 550-25-750-EB-
30-900 | <p>Matriculate with Diploma in Radio Technology of a recognised Institute or Grade II proficiency certificate of Directorate of Coordination (Police Wireless) and atleast three years experience in the Armed Force or in any other organisation of repute in an identical post or graduate of a recognised University with wireless As one of the subject and one year experience. Non-Diploma Holders with experience in Indian Armed Forces are possessing required technical stands also obligable.</p> |
| 5. | Asstt. Foreman | 425-15-500-EB-
15-560-20-700 | <p>A) 100% promotion from the category of chargeman and Mechanic atleast 30% will be promoted from the category of chargeman holding Diploma in Engineering with atleast 3 years experience as chargeman and apprentice in the Corporation and remaining from Mechanic and Mechanic promoted as chargeman 5 years experience.</p> <p>B) The Asstt. Foreman will have to obtain driving licence (Wireman First class & Second class in the case of Electrical Wing) during effcienting promotion/probation.</p> |
| 6. | Graphic Assistant. | 425-15-500-EB-
15-560-20-700 | <p>Sign Board writer with 5 years experience.</p> |

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1.	2.	3.	4.
15.	Project Operator-cum-Electrician.	380-12-500-EB-15-560	Matric with cinematograph operator License from Elect. Inspector, Delhi Administration. Must have atleast 3 years experience of a projector Operator and in the job of preparing and maintenance of projectors, tape-recorders, amplifiers and public address equipments.
16.	Pattern Maker	380-12-500-EB-15-560	Should pass prescribed skilled artisan's T.T. expected of him. Should be able to read and write Hindi, Urdu or English.
17.	Welder	380-12-500-EB-15-560	Should pass prescribed skilled artisan's T.T. expected of him. Should be able to read and write Hindi Urdu or English.
18.	Bench Fitter	380-12-500-EB-15-560	Should pass prescribed skilled artisan's T.T. expected of him. Should be able to read and write Hindi, Urdu or English.
19.	Machinist	380-12-500-EB-15-560	Should pass prescribed skilled artisan's T.T. expected of him. Should be able to read and write Hindi Urdu or English.
20.	Armature Winder	380-12-500-EB-15-560	Should pass skilled Artisan T.T. should have atleast 3 years experience in repairs and rewinding of all types of single and pole of phase electr motors should have studies upto Middl.
21.	Crank Shaft Grinder Operator	380-12-500-EB-15-560	Machinist/Turner with 3 yrs. service.
22.	Skilled Asstt.	380-12-500-EB-15-560	Matric. Should have atleast 3 yrs. experience as skilled worker in lower trade i.e. Fitter.
23.	Soldierman	290-8-330-EB-8-370-10-400-EB-10-480	Should possess the competency certificate and license to operate the boiler machine issued by the competent authority in the Union Territory of Delhi. Should be able to read and write Hindi Urdu or English. Should be in good physique, should pass the prescribed trade test.
24.	Fitter Vulcaniser Black Smith Body Fitter	290-8-330-EB-8-370-10-400-EB-10-480	Should pass skilled artisans Trade test expected of him. Should be able to read and write Hindi, Urdu or English.

1	2	3	4
11	Sanitary Fitter	290-8-330-83- 8-370-10-400- EB-10-480	Should have passed skilled artisan trade test. 3 years practical experience of the similar job should be able to read & write Hindi, Urdu or English.
12.	Mali	200-3-212-4- 232-EB-4-240	Should be able to read and write Hindi, Urdu or English with two years experience of independent gardening works.
13.	Beldar	270-3-212-4- 232-EB-4-240	Should be healthy and stout.
14.	Mata	200-3-212-4- 232-EB-4-240.	Should have studied upto 8th class with 2 years experience of independent labour supervisor.

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| 24. Fitter
Vulcanizer
Black Smith
Body Fitter | 290-8-300-EB-8
370-10-400-EB-
10-480 | Should pass skilled artisa
Trade test executed of him
sho ld be able to read and
write Hind , Urd , or Engl |
| 25- Painter | 270-8-330-EB-8-
370-10-400-EB-
10-480 | Should passer skileed arti
Trade test in painting and
have a knolwedge of artist
letter in hindi and English |
| 26. Cusion
Maker
Tin Smith
Moul ar | 270-8-330-EB-8-
370-10-400-EB-
10-480 | Should pass skilled artiso
trade test in the Trade, sh
be able to read and write !
Urdu or English. |
| 27. Draftman,
Mech. | 260-8-300-EB-8-
340-10-380-EB-
10-480 | Matric and diploma in Mech
Draftman course from recog
institution with atleast 3
practical experience. The
candidate will be required
trade Trust. |
| 28. Asstt Painter
Asstt Elect.
Asstt. Fitter
Smith
Tyreman
Asstt Body
Fitter | 225-5-260-6-
290-EB-6-308
:
:
:
:
:
:
: | should pass semi skilled w
Trade Test in particulars k
work expected of him. Sho
be able to read and write !
Urdu or English. |
| 29. Sweeper
Cleaner | A 200-3-212-4-
232-EB-240 | should be able to read and
Hindi Urd , or English.
(Should Caste) |
| 30. Helper | 200-3-212-4-
232-EB-4-24
IA to III) | (Pluss) Should be able to read and
Hindi Urdu or English. |
| 31- Mander
Store
Attendant. | 200-3-212-4-
2 2-EB-4-240 | Should be able to read and
Hindi, Urdu or English |

CIVIL ENGINEERING DEPARTMENT GROUP (E)

1.	2.	3.	4.
1. Works Mistry	380-12-500-EB-15-560	Three years Diploma in Civil Engineering from a recognised institution.	
2. Electrician	380-12-500-EB-15-560	5 years service with 1st class Electrician's Licence. Qualification Middle, subject to qualify in the Trade Test & 3 years good reports.	
3. Armature Winder	380-12-500-EB-15-560	Should pass skilled Artisan T.T. should have atleast 3 years experience in repairs and rewinding of all type of single and pole phase electric metres should have studied upto middle.	
4. Asstt. Works Mistry	290-8-330-EB-8-370-10-400-EB-10-480	Must be matriculate and be also to read building drawing. He must have experience of 2 years of building construction work.	
5. Carpenter	290-8-330-EB-8-370-10-400-EB-10-480	Should have passed skilled Artisan T.T. 3 years practical experience of similar job. Should be able to read and write Hindi, Urdu or English.	
6. Wireman	290-8-330-EB-8-370-10-400-EB-10-480	Should be able to read and write Hindi, Urdu or English. Must possess the wirman 11th class certificate issued by the Delhi Administration with 3 years experience. Must be able to lay out circuit independently and should have studied upto 8th Class.	
7. Plumber	290-8-330-EB-8-370-10-400-EB-10-480	Should pass the skilled artisen trade test. Should have 3 years experience.	
8. Mason	290-8-330-EB-8-370-10-400-EB-10-480	Should have passed the skilled artisan trade test in masonry. Should be able to read and write Hindi, Urdu or English with 3 years practical experience.	
9. Pump Driver	225-5-260-6-290-EB-6-308	i) Should pass the semi skilled trade test as pump driver. ii) Should have worked as pump driver for about 2 years. Should be able to read and write Hindi, Urdu or English.	
10. Asstt. Plumber	225-5-260-6-290-EB-6-308	Should be able to read and write Hindi, Urdu or English. Should have passed semi skilled trade test in the trade.	

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|-----|-----------------|--|--|
| 11. | Sanitary Fitter | 290-8-330-B
8-370-10-400
EB-10-460 | Should have passed skilled
artism trade test. 3 years
practical experience of the
similar job. should be able
to read & write Hindi, Urdu or
English. |
| 12. | Mali | 200-3-212-4-
232-EB-4-240 | Should be able to read and
write Hindi, Urdu or English
with two years experience of
independant gardening works. |
| 13. | Beldar | 200-3-212-4-
232-EB-4-240 | Should be healthy and stout. |
| 14. | Mate | 200-3-212-4-
232-EB-4-240 | Should have studied upto 8th
class with 2 years experaince o
endependent labour supervisor. |

PRINTING PRESS GROUP - (F)

1.	2.	3.	4.
1. Asstt. Foreman	425-15-500-EB- 15-560-20-780		Matric with Diploma in Printing Technology with atleast 3 yrs. experience in a reputed Printing Press preferably Govt. Press. The condition of academic qualification and Diploma will not be applicable for such of the Machine Operators who have put in more than 7 yrs. service in JTC.
2. Machine Operator	380-12-500-EB- 15-560		Middle pass with 7 yrs. experience.
3. Proof Reader-cum-Asstt. Store Keeper	330-8-370-10- 400-EB-10-480		Matric Practical experience of at least 6 months as proof reader in English and Hindi and one year as copy holder in English and Hindi. Working knowledge of typography (Composing) essential.
4. Asstt. Machine Operator	260-6-290-EB- 6-326-8-366- EB-8-390-10- 400.		Should have passed middle School examination and should have atleast 3 yrs. experience of similar job in Printing press of repute.
5. Compositor	260-6-290-EB- 6-326-8-366-EB- 8-390-10-400		Matric with 3 years experience or I.T.I. with 2 years experience.
6. Binder	260-6-290-EB- 6-326-8-366-EB- 8-390-10-400.		Should have passed middle school examination. And should have atleast 3 years experience of similar job in a printing press of repute.
7. Counter	260-6-290-EB- 6-326-8-366- EB-8-390-10-400.		Middle pass with 3 years experience.
8. Packer	200-3-212-4-232- EB-4-240.		Should have passed middle school examination. And should have atleast 3 years experience of similar job in printing press of repute.
9. Helper	200-3-212-4- 232-EB-4-240.		i) Should be able to read and write Hindi, Urdu or English. ii) Conversant with Cylinder Printing Machine and know how to feed papers.