MANUAL-V

The rules, regulations, instructions, manuals and records, held by it or under its control for used by its employees for discharging its functions.

For discharging the functions of Transmission by DTL employees there are various and diverse orders pertaining to each deptt. dealing with diverse subjects such as O&M, Construction, Planning, Civil, Legal, Commercial, Public Relations, Vigilance etc there is no, one common code of its functioning.

Also the performance standard and technical details are governed by DERC and SLDC. Norms in conformity with overall transmission policy in the NCT of Delhi viz a viz National and regional grid discipline besides this for the every day management, we have manuals of delegations of HR Power, TA & DA, R&P rules, Disciplinary powers. The employees are otherwise governed by CCS rules.
## Revised pay scales of Group ‘A’ Officers

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Post</th>
<th>Pay Band</th>
<th>Grade Pay (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General Manager (HR)</td>
<td>37400-67000</td>
<td>10000</td>
</tr>
<tr>
<td>2</td>
<td>Dy. General Manager (HR)</td>
<td>37400-67000</td>
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</tr>
<tr>
<td>3</td>
<td>Company Secretary</td>
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<tr>
<td>4</td>
<td>Asstt. Company Secretary</td>
<td>19000-39100</td>
<td>5400</td>
</tr>
<tr>
<td>5</td>
<td>Manager (HR)</td>
<td>19000-39100</td>
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<td>6</td>
<td>Dy. Manager (HR)</td>
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<td>7</td>
<td>Asstt. Manager (HR)</td>
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<td>8</td>
<td>Asstt. Manager (HR Policy)</td>
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<td>Dy. Manager (LW/IR)</td>
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<tr>
<td>21</td>
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<td>DGM (Fin.)</td>
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<td>23</td>
<td>Manager (Fin.)</td>
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<td>Manager(Internal Audit)</td>
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<td>25</td>
<td>Dy. Manager (Fin.)</td>
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<td>26</td>
<td>Sr. Cost Accounts Officer</td>
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<td>34</td>
<td>Dy. General Manager (T)</td>
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<td>Manager (T)</td>
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<td>Manager (Tech.)-Trg.</td>
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<td>39</td>
<td>DGM (Civil)</td>
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<td>40</td>
<td>Manager (Civil)</td>
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<td>7600</td>
</tr>
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<td>41</td>
<td>Asstt. Manager (Civil)</td>
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<td>42</td>
<td>Head Surveyor</td>
<td>19000-39100</td>
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<tr>
<td>43</td>
<td>OSD</td>
<td>19000-39100</td>
<td>7600</td>
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<td>44</td>
<td>OSD</td>
<td>19000-39100</td>
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Revised pay scales of Technical Employees Group ‘B’, ‘C’ & ‘D’

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the posts</th>
<th>Pay Scale fixed as per 6th Pay Commission (in Rs.)</th>
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<tbody>
<tr>
<td>1.</td>
<td>Sr. Shift Officer</td>
<td>10900-34800/- (Grade pay 5000)</td>
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<td>2.</td>
<td>Tech. Officer</td>
<td>10900-34800/- (Grade pay 5000)</td>
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<td>3.</td>
<td>Architectural Assistant</td>
<td>10900-34800/- (Grade pay 4200)</td>
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<tr>
<td>4.</td>
<td>Shift Officer</td>
<td>10900-34800/- (Grade pay 4200)</td>
</tr>
<tr>
<td>5.</td>
<td>Foreman (Elect.)</td>
<td>10900-34800/- (Grade pay 4200)</td>
</tr>
<tr>
<td>6.</td>
<td>Foreman (Lines)</td>
<td>10900-34800/- (Grade pay 4200)</td>
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<tr>
<td>7.</td>
<td>Foreman (Electronics)</td>
<td>10900-34800/- (Grade pay 4200)</td>
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<td>8.</td>
<td>Hd. Draftsman</td>
<td>10900-34800/- (Grade pay 4200)</td>
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<tr>
<td>9.</td>
<td>Jr. Engineer (Elect.)</td>
<td>10900-34800/- (Grade pay 4000)</td>
</tr>
<tr>
<td>10.</td>
<td>Jr. Engineer (Civil)</td>
<td>10900-34800/- (Grade pay 4000)</td>
</tr>
<tr>
<td>11.</td>
<td>Driver Spl. Grade</td>
<td>10900-34800/- (Grade pay 4200)</td>
</tr>
<tr>
<td>12.</td>
<td>Sr. Electronic Asstt.</td>
<td>10900-34800/- (Grade pay 3600)</td>
</tr>
<tr>
<td>13.</td>
<td>Shift Incharge</td>
<td>10900-34800/- (Grade pay 4000)</td>
</tr>
<tr>
<td>14.</td>
<td>Jr. Electronic Asstt.</td>
<td>8500-26300 (Grade pay 2800)</td>
</tr>
<tr>
<td>15.</td>
<td>Foreman Gr. II /Sr. Tester</td>
<td>10900-34800/- (Grade pay 4000)</td>
</tr>
<tr>
<td>16.</td>
<td>Jr. Tester (Prot.)</td>
<td>8500-26300 (Grade pay 2800)</td>
</tr>
<tr>
<td>17.</td>
<td>Draftsman Gr.I (Civil)</td>
<td>10900-34800/- (Grade pay 3800)</td>
</tr>
<tr>
<td>18.</td>
<td>Draftsman Gr.II (Civil)</td>
<td>10900-34800/- (Grade pay 3500)</td>
</tr>
<tr>
<td>19.</td>
<td>Draftsman Gr.II (Mech.)</td>
<td>10900-34800/- (Grade pay 3500)</td>
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<td>20.</td>
<td>Sr. Electric Fitter</td>
<td>10900-34800/- (Grade pay 3600)</td>
</tr>
<tr>
<td>21.</td>
<td>Sr. Fitter (Civil)</td>
<td>10900-34800/- (Grade pay 3600)</td>
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<tr>
<td>22.</td>
<td>Oil Filter Operator</td>
<td>8500-26300 (Grade pay 2900)</td>
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<tr>
<td>23.</td>
<td>Jr. Welder</td>
<td>8500-26300 (Grade pay 2800)</td>
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<td>24.</td>
<td>S/Stn. Attendant Gr.I</td>
<td>8500-26300 (Grade pay 3000)</td>
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<tr>
<td>25.</td>
<td>Tester (Prot.)</td>
<td>10900-34800/- (Grade pay 3600)</td>
</tr>
<tr>
<td>26.</td>
<td>Instrument Repairer &amp; Tester</td>
<td>8500-26300 (Grade pay 2900)</td>
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<tr>
<td>27.</td>
<td>Sr. Instrument Repairer &amp; Tester</td>
<td>8500-26300 (Grade pay 3200)</td>
</tr>
<tr>
<td>28.</td>
<td>Asstt. Electric Fitter</td>
<td>8500-26300 (Grade pay 2800)</td>
</tr>
<tr>
<td>29.</td>
<td>S/Stn. Attendant Gr.II</td>
<td>8500-26300 (Grade pay 2800)</td>
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<td>30.</td>
<td>Instrument Mech. Gr.I</td>
<td>10900-34800/- (Grade pay 3800)</td>
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<td>31.</td>
<td>Surveyor-cum-Estimator</td>
<td>10900-34800/- (Grade pay 4000)</td>
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<td>32.</td>
<td>Ferro Printer</td>
<td>8500-26300 (Grade pay 2800)</td>
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<tr>
<td>33.</td>
<td>Liftman (High speed lifts)</td>
<td>8500-26300 (Grade pay 2800)</td>
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<td>34.</td>
<td>Vehicle Driver</td>
<td>8500-26300/- (Grade pay 3200)</td>
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<tr>
<td>35.</td>
<td>Sr. Gestener Operator</td>
<td>6000-20200 (Grade pay 2400)</td>
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<tr>
<td>36.</td>
<td>Asstt. Fitter (B&amp;T)</td>
<td>6000-20200 (Grade pay 2400)</td>
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<tr>
<td>37.</td>
<td>Gunman</td>
<td>6000-20200 (Grade pay 2000)</td>
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<tr>
<td>38.</td>
<td>Asstt. Black Smith</td>
<td>6000-20200 (Grade pay 2200)</td>
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<tr>
<td>39.</td>
<td>Jr. Mistry</td>
<td>6000-20200 (Grade pay 2200)</td>
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<tr>
<td>40.</td>
<td>Pump Operator</td>
<td>6000-20200 (Grade pay 2200)</td>
</tr>
<tr>
<td>41.</td>
<td>Fitter Mate</td>
<td>6000-20200 (Grade pay 2200)</td>
</tr>
<tr>
<td>42.</td>
<td>Dak Rider</td>
<td>6000-20200 (Grade pay 2400)</td>
</tr>
<tr>
<td>43.</td>
<td>Daftry</td>
<td>6000-20200 (Grade pay 2200)</td>
</tr>
<tr>
<td>44.</td>
<td>Hd. Watchman</td>
<td>6000-20200 (Grade pay 2200)</td>
</tr>
<tr>
<td>45.</td>
<td>Safaikaramchari</td>
<td>6000-20200 (Grade pay 2000)</td>
</tr>
<tr>
<td>46.</td>
<td>Security Guard</td>
<td>6000-20200 (Grade pay 2000)</td>
</tr>
<tr>
<td>47.</td>
<td>ALM</td>
<td>6000-20200 (Grade pay 2000)</td>
</tr>
<tr>
<td>48.</td>
<td>Mate/Jointer Mate</td>
<td>6000-20200 (Grade pay 2200)</td>
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<tr>
<td>49.</td>
<td>Jamadar Sweeper</td>
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Revised pay scales of Non Technical Employees Group ‘B’, ‘C’ & ‘D’

Group ‘B’

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<tr>
<th>S. No.</th>
<th>Name of the category</th>
<th>Scale of Pay</th>
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<tbody>
<tr>
<td>1</td>
<td>Section Officer (Vig.)</td>
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<tr>
<td>2</td>
<td>Section Officer (A/Cs)</td>
<td>10900-34800/- (Grade pay 4200)</td>
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<tr>
<td>3</td>
<td>Supdt. MSR</td>
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<tr>
<td>4</td>
<td>Section Officer (HR)</td>
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</tr>
<tr>
<td>5</td>
<td>Head Pharmacist</td>
<td>10900-34800/- (Grade pay 4200)</td>
</tr>
<tr>
<td>6</td>
<td>Sports Officer</td>
<td>10900-34800/- (Grade pay 4200)</td>
</tr>
<tr>
<td>7</td>
<td>Head Mistress (Middle)</td>
<td>10900-34800/- (Grade pay 4200)</td>
</tr>
<tr>
<td>8</td>
<td>Console Operator</td>
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</tr>
<tr>
<td>9</td>
<td>Hindi Translator</td>
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<tr>
<td>10</td>
<td>Legal Asstt.</td>
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<td>11</td>
<td>Sr. Personal Assistant (E/H)</td>
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Group ‘C’

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<th>Name of the category</th>
<th>Scale of Pay</th>
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<tbody>
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<td>1</td>
<td>Personal Assistant (E/H)</td>
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<tr>
<td>2</td>
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<tr>
<td>3</td>
<td>Asstt. Gd.I (A/C)</td>
<td>10900-34800/- (Grade pay 4000)</td>
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<tr>
<td>4</td>
<td>Senior Pharmacist</td>
<td>10900-34800/- (Grade pay 3800)</td>
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<tr>
<td>5</td>
<td>Junior Console Operator</td>
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<tr>
<td>6</td>
<td>Head Mistress (Primary)</td>
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<td>7</td>
<td>Trained Graduate Teacher</td>
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<tr>
<td>8</td>
<td>Asstt. Security Officer</td>
<td>10900-34800/- (Grade pay 4000)</td>
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<td>9</td>
<td>PTI</td>
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<tr>
<td>10</td>
<td>Drawing Teacher</td>
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<td>Naib Tehsildar</td>
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<td>12</td>
<td>Junior Pharmacist</td>
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<td>13</td>
<td>Nursery Teacher</td>
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<td>14</td>
<td>Sewing &amp; Emb. Teacher</td>
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<td>15</td>
<td>Asstt. Lady Teacher</td>
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<td>16</td>
<td>Security Inspector</td>
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<td>17</td>
<td>Sanitary Inspector</td>
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<td>18</td>
<td>Asstt. Gd.II</td>
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<td>Jr. Personal Assistant (Hindi)</td>
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<td>21</td>
<td>Sports Welfare Inspector</td>
<td>8500-26300/- (Grade pay-3100)</td>
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<tr>
<td>22</td>
<td>Asstt. Gd.III</td>
<td>8500-26300/- (Grade pay-2800)</td>
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<tr>
<td>23</td>
<td>Asstt. Security Inspector</td>
<td>8500-26300/- (Grade pay-2800)</td>
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Group ‘D’

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<th>S. No.</th>
<th>Name of the category (Diminishing)</th>
<th>Scale of Pay</th>
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<tr>
<td>1</td>
<td>Dresser</td>
<td>6000-20200 (Grade pay 2000)</td>
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<tr>
<td>2</td>
<td>Female Attendant (Diminishing)</td>
<td>6000-20200 (Grade pay 2000)</td>
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RECRUITMENT AND PROMOTION REGULATIONS FOR
THE POST OF SECTION OFFICER IN DELHI TRANSCO LIMITED

<p>| | |</p>
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<tbody>
<tr>
<td>1.</td>
<td>Name of post</td>
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<td>2.</td>
<td>No. of posts</td>
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<td>3.</td>
<td>Classification</td>
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<td>4.</td>
<td>Scale of pay</td>
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<tr>
<td>5.</td>
<td>Whether selection post or non-selection post</td>
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<td>6.</td>
<td>Age limit for direct rectts</td>
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<td>7.</td>
<td>Whether benefit of added years of service admissible</td>
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<tr>
<td>8.</td>
<td>Educational &amp; other qualifications required for direct rectt</td>
</tr>
<tr>
<td>9.</td>
<td>Whether age and E.Q. prescribed for direct rectts will apply in the case of promotion</td>
</tr>
<tr>
<td>10.</td>
<td>Period of probation, if any</td>
</tr>
<tr>
<td>11.</td>
<td>Methods of rectt. whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods</td>
</tr>
<tr>
<td>12.</td>
<td>In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made</td>
</tr>
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NOTE: Eligibility for promotion shall be subject to the successful completion of the compulsory trainings prescribed in this regard.

Approved vide Board Resolution
No.17/2.19 dated 29.6.2004
Departmental Competitive Exam.
Asstt.Gr.I with 3 yrs regular service and AG-II with 8 yrs regular service shall be eligible to appear in the Departmental Competitive Exam.

Compulsory Trainings
Promotion shall be subject to the passing of compulsory training prescribed in this regard by the Competent Authority.

Deputation/Absorption
Officers of the Central/ State Government :-
A. 1. holding analogous posts; or

2. with 3 years service in the scale of pay of Rs.5500-9000 or equivalent or

3. with 7 yrs. regular service in posts in the scale of pay of Rs.5000-8000 or equivalent and

B. possessing atleast two years experience in Administration/Accounts.

Note: The departmental officers in the feeder category who are in the direct line of promotions shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other department of the Central/State Govt. shall ordinarily not exceed 3 yrs. The maximum age limit for appointment by transfer on deputation (including short-term contract shall not be exceeding 56 yrs. as on the closing date of receipt of applications).

13. If a DPC exists, what is its composition?

Category ‘B’ DPC (for promotion)
1. GM(A) - Chairman
2. Dy.GM(Admn.) - Member
3. Dy.M(Admn.) - Member
4. Liaison Officer - Member
RECRUITMENT AND PROMOTION REGULATIONS FOR
THE POST OF HINDI TRANSLATOR IN DELHI TRANSCO LIMITED

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<td>3.</td>
<td>Classification</td>
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<td>4.</td>
<td>Scale of pay</td>
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<td>5.</td>
<td>Whether selection post or non-selection post</td>
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<td>6.</td>
<td>Age limit for direct rectts.</td>
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<tr>
<td>7.</td>
<td>Whether benefit of added years of service admissible</td>
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<tr>
<td>8.</td>
<td>Educational &amp; other qualifications required for direct rectt.</td>
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Approved vide Board Resolution No.17/2.19 dated 29.6.2004
9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.

N.A.

10. Period of probation, if any

Two years for direct recruits only.

11. Methods of rectt. whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.

Deputation/absorption, failing which by direct recruitment.

12. In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

Deputation/absorption
Through a limited Departmental Competitive Exam prescribed by Deptt of Official Language, GNCTD from amongst officers comprising of Asstt.Gr.I with 2 yrs regular service, Asstt. Gr.II with 5 yrs regular service, & Asstt. Gr.III with 10 yrs regular service and possessing the educational qualification as prescribed in Column No.8(1).

Compulsory Trainings
Continued appointment to this post shall be subject to the passing of compulsory training prescribed in this regard by the Competent Authority.

Note: The departmental officers in the feeder category who are in the direct line of promotions shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other department of the Central/State Govt. shall ordinarily not exceed 3 yrs. The maximum age limit for appointment by transfer on deputation (including short-term contract shall not be exceeding 56 yrs. as on the closing date of receipt of applications).

13. If a DPC exists, what is its composition?

Category 'B' DPC (for promotion)
1. GM(A) - Chairman
2. Dy.GM(Admn.) - Member
3. Dy.M(Admn.) - Member
4. Liaison Officer - Member
# RECRUITMENT AND PROMOTION REGULATIONS FOR THE POST OF ASSTT. GR.I IN DELHI TRANSCO LIMITED

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<tbody>
<tr>
<td><strong>1. Name of post</strong></td>
<td>Asstt. Gr.I</td>
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<tr>
<td><strong>2. No. of posts</strong></td>
<td>23 (2004)*</td>
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<td></td>
<td>*Subject to variation dependent on work load</td>
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<tr>
<td><strong>3. Classification</strong></td>
<td>Category ‘C’</td>
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<tr>
<td><strong>4. Scale of pay</strong></td>
<td>Rs.5500-175-9875</td>
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<tr>
<td><strong>5. Whether selection post or non-selection post.</strong></td>
<td>Selection</td>
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<tr>
<td><strong>6. Age limit for direct rectts.</strong></td>
<td>18-27 yrs</td>
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<td></td>
<td><em>(Relaxable for Govt. servants and employees of Delhi Transco Ltd upto 5 yrs.)</em></td>
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<td><strong>7. Whether benefit of added years of service admissible.</strong></td>
<td>N.A.</td>
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<tr>
<td><strong>8. Educational &amp; other qualifications required for direct rectt.</strong></td>
<td><strong>Essential</strong> At least Graduate from a recognized University or equivalent with knowledge of computer operation including complete knowledge of MS Office. <strong>Desirable</strong> Knowledge of Govt. rules and procedures.</td>
</tr>
<tr>
<td><strong>9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>10. Period of probation, if any</strong></td>
<td>2 yrs for direct recruits only.</td>
</tr>
<tr>
<td><strong>11. Methods of rectt. whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancy to be filled by various methods.</strong></td>
<td>Promotion failing which by Direct Recruitment.</td>
</tr>
</tbody>
</table>
12. In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

**Promotion**

1) From amongst Asstt. Gr.II with 3 yrs and AG-III with 8 yrs regular service in the grade through a Limited Departmental Competitive Exam.

**Note:** For the vacancies to be filled by the Departmental Examination all eligible applicants irrespective of their option to accounts stream will be considered. However, once appointed on the basis of the Departmental Competitive Examination, these officials will have to remain in the stream to which they have been appointed.

**Compulsory Trainings**

Promotion shall be subject to the passing of compulsory training prescribed in this regard by the Competent Authority.

13. If a DPC exists, what is its composition?

**Category ‘C’ DPC (for promotion)**

1. GM(A) - Chairman
2. Dy.GM(Admn.) - Member
3. Dy.M(Admn.) - Member
4. Liaison Officer - Member
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<td><strong>RECRUITMENT AND PROMOTION REGULATIONS FOR THE POST OF ASSTT. GR.II IN DELHI TRANSCO LIMITED</strong></td>
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<tr>
<td>1.</td>
<td>Name of post</td>
<td>Asstt. Gr.II</td>
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<tr>
<td>2.</td>
<td>No. of posts</td>
<td>92 (2004)*</td>
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<td>*Subject to variation dependent on work load</td>
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<td>3.</td>
<td>Classification</td>
<td>Category ‘C’</td>
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<tr>
<td>4.</td>
<td>Scale of pay</td>
<td>Rs.4200-100-9100</td>
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<td>5.</td>
<td>Whether selection post or non-selection post.</td>
<td>Selection</td>
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<td>6.</td>
<td>Age limit for direct rectts.</td>
<td>18-27 yrs</td>
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<td></td>
<td>(Relaxable for Govt. servants and employees of Delhi Transco Ltd upto 5 yrs.)</td>
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<td>7.</td>
<td>Whether benefit of added years of service admissible.</td>
<td>N.A.</td>
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<td>8.</td>
<td>Educational &amp; other qualifications required for direct rectt.</td>
<td><strong>Essential</strong></td>
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<td></td>
<td>At least Graduate from a recognized University or equivalent with knowledge of computer operation including complete knowledge of MS Office.</td>
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<td><strong>Desirable</strong></td>
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<tr>
<td></td>
<td></td>
<td>Knowledge of Govt. rules and procedures.</td>
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<tr>
<td>9.</td>
<td>Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.</td>
<td>No</td>
</tr>
<tr>
<td>10.</td>
<td>Period of probation, if any</td>
<td>2 yrs for direct recruits only.</td>
</tr>
<tr>
<td>11.</td>
<td>Methods of rectt. whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancy to be filled by various methods.</td>
<td>By promotion failing which by direct recruitment.</td>
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</tbody>
</table>

Approved vide Board Resolution No.17.2.19 dated 29.6.2004
12. In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

Promotion

i) By Limited Departmental Competitive Examination open to Asstt.Gr.III/TO/MR/ATK/TTO/Comptist/Jr.Clerk/KPO(Data Entry Operator) with 5 yrs regular service in the grade.

Compulsory Trainings
Promotion shall be subject to the passing of compulsory training prescribed in this regard by the Competent Authority.

13. If a DPC exists, what is its composition?

Category ‘C’ DPC (for promotion)

1. GM(A) - Chairman
2. Dy.GM(Admn.) - Member
3. Dy.M(Admn.) - Member
4. Liaison Officer - Member
RECRUITMENT AND PROMOTION REGULATIONS FOR THE POST OF ASSTT. GR.III IN DELHI TRANSCO LIMITED

1. Name of post Asstt. Gr.III
2. No. of posts 224 (2004)*
   *Subject to variation dependent on work load
3. Classification Category ‘C’
4. Scale of pay Rs.4000-100-7100
5. Whether selection post or non-selection post. Selection
6. Age limit for direct rectts. 18-27 yrs.
   (Relaxable for Govt. servants and employees of Delhi Transco Ltd. upto 5 yrs.)
7. Whether benefit of added years of service admissible. N.A.
8. Educational & other qualifications required for direct rectt. Essential
   1. Degree from a recognized University or equivalent
   2. Knowledge of computer operation including complete knowledge of MS Office.
      Recruitment shall be subject to the passing of a written examination and qualifying skill test on computer.
9. Whether age and E.Q. prescribed for direct rectts.will apply in the case of promotion. No
10. Period of probation, if any Two years

Approved vide Board Resolution
No.17/2.19 dated 29.6.2004
11. Methods of rectt. whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.

75% by direct recruitment
25% by promotion.

12. In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

Promotion
Through limited departmental competitive examination from amongst Category ‘D’ employees of DTL having 5 yrs. continuous service in the grade having Matriculation as qualification, and subject to successful completion of the training courses prescribed in this regard.

NOTE: The employees appointed through the above method shall be required to pass skill test on computer during the probation period, failing which he/she may not be allowed to draw annual increments. They should also possess the knowledge of computer operation.

13. If a DPC exists, what is its composition?

Category ‘C’ DPC (for promotion)
1. Dy.GM(Admn.) - Chairman
2. Dy.M(Admn.) - Member
3. Liaison Officer - Member
# RECRUITMENT AND PROMOTION REGULATIONS FOR THE POST OF SR. PERSONAL ASSISTANT (ENGLISH)

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<td>*Subject to variation dependent on workload.</td>
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<td>Classification</td>
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<td>4.</td>
<td>Scale of pay</td>
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<td>5.</td>
<td>Whether selection post or non-selection post.</td>
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<td>6.</td>
<td>Age limit for direct rectts.</td>
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<td>7.</td>
<td>Whether benefit of added years of service admissible.</td>
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<tr>
<td>8.</td>
<td>Educational &amp; other qualifications required for direct rectt.</td>
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<tr>
<td>9.</td>
<td>Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.</td>
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<tr>
<td>10.</td>
<td>Period of probation, if any</td>
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<tr>
<td>11.</td>
<td>Methods of rectt. whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.</td>
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<tr>
<td>12.</td>
<td>In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.</td>
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Approved vide Board Resolution No.17.2.19 dated 29.6.2004
company from time to time shall be eligible to appear in the Departmental Examination.

**Note:** However, where the field becomes too large, covering an unduly wide range of seniority, the Board may in its discretion restrict the field of selection to ten times of the existing/anticipated vacancies.

**Transfer on deputation**

1. Officers of the Central Govt./State Govt./Union Territory/PSU.
   - holding analogous posts on regular basis.
   - **OR**
   - Stenographers(Eng.) with 3 yrs regular service in the pay scale of Rs.5500-9000 or equivalent and

2. Should be computer literate and capable to work on MS Word & MS Excel

Note: The departmental officers in the feeder category who are in the direct line of promotions shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other department of the Central/State Govt. shall ordinarily not exceed 3 yrs. The maximum age limit for appointment by transfer on deputation (including short-term contract shall not be exceeding 56 yrs. as on the closing date of receipt of applications).

13. If a DPC exists, what is its composition?

**Category ‘B’ DPC**

1. GM(A) - Chairman
2. DY. GM (A) - Member
3. DM(Concerned) - Member
4. Liaison Officer - Member
### RECRUITMENT AND PROMOTION REGULATIONS

**FOR THE POST OF PERSONAL ASSISTANT (ENGLISH)**

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<td>4.</td>
<td>Scale of pay</td>
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<td>5.</td>
<td>Whether selection post or non-selection post.</td>
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<td>6.</td>
<td>Age limit for direct rectts.</td>
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<td>7.</td>
<td>Whether benefit of added years of service admissible.</td>
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<td>8.</td>
<td>Educational &amp; other qualifications required for direct rectt.</td>
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<td>9.</td>
<td>Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.</td>
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<tr>
<td>10.</td>
<td>Period of probation, if any</td>
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<tr>
<td>11.</td>
<td>Methods of rectt. whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancy to be filled by various methods.</td>
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<tr>
<td>12.</td>
<td>In case of rectt. By promotion/deputation /transfer, grades from which promotion/deputation/transfer to be made.</td>
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</table>
to time shall be eligible to appear in the Departmental Competitive Examination.

**Note:** However, where the field becomes too large, covering an unduly wide range of seniority, the Board may in its discretion restrict the field of selection to ten times of the existing/anticipated vacancies.

**Transfer on deputation**

a) Officers of the Central Govt./State Govt./Union Territory/PSU.
   i) holding analogous posts on regular basis.
   **OR**
   ii) Stenographers(Eng.)/Stenotypist(Eng.) with 5 yrs. regular service in the pay scale of Rs.4200-7100 or equivalent and

b) Should be computer literate and capable to work on MS Word & MS Excel.

Note: The departmental officers in the feeder category who are in the direct line of promotions shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other department of the Central/State Govt. shall ordinarily not exceed 3 yrs. The maximum age limit for appointment by transfer on deputation (including short-term contract) shall not be exceeding 56 yrs. as on the closing date of receipt of applications).

13. If a DPC exists, what is its composition? **Category ‘C’ DPC**

1. GM(A) - Chairman
2. DY. GM (A) - Member
3. DM(Concerned) - Member
4. Liaison Officer (for SC/ST) - Member
RECRUITMENT AND PROMOTION REGULATIONS
FOR THE POST OF JR. PERSONAL ASSISTANT (ENGLISH)

1. Name of post Jr. Personal Assistant (E)

2. No. of posts 13* (Thirteen)
   *Subject to variation dependent on workload.

3. Classification Category ‘C’

4. Scale of pay Rs.4200-100-9100

5. Whether selection post or non-selection post. Selection

6. Age limit for direct rectts. Not exceeding 27 yrs. (Relaxable upto 5 yrs for Govt. servants and employees of Delhi Transco Ltd.

7. Whether benefit of added years of service admissible. No

8. Educational & other qualifications required for direct rectt. Essential
   I. Graduate from a recognized University or equivalent.
   II. Speed of 80 wpm in Shorthand and 40 wpm in Typewriting in English.
   III. Should be computer literate and capable to work on MS Word & MS Excel.

   Desirable
   Post graduate Diploma in Computer application from reputed institution.

9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion. Age : No
   EQ : No

10. Period of probation, if any 2 yrs.

Approved vide Board Resolution
No.17/2.19 dated 29.6.2004
11. Methods of rectt. whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancy to be filled by various methods.

25% by promotion
75% by direct recruitment

12. In case of rectt. by promotion/deputation /transfer, grades from which promotion/deputation/transfer to be made.

Promotion
Promotion will be made on selection basis through departmental competitive examination in Shorthand at the speed of 80 w.p.m. and Typing at the speed of 40 w.p.m. and assessment of performance and potential over a reasonable period.

1. All AG-(III)/ Comptist/ Jr.Clerk/ T.O./ TTO/ Receptionist/KPO & Data Entry Operator who have rendered at least 2 yrs continuous service in the grade.
2. Should be computer literate and capable to work on MS Word who have successfully completed the training courses prescribed by the company from time to time shall be eligible to appear in the Departmental Competitive Examination.

Note: However, where the field becomes too large, covering an unduly wide range of seniority, the Board may in its discretion restrict the field of selection to ten times of the existing/anticipated vacancies.

13. If a DPC exists, what is its composition?

Category ‘C’ DPC

1. GM(A) - Chairman
2. DY. GM (A) - Member
3. DM(Concerned) - Member
4. Liaison Officer - Member (for SC/ST)
RECRUITMENT AND PROMOTION REGULATIONS
FOR THE POST OF PERSONAL ASSISTANT (HINDI)

1. Name of post
   Personal Assistant (Hindi)

2. No. of posts
   2* (Two)
   *Subject to variation dependent on workload.

3. Classification
   Category ‘C’

4. Scale of pay
   Rs.5500-175-9875

5. Whether selection post or non-selection post.
   Selection

6. Age limit for direct rectts.
   Upto 27 years.
   (Relaxable for Govt. Servants and employees of Delhi Transco Ltd. upto 5 yrs in accordance with the instruction issued by the Central Govt.

7. Whether benefit of added years of service admissible.
   NA

8. Educational & other qualifications required for direct rectt.
   Essential
   i) Graduate from a recognized University or equivalent.
   ii) Speed of 100 wpm in Hindi Shorthand and 30wpm in Hindi Typing.
   iii) Should be computer literate and capable to work on Leap Office/Akshar Package/MS Word.

9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.
   Age: No
   EQ.: Yes

10. Period of probation, if any
    2 yrs.
11. Methods of rectt. whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.

50% by promotion by selection through limited departmental competitive examination failing which by direct recruitment.

50% by direct recruitment.

12. In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

Promotion

Promotion will be made on selection basis through departmental Examination. Jr. PA (Hindi) with 5 years continuous service in the grade and who have successfully completed the training courses prescribed by the company from time to time shall be eligible to appear in the Departmental Competitive Examination.

Note: However, where the field becomes too large, covering an unduly wide range of seniority, the Board may in its discretion restrict the field of selection to ten times of the existing/anticipated vacancies.

13. If a DPC exists, what is its composition?

Category ‘C’ DPC

1. GM(A) - Chairman
2. DY. GM (A) - Member
3. DM(Concerned) - Member
4. Liaison Officer (for SC/ST) - Member
**RECRUITMENT AND PROMOTION REGULATIONS**  
**FOR THE POST OF Jr. PERSONAL ASSISTANT (HINDI)**

1. **Name of post**  
   Jr. Personal Assistant (Hindi)

2. **No. of posts**  
   2* (Two)  
   *Subject to variation dependent on workload.

3. **Classification**  
   Category ‘C’

4. **Scale of pay**  
   Rs.4200-100-9100

5. **Whether selection post or non-selection post.**  
   N.A.

6. **Age limit for direct rectts.**  
   Not exceeding 27 yrs.  
   (Relaxable upto 5 yrs for Govt. servants and employees of Delhi Transco Ltd.

7. **Whether benefit of added years of service admissible.**  
   NA

8. **Educational & other qualifications required for direct rectt.**  
   **Essential**
   I) Graduate from a recognized University or equivalent.
   II) Speed of 80 wpm in Shorthand and 30 wpm in Typewriting in Hindi.
   III) Should be computer literate and capable to work on Leap Office/Akshar Package.
   **Desirable**
   Knowledge of English Shorthand and Typing

9. **Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.**  
   N.A.

Approved vide Board Resolution  
No.17.2.19 dated 29.6.2004
10. Period of probation, if any 2 yrs.

11. Methods of rectt. whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.

12. In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

13. If a DPC exists, what is its composition?

   Selection Committee
   - GM (A)  Chairman
   - DGM (A)  Member
   - DM (A)  Member
   - Liaison Officer  Member

Approved vide Board Resolution
No.17.2.19 dated 29.6.2004
RECRUITMENT AND PROMOTION REGULATIONS
FOR THE POST OF SECTION OFFICER (ACCOUNTS.)

1. Name of post
   Section Officer (Acctts.)

2. No. of posts
   16(2004)*
   *Subject to variation dependent on workload.

3. Classification
   Category ‘B’

4. Scale of pay
   Rs.6500-200-10900

5. Whether selection post or non-selection post.
   Selection

6. Age limit for direct rectts.
   Not exceeding 30 yrs. .
   (Relaxable upto 5yrs. for Govt. servants and employees of Delhi Transco Ltd.)

7. Whether benefit of added years of service admissible.
   N.A.

8. Educational & other qualifications required for direct rectt.
   Essential
   Commerce Graduate from a recognised University or equivalent. Should have passed the Final examination from the Institute of Chartered Accountants of India or the Institute of Cost and Works Accountants of India.

   Desirable
   Knowledge of Computer Accounting Packages like Excel, Tally etc.

9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.
   No

10. Period of probation, if any
    2 yrs.

Approved vide Board Resolution
No.17.2.19 dated 29.6.2004
11. Methods of rectt. whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.

   By promotion through Limited Departmental Competitive Examination (to be conducted by an independent agency) failing which by direct recruitment.

12. In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

   Promotion
   Asstt.Gr.I with 3 years and AG-II with 8 yrs regular service in the grade through departmental competitive examination and assessment of performance and potential over a reasonable period and also subject to the successful completion of the training courses prescribed in this regard from time to time.

13. If a DPC exists, what is its composition?

   Category ‘B’ DPC(for promotion)

   1. GM(A) - Chairman
   2. Dy.GM(Admn.) - Member
   3. DGM (Finance) - Member
   4. Liaison Officer - Member
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<th>RECRUITMENT AND PROMOTION REGULATIONS FOR THE POST OF ASSTT.GR.I(ACCOUNTS.)</th>
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11. Methods of rectt. whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.

By promotion from amongst Asstt. Gr. II with 3 yrs regular service or AG III with 8 yrs regular service through Limited Departmental Competitive Examination (to be conducted by an independent agency) failing which by direct recruitment

12. In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

Promotion
Promotion will be made on selection basis through departmental competitive examination and assessment of performance and potential over a reasonable period. All Asstt.Gr.II who have rendered 3 yrs. continuous service in the grade or AG-III/TO/MR/ATK/TTO/Comptist/Jr.Clerk/KPO/Data Entry Operators with 8 yrs regular service and who have successfully completed the training courses prescribed by the company from time to time shall be eligible to appear in the Departmental Competitive Examination.

Note: However, where the field becomes too large, covering an unduly wide range of seniority, the Board may in its discretion restrict the field of selection to ten times of the existing/anticipated vacancies.

13. If a DPC exists, what is its composition?

Category ‘C’ DPC

1. Dy.GM(Admn) - Chairman
2. Manager (Finance) - Member
3. DM (Concerned) - Member
4. Liaison Officer - Member
RECRUITMENT AND PROMOTION REGULATIONS  
FOR THE POST OF SECTION OFFICER (VIGILANCE)

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<td>In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to Promotion</td>
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be made. potential over a reasonable period and also subject to the successful completion of the training courses prescribed in this regard from time to time.

Deputation Officers of the Central/ State Government :-
A. 1. holding analogous posts; or

2. with 3 years service in the scale of pay of Rs.5500-9000 or equivalent or
3. with 7 yrs. regular service in posts in the scale of pay of Rs.5000-8000 or equivalent and

B. possessing atleast two years experience in Vigilance/Administration.

Note: The departmental officers in the feeder category who are in the direct line of promotions shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other department of the Central/State Govt. shall ordinarily not exceed 3 yrs. The maximum age limit for appointment by transfer on deputation (including short-term contract shall not be exceeding 56 yrs. as on the closing date of receipt of applications).

13. If a DPC exists, what is its composition?

Category 'B' DPC(for promotion)
1. GM(A) - Chairman
2. Dy.GM(Admn.) - Member
3. DM (Vigilance) - Member
4. Liaison Officer - Member
RECRUITMENT AND PROMOTION REGULATIONS
FOR THE POST OF HEAD PHARMACIST

1. Name of post
   Head Pharmacist

2. No. of posts
   4 (2004)*
   *Subject to variation dependent on workload.

3. Classification
   Category ‘B’

4. Scale of pay
   Rs.6500-200-10900/-

5. Whether selection post or non-selection post.
   Selection

6. Age limit for direct rectts.
   Not exceeding 30 yrs. (relaxable upto 5yrs for Govt. servants and employees of Delhi Transco Ltd.)

7. Whether benefit of added years of service admissible.
   N.A.

8. Educational & other qualifications required for direct rectt.
   Essential:
   1. Degree in Pharmacy (B. Pharm) from an University/Institute recognized with Pharmacy Council of Delhi.
   2. 3 years experience in the requisite field, preferably in a grade equivalent to that of Sr. Pharmacist in DTL.

9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.
   No

10. Period of probation, if any
    2 years
11. Methods of rectt. whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.

By promotion failing which by direct recruitment

12. In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

Promotion:
From amongst Sr. Pharmacists with 3 years regular service in the grade and possessing at least Diploma in Pharmacy from an institute recognized by the Pharmacy Council of India and registered with the Pharmacy Council of Delhi.

13. If a DPC exists, what is its composition?

Category ‘B’ DPC

1. DGM (A) - Chairman
2. Sr. MO (I/c) - Member
3. DM(Concerned) - Member
4. Liaison Officer (for SC/ST) - Member
RECRUITMENT AND PROMOTION REGULATIONS
FOR THE POST OF SENIOR PHARMACIST

1. Name of post
   Senior Pharmacist

2. No. of posts
   2 (2004)*
   *Subject to variation dependent on workload.

3. Classification
   Category ‘C’

4. Scale of pay
   Rs.5500-175-9175/-

5. Whether selection post or non-selection post.
   N.A.

6. Age limit for direct rectts.
   N.A.

7. Whether benefit of added years of service admissible.
   N.A.

8. Educational & other qualifications required for direct rectt.
   N.A.

9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.
   N.A.

10. Period of probation, if any
    2 years for promotees.

11. Methods of rectt. whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.
    By promotion

12. In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.
    Promotion:
    From amongst Jr. Pharmacists with 5 years regular service in the grade

Approved vide Board Resolution
No.17.2.19 dated 29.6.2004
13. If a DPC exists, what is its **Category ‘C’ DPC** composition?

1. DGM (A) - Chairman
2. Sr. MO - Member
3. DM(Concerned) - Member
4. Liaison Officer (for SC/ST) - Member
# RECRUITMENT AND PROMOTION REGULATIONS
## FOR THE POST OF JUNIOR PHARMACIST

1. **Name of post**  
   Junior Pharmacist

2. **No. of posts**  
   3(2004)*  
   *Subject to variation dependent on workload.

3. **Classification**  
   Category ‘C’

4. **Scale of pay**  
   Rs.4200-100-8000

5. **Whether selection post or non-selection post.**  
   N.A.

6. **Age limit for direct rectts.**  
   18-27 years

7. **Whether benefit of added years of service admissible.**  
   N.A.

8. **Educational & other qualifications required for direct rectt.**  
   **Essential**  
   1. 10+2 Examination passed from a recognized University/Board or equivalent.  
   2. Diploma in Pharmacy from an Institute recognized by Pharmacy Council of India and registered with Pharmacy Council of Delhi.  
   **Desirable**  
   i) Two years experience as pharmacist  

9. **Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.**  
   N.A.

10. **Period of probation, if any**  
    2 yrs.
11. Methods of rectt. whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.

12. In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

13. If a DPC exists, what is its composition?

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Approved vide Board Resolution No.17.2.19 dated 29.6.2004
RECRUITMENT AND PROMOTION REGULATIONS
FOR THE POST OF DRESSER

1. Name of post                          Dresser

2. No. of posts                          1(2004)*
   *Subject to variation dependent on workload.

3. Classification                       Category ‘D’

4. Scale of pay                          Rs.3200-85-5155

5. Whether selection post or non-
   selection post.                      N.A.

6. Age limit for direct rectts.          18-27 years

7. Whether benefit of added years of
   service admissible.                  N.A.

8. Educational & other qualifications
   required for direct rectt.           Essential
   i) Matriculation pass from a recognized Board or equivalent
   ii) Certificate from Saint John Ambulance Organization in dressing or First Aid or equivalent certificate from any other recognized Institution.

Desirable
   i) 2yrs experience as a dresser in Govt. or Semi-Govt. Hospital /Dispensary.
   ii) Working knowledge of Hindi
9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion. N.A.

10. Period of probation, if any 2 yrs.

11. Methods of rectt. whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods. By direct recruitment

12. In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made. N.A.

13. If a DPC exists, what is its composition? Selection Committee
   ➢ DGM (A) ➢ Chairman
   ➢ Sr. MO I/c ➢ Member
   ➢ DM (A.II) ➢ Member
   ➢ Liaison Officer ➢ Member
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<td>Name of post</td>
<td>Female Attendant</td>
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<td>2.</td>
<td>No. of posts</td>
<td>1(2004)*</td>
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<td>*Subject to variation dependent on workload.</td>
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<td>3.</td>
<td>Classification</td>
<td>Category ‘D’</td>
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<td>4.</td>
<td>Scale of pay</td>
<td>Rs.3200-85-4985</td>
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<td>5.</td>
<td>Whether selection post or non-selection post</td>
<td>N.A.</td>
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<td>6.</td>
<td>Age limit for direct rectts</td>
<td>18-27 years</td>
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<tr>
<td>7.</td>
<td>Whether benefit of added years of service admissible</td>
<td>N.A.</td>
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<td>8.</td>
<td>Educational &amp; other qualifications required for direct rectt.</td>
<td>Essential</td>
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<td>i) Matriculation pass from a recognized Board or equivalent.</td>
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<td>ii) Qualified mid-wife or Auxiliary mid-wife or Nursing(Dai) Course from a recognized Institution.</td>
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<td>Desirable</td>
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<td>One year professional experience in Govt. or Semi-Govt. Hospital, Nursing Home or Welfare Centre.</td>
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<td>9.</td>
<td>Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion</td>
<td>N.A.</td>
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<td>Period of probation, if any</td>
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11. Methods of rectt. whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.

12. In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

13. If a DPC exists, what is its composition?

- DGM (A)  
- Sr. MO I/c  
- DM (A.II)  
- Liaison Officer

Chairman  
Member  
Member  
Member
RECRUITMENT AND PROMOTION REGULATIONS  
FOR THE POST OF CONSOLE OPERATOR

1. Name of post  
   Console Operator  

2. No. of posts  
   *9 posts sanctioned for SLDC  

3. Classification  
   Category ‘B’  

4. Scale of pay  
   Rs.6500-10900  

5. Whether selection post or non-selection post.  
   Selection  

6. Age limit for direct rectts.  
   Not exceeding 30 yrs.  
   (Relaxable for Govt. Servant including employees of Delhi Transco Ltd. upto 5 yrs. in accordance with the instructions or orders issued by the Central Govt.)  

7. Whether benefit of added years of service admissible.  
   No  

8. Educational & other qualifications required for direct rectt.  
   ESSENTIAL:  
   A.i) Master’s Degree in Computer Science/Computer Applications or Degree in computer Engineering of a recognized university or equivalent  
   OR  
   B) i) Master’s Degree in Operations Research/Statistics/Physics/Mathematics/Operations Research/Computer Programming/Economics (with Statistics)/Commerce (with Statistics)/Bachelors Degree in Engineering from a recognized University or equivalent.  
   ii) 1 yr. Diploma in Computer Science/Computer Application from a recognized University or equiv.  
   iii) One year experience of Electronic Data Processing/ Computer Programming/System Design

Approved vide Board Resolution  
No.17.2.19 dated 29.6.2004
and Analysis.

OR

C) i) Bachelor’s Degree in Computer Science/Computer Applications from a recognized University or equivalent.

ii) 2 yrs. experience of Operation of Electronic Computer including 1 yr. experience of actual programming on Electronic Computer.

OR

D.i) Bachelor’s Degree in Mathematics/Physics/Statistics/Operations Research or Commerce (with statistics) from a recognized University or equivalent

ii) 1 year Diploma in Computer Science/Computer Application/Operations Research from a recognized University or equivalent.

iii) 3 yrs experience of Electronic Data Processing work including Computer Operations.

9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion. N.A.

10. Period of probation, if any 2 years.

11. Methods of rectt. Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods. By promotion, failing which by direct recruitment

12. In case of rectt. By promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

PROMOTION: Junior Console Operator with 3yrs, regular service in the grade.

13. If a DPC exists, what is its Category ‘B’ DPC

Approved vide Board Resolution
No.17/2.19 dated 29.6.2004
composition? (for considering promotion/confirmation)

1. GM(A) - Chairman
2. GM (IT) - Member
3. DGM (A) - Member
4. DM (Concerned) - Member
## RECRUITMENT AND PROMOTION REGULATIONS
### FOR THE POST OF JR. CONSOLE OPERATOR

1. **Name of post**
   - Jr. Console Operator

2. **No. of posts**
   - 6* (2004) * subject to variation dependent on workload.

3. **Classification**
   - Category ‘C’

4. **Scale of pay**
   - Rs.5500-9875

5. **Whether selection post or non-selection post.**
   - N.A.

6. **Age limit for direct rectts.**
   - Not exceeding 30 yrs.  
   (Relaxable for Govt. Servant including employees of Delhi Transco Ltd. upto 5 yrs. in accordance with the instructions or orders issued by the Central Govt.)

7. **Whether benefit of added years of service admissible.**
   - N.A.

8. **Educational & other qualifications required for direct rectt.**
   **ESSENTIAL:**
   - A.i) Master’s Degree in Computer Science/Computer Applications or Degree in computer Engineering of a recognized university or equivalent.
   - **OR**
   - B) i) Degree in Engineering(in any discipline) or Master’s Degree in Operations Research or Statistics or Physics or Mathematics/Economics/Commerce with Statistics.

   - ii) 1 year’s Post Graduate Diploma in Computer Science/Computer Application from a recognized University/Institute or equiv. or One year’s experience of Electronic Data Processing, including Computer Applications.
   - **OR**

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Approved vide Board Resolution  
No.17/2.19 dated 29.6.2004
C) i) Bachelor’s Degree in Computer Science/Computer Applications (3 yrs. course) from a recognized University or equivalent.
ii) 1 year experience in Electronics Data Processing including Computer operations.

OR

D.i) Bachelor’s Degree in Mathematics/Physics/Statistics/Operations Research or Commerce/Economics with statistics from a recognized University or equivalent
ii) 1 year Post Graduate Diploma in Computer Applications from a recognized University/Institute or equivalent with one yr. experience in Electronics Data Processing work including computer operations or 3 yrs experience of Electronic Data Processing including Computer Operations.

9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.

N.A.

10. Period of probation, if any

2 years (for direct recruits and departmental candidates who are absorbed in this grade)

11. Methods of rectt. Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.

2/3rd by direct recruitment

1/3rd by deputation failing which by direct recruitment.

12. In case of rectt. By promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

DEPUTATION
By Limited Departmental Examination of officers working in Delhi Transco Ltd. on regular basis in posts in the scale of pay of Rs.4000-7100 and above and possessing educational qualifications and experience as

Approved vide Board Resolution
No.17/2.19 dated 29.6.2004
prescribed for direct recruits under Column 8.

Note: The departmental officers in the feeder category who are in the direct line of promotions shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other department of the Central/State Govt. shall ordinarily not exceed 3 yrs. The maximum age limit for appointment by transfer on deputation (including short-term contract shall not be exceeding 56 yrs. as on the closing date of receipt of applications).

13. If a DPC exists, what is its composition?

Category ‘C’ DPC

1. GM (IT) - Chairman
2. DGM (A) - Member
3. DM (Concerned) - Member
4. Liaison Officer - Member
**RECRUITMENT AND PROMOTION REGULATIONS**
**FOR THE POST OF LEGAL ASSTT.**

1. **Name of post**  
   Legal Assistant

2. **No. of posts**  
   4(2004)*  
   * Subject to variation dependent on workload

3. **Classification**  
   Category ‘B’ post

4. **Scale of pay**  
   Rs.6500-200-10900

5. **Whether selection post or non-selection post.**  
   Selection

6. **Age limit for direct rectts.**  
   Not exceeding 30 yrs.  
   (Relaxable for Govt. Servant including employees of Delhi Transco Ltd. upto 5 yrs. in accordance with the instructions or orders issued by the Central Govt.)

7. **Whether benefit of added years of service admissible.**  
   NA

8. **Educational & other qualifications required for direct rectt.**  
   **Essential:**  
   i) Degree in Law of a recognized university or equivalent  
   ii) Two years’ experience at the Bar  
   OR  
   Two years’ experience in Legal work in a Government department or autonomous organization or PSU

9. **Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.**  
   N.A.

10. **Period of probation, if any**  
    Two years

11. **Methods of rectt. Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by**  
    50% by direct recruitment  
    50% by selection through limited departmental examination failing which by deputation, and failing both by direct

*Approved vide Board Resolution No.17.2.19 dated 29.6.2004*
various methods.

12. In case of rectt. By promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

**Recruitment**

**Deputation:**
A) Officers of Central/State Govt./UTs/PSUs/Autonomous bodies :-

i) holding analogous posts on regular basis or

ii) With 5 years regular service in posts in the scale of pay of Rs. 5500-9000/- or equivalent and possessing the qualifications prescribed for direct recruits under Column 8.

Note: The departmental officers in the feeder category who are in the direct line of promotions shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other department of the Central/State Govt. shall ordinarily not exceed 3 yrs. The maximum age limit for appointment by transfer on deputation (including short-term contract shall not be exceeding 56 yrs. as on the closing date of receipt of applications).

**Selection through limited departmental competitive examination for the employees of DTL:** -

a) Employees of DTL holding regular posts in the scale of pay of Rs.5500-9875 or with 5/8 years regular service in posts in the scale of pay of Rs.4200-9100/4000-7000 respectively; and

b) Possessing Degree in Law from a recognized university or equivalent

**Category ‘C’ DPC**

1. GM(Legal) - Chairman
2. DGM(A) - Member
3. DM (Concerned) - Member
4. Liaison Officer - Member

Approved vide Board Resolution
No.17.2.19 dated 29.6.2004
# RECRUITMENT AND PROMOTION REGULATIONS
## FOR THE POST OF ASSISTANT LINEMATE

1. **Name of post**: Assistant Linemate (ALM)

2. **No. of posts**: 418(2004)*
   - *Subject to variation dependent on workload.

3. **Classification**: Category ‘D’

4. **Scale of pay**: Rs.3200-85-4985

5. **Whether selection post or non-selection post**: N.A.

6. **Age limit for direct rectts.**: 18-27 years

7. **Whether benefit of added years of service admissible**: N.A.

8. **Educational & other qualifications required for direct rectt.**: Matriculation pass
   - Selection to be made on the basis of written examination to be conducted by an independent agency.

9. **Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion**: N.A.

10. **Period of probation, if any**: 2 yrs.

11. **Methods of rectt. whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods**: By direct recruitment
    - Note: All existing category D posts such as Bearer, Watermen, Peon, Gen Mate, Head Jamadar, Aya, Adremo Operator, Daftary, Cook-cum-Chowkidar shall be merged into the common grade of ALM

12. **In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to**: N.A.
be made.

13. If a DPC exists, what is its Selection Committee composition?

- DGM (A) ➢ Chairman
- DM Vig ➢ Member
- DM (A) ➢ Member
- Liaison Officer ➢ Member
RECRUITMENT AND PROMOTION REGULATIONS
FOR THE POST OF NAIB TEHSILDAR

1. Name of post
   Naib Tehsildar

2. No. of posts
   1(2004)*
   *Subject to variation dependent on workload.

3. Classification
   Category ‘C’

4. Scale of pay
   Rs.5500-175-9875

5. Whether selection post or non-selection post.
   N.A.

6. Age limit for direct rectts.
   N.A.

7. Whether benefit of added years of service admissible.
   N.A.

8. Educational & other qualifications required for direct rectt.
   N.A.

9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.
   N.A.

10. Period of probation, if any
    N.A.

11. Methods of rectt. whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.
    By Deputation

Approved vide Board Resolution
No.17.2.19 dated 29.6.2004
12. In case of rectt. by promotion/deputation /transfer, grades from which promotion/deputation/transfer to be made.

Deputation:
Officers of the Central/State Govts:
Holding analogous posts or with 3/8 regular service in posts carrying pay scale of Rs.5000-8000/4000-6000/- or equivalent; and possessing the following qualifications:

i) Degree from a recognized University
ii) 2yrs. Experience in revenue and land acquisition work.
iii) Knowledge of application of various Acts, regulations & procedures concerning land estate matters

Desirable:

i) Degree in law from a recognized University or equivalent.

Note: The departmental officers in the feeder category who are in the direct line of promotions shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other department of the Central/State Govt. shall ordinarily not exceed 3 yrs. The maximum age limit for appointment by transfer on deputation (including short-term contract shall not be exceeding 56 yrs. as on the closing date of receipt of applications).

13. If a DPC exists, what is its composition?

Category ‘B’ DPC(for Deputation)

- GM (Civil)                Chairman
- DGM (A)                   Member
- Manager (Civil)           Member
- Liaison Officer           Member
RECRUITMENT AND PROMOTION REGULATIONS
FOR THE POST OF ASSISTANT SECURITY OFFICER

1. Name of post : Assistant Security Officer
2. No. of posts : 3 (2004) *
* Subject to variation dependent on workload
3. Classification : Category ‘C’
4. Scale of pay : Rs.5500-9875
5. Whether selection post or non-selection post. : Selection
6. Age limit for direct rectts. : N.A.
7. Whether benefit of added years of service admissible. : N.A.
8. Educational & other qualifications required for direct rectt. : N.A.
9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion. : N.A.
10. Period of probation, if any : Two years for promotees
11. Methods of rectt. whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.

   : 66 2/3 % by promotion failing which by deputation
   33 1/3 % by deputation.

Approved vide Board Resolution
No.17.2.19 dated 29.6.2004
12. In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

Promotion
Security Inspector (except deputationist) with 3 yrs regular service in the grade.

Deputation
Officers working in the rank of Sub-Inspector of Police on regular basis, or
Asstt. Sub-Inspector of Police with 5 yrs service in the grade rendered after appointment thereto on regular basis from the Central /State Govt. Deptts.

Note: The departmental officers in the feeder category who are in the direct line of promotions shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.
(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other department of the Central/State Govt. shall ordinarily not exceed 3 yrs. The maximum age limit for appointment by transfer on deputation (including short-term contract shall not be exceeding 56 yrs. as on the closing date of receipt of applications).

13. If a DPC exists, what is its composition?

Category ‘C’ DPC
1. GM(A) - Chairman
2. DM(Concerned) – Member
3. Liaison Officer - Member
RECRUITMENT AND PROMOTION REGULATIONS
FOR THE POST OF SECURITY INSPECTOR

1. Name of post : Security Inspector
2. No. of posts : 3 (2004)*
   * Subject to variation dependent on workload
3. Classification : Category ‘C’
4. Scale of pay : Rs.4500-9125
5. Whether selection post or non-selection post. : Selection
6. Age limit for direct rectts. : Not exceeding 30 yrs.
   (relaxable for Govt. servants and employees of the DTL).
7. Whether benefit of added years of service admissible. : Yes
8. Educational & other qualifications required for direct rectt.
   Essential:
   i) Matriculation or equivalent from a recognized Board/Institution.
   ii) Should be Ex-Subedar of Army or other equivalent rank of Defence Forces
   OR
   Persons from NCC/Home Guards with two years’ training/service in these organizations.

Physical Standard

Height 5’7”
Chest Normal 32”
          Expanded 33 ½”

Physical Test

Approved vide Board Resolution
No.17.2.19 dated 29.6.2004
High Jump 3’6”
Long Jump 13’
Race: 100 mtrs in 13.5 Seconds
1 Mile or 1500 mtrs. in 7 minutes

Obstacle
To cross 6’ wooden wall.
Balance in straight and jig jag crossing of 9’ wall

For S/C & S/T

Physical Standard
Height 5’5”
Chest Normal 30”
Expanded 31 ½”

Conditions of physical test and obstacles shall remain as above

Note: Standards regarding height and chest shall not be insisted upon in case of ex-serviceman, otherwise formally fit.

9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion:
   : N.A.

10. Period of probation, if any:
    : Two years

11. Methods of rectt. whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods:
    : 66 2/3 % by promotion failing which by deputation
    : 33 1/3 % by deputation failing which by direct recruitment

12. In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made:
    : Promotion
    Head Watchman with 5 yrs regular service in the grade and possessing at least Matriculation certificate from a recognized Board or equivalent.
Deputation
Officers working as Asstt. Sub-Inspector of Police on regular basis or Head Constables of Police with 5yrs regular service in the grade from the Central /State Police Deptts.

Note: The departmental officers in the feeder category who are in the direct line of promotions shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other department of the Central/State Govt. shall ordinarily not exceed 3 yrs. The maximum age limit for appointment by transfer on deputation (including short-term contract shall not be exceeding 56 yrs. as on the closing date of receipt of applications).

13. If a DPC exists, what is its composition?

Category ‘C’ DPC
1. GM(A) - Chairman
2. DM(Concerned) - Member
3. Liaison Officer - Member
4. ASO - Member

Approved vide Board Resolution No.17.2.19 dated 29.6.2004
RECRUITMENT AND PROMOTION REGULATIONS  
FOR THE POST OF HEAD WATCHMAN

1. Name of post : Head Watchman

2. No. of posts : 10 (2004)*  
* Subject to variation dependent on workload.

3. Classification : Category ‘D’

4. Scale of pay : Rs.3200-5155

5. Whether selection post or non-selection post. : Non-Selection

(relaxable for Govt. servants and employees of the DTL).

7. Whether benefit of added years of service admissible. : N.A.

8. Educational & other qualifications required for direct rectt. : Essential:
   i) Matriculation or equivalent from a recognized Board/Institution.
   ii) Should be Naik of Army or other equivalent rank of the Defence Forces  
   OR
   Persons from NCC/Home Guards with one year training/service in these organizations.
   iii) Physical Standard  
   Height 5’7”
   Relaxation by 2” in the case of residents of hill areas and SC/ST.
   Chest Normal 32”
   Expanded 33 ½”
   Relaxation by 2” in the case of residents of hill areas and SC/ST.
iv) **Physical Test**

High Jump  
3'6”

Long Jump  
13’

Race:  
100 mtrs in 13.5 Seconds
1 Mile or 1500 mtrs.
in 7 minutes

9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.  : Age and E.Q.: No

**Physical Standard**

Height  
5’7”

Relaxation by 2” in the case of residents of hill areas and SC/ST.

Chest  
Normal 32”
Expanded 33 ½”

Relaxation by 2” in the case of residents of hill areas and SC/ST.

**Physical Test**

High Jump  
3’

Long Jump  
10’

Race:  ½ mile or 750 mtrs in 5 minutes

10. Period of probation, if any  : Two years

11. Methods of rectt. whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.  : By promotion failing which by direct recruitment

12. In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.  : Promotion
Gunman and Security Guards with 2yrs regular service in the grade.

13. If a DPC exists, what is its composition?  : Category ‘C’ DPC
1. Dy.GM(A) - Chairman
2. DM(Concerned) - Member
3. Liaison Officer - Member
4. ASO - Member
RECRUITMENT AND PROMOTION REGULATIONS
FOR THE POST OF SECURITY GUARDS

1. Name of post : Security Guards

2. No. of posts : 81 (2004)*
   * Subject to variation dependent on workload

3. Classification : Category ‘D’

4. Scale of pay : Rs.3200-4985

5. Whether selection post or non-selection post. : N.A.

   (relaxable for Govt. servants and employees of the DTL).

7. Whether benefit of added years of service admissible. : N.A.

8. Educational & other qualifications required for direct rectt.
   i) At least Matriculation pass of a recognized Board or equivalent.
   ii) Should be Naik of Army or other equivalent rank of Defence Forces
      or
      Persons from NCC/Home Guards with one year training/service in these organizations.

Physical Standards :
- Height 5’ 7”
- Relaxation by 2” in the case of residents of hill areas and SC/ST.

- Chest Normal 32”
- Expanded 33 ½”
- Relaxation by 2” in the case of residents of hill areas and SC/ST.

Approved vide Board Resolution
No.17/2.19 dated 29.6.2004
Physical Test

High Jump 3’6”
Long Jump 13’
Race: 1 Mile or 1500 mtrs. in 7 minutes

9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion: N.A.

10. Period of probation, if any: Two years

11. Methods of rectt. whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods: By direct recruitment

12. In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made: N.A.

13. If a DPC exists, what is its composition?

Selection Committee

- DGM (A) Chairman
- Liaison Officer Member
- DM (Vig) Member
- ASO Member
RECRUITMENT AND PROMOTION REGULATIONS
FOR THE POST OF GUNMAN

1. Name of post : Gunman
2. No. of posts : 19 (2004)*
   
   * Subject to variation dependent on workload
3. Classification : Category ‘D’
4. Scale of pay : Rs.3200-4985+ Rs. 150/- Gun handling allowance
5. Whether selection post or non-selection post. : Selection
6. Age limit for direct rectts. : 25 yrs.
   (relaxable for Govt. servants and employees of the DTL).
7. Whether benefit of added years of service admissible. : N.A.
8. Educational & other qualifications required for direct rectt. : i) At least Matriculation pass of a recognized Board or equivalent.
   ii) 3 yrs service in Armed forces / Paramilitary forces/ Police organizations
9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion. : N.A.
10. Period of probation, if any : Two years for direct recruits
11. Methods of rectt. whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.
   : 100% by deputation failing which by direct recruitment.
12. In case of rectt. by promotion/deputation/transfer, : Deputation Security Guards of the DTL

Approved vide Board Resolution
No.17/2.19 dated 29.6.2004
grades from which promotion/deputation/transfer to be made.

with 2 yrs service in the grade and having knowledge of handling of gun.

OR

Constable from Delhi Police /CRPF/BSF/ITBP/CISF with 2 yrs regular service in the grade and having knowledge of handling of gun.

Note: (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other department of the Central/State Govt. shall ordinarily not exceed 3 yrs. The maximum age limit for appointment by transfer on deputation (including short-term contract shall not be exceeding 56 yrs. as on the closing date of receipt of applications).

13. If a DPC exists, what is its composition?

Category ‘D’ DPC (for deputation)
1. DGM(A) - Chairman
2. DM(Concerned) - Member
3. Liaison Officer - Member
The Board of Directors, on agenda item No. 13.2.10 in its 13th meeting held on 11.6.03 have resolved and approved the Recruitment Rules for the post of Company Secretary as placed before the Board which are reproduced below:

RECRUITMENT AND PROMOTION REGULATIONS FOR THE POST OF COMPANY SECRETARY IN DELHI TRANSCO LIMITED

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>1. Name of post</strong></td>
<td>Company Secretary</td>
</tr>
<tr>
<td><strong>2. No. of posts</strong></td>
<td>1 (2003)*</td>
</tr>
<tr>
<td></td>
<td>*Subject to variation dependent on work load</td>
</tr>
<tr>
<td><strong>3. Classification</strong></td>
<td>Category ‘A’</td>
</tr>
<tr>
<td><strong>4. Scale of pay</strong></td>
<td>Rs.15800-450-17600-500-21100</td>
</tr>
<tr>
<td><strong>5. Whether selection post or non-selection post.</strong></td>
<td>Selection</td>
</tr>
<tr>
<td><strong>6. Age limit for direct rectts.</strong></td>
<td>Not exceeding 45 yrs. (Relaxable for Govt. Servants upto 5 yrs in accordance with the instructions/orders issued by the Govt. Age relaxation can also be considered for experienced and deserving candidates.</td>
</tr>
<tr>
<td><strong>7. Whether benefit of added years of service admissible.</strong></td>
<td>Not applicable</td>
</tr>
<tr>
<td><strong>8. Educational &amp; other qualifications required for direct rectt.</strong></td>
<td>Essential</td>
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<tr>
<td></td>
<td>i) Graduate with membership of Institute of Company Secretaries of India</td>
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<td></td>
<td>ii) Should have at least 12 yrs experience out of which 8 yrs should be post qualification experience as Company Secretary. The incumbent should be fully conversant with all the aspects of work of the Company Secretary with</td>
</tr>
</tbody>
</table>

Approved vide Board Resolution No.14.2.5 dated 24.9.2003
knowledge of the Company Law and allied Corporate Laws including Industrial Laws since he is required to provide legal aid and advise including vetting of legal documents/agreements.

Desirable

A degree in Law/Financial Management

9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion. Not applicable

10. Period of probation, if any Not applicable

11. Methods of rectt. whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods. By direct recruitment.

12. In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made. Not applicable

13. If a CPC exists, what is its composition Not applicable

14. Circumstances in which UPSC is to be consulted in making recruitment. Not applicable

Consultation with UPSC not necessary.

Approved vide Board Resolution No.14.2.5 dated 24.9.2003
The Board of Directors, on agenda item No. 15.2.6 in its meeting held on 17.12.03 have resolved and approved an amendment to the Recruitment Rules for the post of General Manager(Tech) as placed before the Board. The approved R&P regulations for the post of GM(Tech) are reproduced below:

**RECRUITMENT AND PROMOTION REGULATIONS FOR THE POST OF GENERAL MANAGER (TECH.) IN DELHI TRANSCO LIMITED**

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<tbody>
<tr>
<td>1.</td>
<td>Name of post</td>
<td>General Manager(Tech.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* subject to variation dependent on workload.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Category ‘A’ post.</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of pay</td>
<td>Rs.18600-500-23100</td>
</tr>
<tr>
<td>5.</td>
<td>Whether selection post or non-selection post.</td>
<td>Selection</td>
</tr>
<tr>
<td>7.</td>
<td>Whether benefit of added years of service admissible.</td>
<td>NO</td>
</tr>
<tr>
<td>8.</td>
<td>Educational &amp; other qualifications required for direct rectt.</td>
<td><strong>Essential:</strong></td>
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<tr>
<td></td>
<td></td>
<td>Degree in Electrical/Mechanical/IT/Computer/ Electronics &amp; Communication Engineering from a recognized university or equivalent.</td>
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<td></td>
<td>18 yrs experience in large public Electricity utility of which at least 5yrs. must be as Engineer Incharge of Operation/Maintenance/Distribution and transmission of power.</td>
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<td></td>
<td>Age : No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>E.Q.: No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 year</td>
</tr>
<tr>
<td>9.</td>
<td>Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.</td>
<td>E.Q.: No</td>
</tr>
<tr>
<td>10.</td>
<td>Period of probation, if any</td>
<td>By promotion failing which by transfer on deputation (including short-term contract) and failing both by direct</td>
</tr>
<tr>
<td>11.</td>
<td>Methods of rectt. Whether by direct recruitment or by promotion or by deputation/</td>
<td></td>
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</tbody>
</table>

Approved vide Board Resolution No.14.2.5 dated 24.9.2003
transfer and percentage of the vacancy to be filled by various methods.

12. In case of rectt. By: promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

13. If a CPC exists, what is its composition?

14. Circumstances in which UPSC is to be consulted in making recruitment.

Promotion
i) Dy.G.M.(Tech.) with 7 yrs continuous service in the grade, or

12 years total combined service of Manager(T)/Executive Engineer and DGM(T)/S.E. out of which 3 years should be as DGM(T)/S.E., or 17 years total combined service in Group’A’ post i.e. from Asstt. Manager(T) onwards, with at least 3 years service as DGM(Tech)/S.E., and ii) Successful completion of prescribed training course.

Transfer on deputation (including short-term contract)

a) Officer of the rank of Chief Engineer or Addl.Chief Engineer with 2 yrs service in the grade from Central/State/Govts./Electricity Boards/Public Undertakings.

b) possessing the educational qualifications and experience prescribed for direct recruits under Column-8.

(Period of deputation/contract shall ordinarily not exceed 5 years).

Category ‘A’ CPC
1. CMD - Chairman
2. Director(HR) - Member
3. Director(Oprn.)- Member

Consultation with UPSC not necessary.

Approved vide Board Resolution No.14.2.5 dated 24.9.2003
### R & P REGULATIONS FOR THE POST OF ASSTT. MANAGER(TECH.)

1. **Name of post**
   - Asstt. Manager(Tech.)

2. **No. of posts**
   - 103*(2003)
   - *subject to variation dependent on workload.

3. **Classification**
   - Category ‘A’ post.

4. **Scale of pay**
   - Rs.7750-250-8000-275-9100-10350-350-12100-400-14500 (with initial start of Rs.8550/-)

5. **Whether selection post or non-selection post.**
   - Selection

6. **Age limit for direct rectts.**
   - Not exceeding 28 yrs (Relaxable upto 5 yrs for Govt. servants & employees of Delhi Transco Ltd.)

7. **Whether benefit of added years of service admissible.**
   - No

8. **Educational & other qualifications required for direct rectt.**
   - **Essential:**
     - i) Degree in Electrical Engg./ from a recognized university or equivalent - 80% quota.
     - ii) Degree in Electronics & Communication Engineering/Information Technology/Computer Engineering from a recognized university or equivalent- 20% quota.

9. **Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.**
   - **Age:** No
   - **E.Q.:** to the extent indicated in Column 12.

10. **Period of probation, if any**
    - 1 year for direct recruits and promotees

11. **Methods of rectt. Whether by direct recruitment or by**
    - 50% - By Promotion failing which by direct rectt.

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.

12. In case of rectt. By promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

Promotion

Through departmental limited competitive examination and assessment of performance and potential.

All Junior Engineers/Foreman Grade I/Grade II/Senior Shift Officer/Shift Officer/Shift Incharge/Controller/Asstt. Controller who have successfully completed the training courses prescribed by the Company from time to time and with three yrs. continuous service in the respective grades and possessing degree in Electrical Engineering/Information Technology/ComputerEngg./Electronics & Communication/ Mechanical Engineering from a recognized University or equivalent or with seven years continuous service in the respective grade for those having Dip. in Electrical Engineering/Information Technology/Computer Engg./Electronics & Communication Engg./ Mechanical Engineering shall be eligible to appear in the departmental competitive examination.

Note: The Board has the discretion to restrict the field of selection to ten times of the existing and anticipated vacancies in a year and only the eligible candidates falling in the zone of consideration up to ten times of existing/anticipated vacancies as per seniority will be eligible to appear in the Departmental Competitive Examination.

Category ‘A’ DPC
(for considering promotion/confirmation)

1. Director(HR) - Chairman
2. Director(Operation) - Member
3. G.M.(Admn.) - Member
4. Liaison Officer - Member

Approved vide Board Resolution No.14.2.5 dated 24.9.2003
RECRUITMENT AND PROMOTION REGULATIONS FOR THE
POST OF GENERAL MANAGER(ADMN.) IN DELHI TRANSCO LIMITED

1. Name of post  General Manager(Admn.)

2. No. of posts  1 (2002)*
   *Subject to variation dependent on work load

3. Classification  Category ‘A’

4. Scale of pay  Rs. 18400-500-22400

5. Whether selection post or non-selection post.  Selection

6. Age limit for direct rectts.  Not applicable

7. Whether benefit of added years of service admissible.  Not applicable

8. Educational & other qualifications required for direct rectt.  Not applicable

9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.  Not applicable

10. Period of probation, if any  Not applicable

11. Methods of rectt. whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.

12. In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.  Officers of All India Services and Central Civil Services with 15 yrs service

OR

Other officers under the Central/State Govt. or officers from Public Sector Undertakings of the Central/State Govts. Like NTPC/PGCIL etc. having

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
qualification in HR/Admin. holding analogous posts or with 2/7 yrs service respectively in posts in the pay scale of Rs. 16400-20000/ Rs. 12000-18000 or equivalent.

13. If a CPC exists, what is its composition?
   Not applicable

14. Circumstances in which UPSC is to be consulted in making recruitment.
   Consultation with UPSC not necessary.

Approved vide Board Resolution No.14.2.5 dated 24.9.2003
The Board of Directors, on agenda item No. 16.2.6 in its meeting held on 20.2.04 have resolved and approved an amendment to the Recruitment Rules for the post of Asstt. Manager (Vigilance) as placed before the Board which are reproduced below:

**RECRUITMENT AND PROMOTION REGULATIONS FOR THE POST OF ASSTT.MANAGER(VIGILANCE)**

1. Name of post
   Asstt.Manager(Vigilance)

2. No. of posts
   02

3. Classification
   Category ‘A’

4. Scale of pay
   Rs.8000-275-13775

5. Whether selection post or non-selection post.
   Selection

6. Age limit for direct rectts.
   N.A.

7. Whether benefit of added years of service admissible.
   N.A.

8. Educational & other qualifications required for direct rectt.
   N.A.

9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.
   N.A.

10. Period of probation, if any
    One year for promotees.

11. Methods of rectt. Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.
    50% by promotion
    50% by deputation

12. In case of rectt. By promotion/deputation/transfer grades from which promotion/deputation/transfer to be made.
    Promotion
    On the basis of limited departmental competitive examination from amongst departmental Section Officer (Vig.) with 5 years service in the grade.
    Deputation
    Officers under the Central/ State Govts./

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
UTs (including Central Police Organizations/ State Police Organizations)

(a) (i) holding analogous posts on regular basis; or

(ii) with 5 yrs regular service in posts in the scale of Rs.6500\(\text{-}10500\) or equivalent; and

(b) Possessing 3 years experience in dealing/investigation of vigilance and disciplinary cases.

13. If a DPC exists, what is its composition?

Category ‘A’ CPC for promotion

Director(HR) - Chairman
GM(A) - Member
DGM(A) - Member

14. Circumstances in which UPSC is to be consulted in making recruitment.

Not necessary

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
1. **Name of post**  
   Asstt.Manager(Civil)

2. **No. of posts**  
   5*(2002)  
   *Subject to variation dependent on workload.

3. **Classification**  
   Category ‘A’

4. **Scale of pay**  
   Rs.7750-250-8000-275-9100-10350-350-12100-400-14500  
   (With initial start of Rs.8,550/-)

5. **Whether selection post or non-selection post.**  
   Selection

6. **Age limit for direct rectts.**  
   Not exceeding 28 yrs (relaxable upto 5 yrs for Govt. Servants and employees of the DTL).

7. **Whether benefit of added years of service admissible.**  
   NO

8. **Educational & other qualifications required for direct rectt.**  
   **Essential**
   Degree in Civil Engineering from a recognized University or equivalent.

   **Desirable**
   Two years experience in design and construction of reinforced concrete structures, heavy machine foundations and masonry structures.

9. **Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.**  
   Age : No  
   EQ : No, but must possess atleast Diploma in Civil Engineering from a recognized University or equivalent.

10. **Period of probation, if any**  
    One year

11. **Methods of rectt. Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.**  
    50% by promotion failing which by direct recruitment and  
    50% by direct recruitment.

   Approved vide Board Resolution  
   No.14.2.5 dated 24.9.2003
12. In case of rectt. By promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

Promotion

Promotions will be made on selection basis through Departmental Limited Competitive Examination and assessment of performance and potential over a reasonable period. All Jr. Engineers (Civil) who have successfully completed the training courses prescribed by the Company from time to time and have 3 yrs/7yrs continuous service in the grade for degree/diploma holders respectively, shall be eligible to appear in the Departmental Competitive Exam.

Note: However, where the field becomes too large, covering an unduly wide range of seniority, the Board may in its discretion restrict the field of selection to ten times of the existing/anticipated vacancies.

13. If a CPC exists, what is its composition?

Category ‘A’ CPC
(for considering promotion & confirmation)

1. Director(HR) - Chairman
2. GM(Civil) - Member
3. GM(A) - Member
4. Liaison Officer - Member

Consultation with UPSC not necessary

14. Circumstances in which UPSC is to be consulted in making recruitment.

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
RECRUITMENT AND PROMOTION REGULATIONS
FOR THE POST OF MANAGER(CIVIL)

1. Name of post
   Manager(Civil)

2. No. of posts
   1*(2002)
   *Subject to variation dependent on workload.

3. Classification
   Category ‘A’

4. Scale of pay
   Rs.12500-400-14900-450-16700-450-17600-500-
   19100

5. Whether selection post or non-selection post.
   Selection

6. Age limit for direct rectts.
   Not exceeding 30 yrs (relaxable upto 5 yrs for Govt. Servants and employees of the DTL in accordance with the instructions or orders issued by the Central Govt.).

7. Whether benefit of added years of service admissible.
   NO

8. Educational & other qualifications required for direct rectt.
   Essential
   i) Degree in Civil Engineering from a recognized University or equivalent.
   ii) Five years experience in design, construction and maintenance of industrial and residential buildings and heavy RCC machine foundations.

9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.
   Age : No
   EQ : No

10. Period of probation, if any
    One year

11. Methods of rectt. Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.
    By promotion, failing which by transfer on deputation(including short term contract) and failing both by direct recruitment.
    90% of the posts shall be filled from degree holders and 10% from Diploma holders.

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
12. In case of rectt. By promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

Promotion

Promotion will be made on selection basis through Departmental Competitive Exam. And assessment of performance and potential over a reasonable period. All Asstt. Manager (Civil) possessing degree/diploma in Civil Engineering with 7 yrs continuous service in the grade and who have successfully completed the training courses prescribed by the Company from time to time, shall be eligible to appear in the Departmental Competitive Exam.

Note: However, where the field becomes too large, covering an unduly wide range of seniority, the Board may in its discretion restrict the field of selection to ten times of the existing/anticipated vacancies.

Transfer on deputation
(including short term contract)

Officers under the Central/State Government/States Electricity Boards/Public Undertakings/Semi-Govt./Statutory or Autonomous organization holding posts of the rank of:

(a) (i) Executive Engineer or equivalent or
(ii) Asstt. XEN or equivalent with 5 yrs service in the grade or
(iii) Asstt. Engineer or equivalent with 7 yrs service in the grade and

(b) Possessing the educational qualification and experience laid down for direct recruits under Column No.8.

Note: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by promotion. Period of deputation including

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
period of deputation in another ex-cadre post held immediately proceeding this appointment in the same or some other organization/department shall ordinarily not exceed 3 yrs.

13. If a CPC exists, what is its composition?

Category ‘A’ CPC
(for considering promotion & confirmation)

1. CMD - Chairman
2. Director (HR) - Member
3. Director(Opr.) - Member

14. Circumstances in which UPSC is to be consulted in making recruitment.

Consultation with UPSC not necessary.

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
### RECRUITMENT & PROMOTION REGULATIONS FOR THE POST OF DY. GENERAL MANAGER(CIVIL)

1. **Name of post**: Dy. General Manager (Civil)
2. **No. of posts**: No post (post to be created)
3. **Classification**: Category ‘A’ post.
4. **Scale of pay**: Rs.15800-450-17600-500-21100
5. **Whether selection post or non-selection post**: Selection
6. **Age limit for direct rectts.**: Not exceeding 45 years.
7. **Whether benefit of added years of service admissible**: NO
8. **Educational & other qualifications required for direct rectt.**
   - **Essential**:
     - i) Degree in Civil Engineering from a recognized university or equivalent.
     - ii) 10 years’ experience in a senior supervisory position/capacity in a large Undertaking/Corporation/Central/State/ UT Govt. in design, construction and maintenance of industrial/residential/power station buildings and heavy RCC machine foundations.
   - **Desirable**:
     - i) Master’s degree in Civil Engineering from a recognized University or equivalent.
     - Experience in Planning, designing and construction and maintenance of industrial, residential and power station buildings and heavy RCC machine foundations.

Approved vide Board Resolution No.14.2.5 dated 24.9.2003
9. Whether age and E.Q. prescribed for direct rectts will apply in the case of promotion.
   Age: No
   E.Q.: No

10. Period of probation, if any
   1 year

11. Methods of rectt. Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.
   By promotion failing which by transfer on deputation (including short-term contract) and failing both by direct recruitment.

12. In case of rectt. By promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.
   Promotion
   Manager (Civil) with 5yrs. continuous service in the grade and possessing degree in Civil Engineering and successful completion of prescribed training courses.

   Transfer on deputation
   (including short-term contract)
   Officers of the Central/State Govts./U.Ts./Autonomous Bodies/Public Sector Undertaking/ Statutory Orgns./Semi Govt. Orgns.

   (a) (i) holding analogous posts on a regular basis; or
   (ii) With 8 years regular service in posts in the pay scale of Rs.10000-325-15200 or equivalent; and

   (b) possessing the educational qualifications and experience prescribed for direct recruits under Column-8.

   The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.

   Similarly, deputationists shall not be eligible

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt. shall ordinarily not exceed 4 years.

13. If a CPC exists, what is its composition?

Category ‘A’ CPC
(for considering promotion & confirmation)

1. CMD - Chairman
2. Director (HR) - Member
3. Director(Optn.) - Member

14. Circumstances in which UPSC is to be consulted in making recruitment.

Consultation with UPSC not necessary.

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
### RECRUITMENT & PROMOTION REGULATIONS
#### FOR THE POST OF GENERAL MANAGER(CIVIL)

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1. Name of post</td>
<td>General Manager(Civil)</td>
</tr>
</tbody>
</table>
| 2. No. of posts | 1 *(one)(2002)*  
* Subject to variation dependent on workload. |
| 3. Classification | Category ‘A’ post. |
| 4. Scale of pay | Rs.18600-500-23100 |
| 5. Whether selection post or non-selection post. | Selection |
| 7. Whether benefit of added years of service admissible. | No |
| 8. Educational & other qualifications required for direct rectt. | **Essential:**  
i) Degree in Civil Engineering from a recognized university or equivalent.  
ii) 18 yrs experience in Planning Construction and Maintenance of Civil Engineering works of which atleast 5yrs must be as Engineer Incharge of Planning, Construction & Maintenance of Civil Engineering works. |
| 9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion. | Age: No  
E.Q.: No |
| 10. Period of probation, if any | One year |

Approved vide Board Resolution  
No.14.2.5 dated 24.9.2003
11. Methods of rectt. Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.

12. In case of rectt. By promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made. By promotion failing which by transfer on deputation (including short-term contract) and failing both by direct recruitment.

Promotion

Dy.G.M(Civil) with 7 yrs continuous service in the grade and successful completion of prescribed training courses.

Transfer on deputation

(including short-term contract)

Officers under the Central/State Govts./Public Undertakings/Semi Govt./Autonomous or Statutory Organisations;

a) (i) holding analogous posts;

OR

(ii) With 7 years service in post in the rank of Superintending Engineer or equivalent; and

b) possessing degree in Civil Engineering and 18 yrs experience in Planning Construction and Maintenance of Civil Engineering works.

(The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.)

(Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization/department shall not exceed 5 yrs.).

Approved vide Board Resolution No.14.2.5 dated 24.9.2003
13. If a CPC exists, what is its composition?

Category ‘A’ CPC

1. CMD - Chairman
2. Director(HR) - Member
3. Director(Opr.) - Member

Consultation with UPSC not necessary.

14. Circumstances in which UPSC is to be consulted in making recruitment.

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
**RECRUITMENT AND PROMOTION REGULATIONS FOR THE POST OF DY.GENERAL MANAGER(ADMN.) IN DELHI TRANSCO LIMITED**

1. **Name of post**
   - Dy. General Manager(Admn.)

2. **No. of posts**
   - 1 (2002)*
   - *Subject to variation dependent on work load

3. **Classification**
   - Category ‘A’

4. **Scale of pay**
   - Rs. 16400-400-20000

5. **Whether selection post or non-selection post.**
   - Selection

6. **Age limit for direct rectts.**
   - N.A.

7. **Whether benefit of added years of service admissible.**
   - N.A.

8. **Educational & other qualifications required for direct rectt.**
   - N.A.

9. **Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.**
   - N.A.

10. **Period of probation, if any**
    - N.A.

11. **Methods of rectt. whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.**
    - By promotion failing which by transfer on deputation/transfer.

12. **In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.**
    - Promotion
    - Manager(A) with 5 yrs continuous service in the grade failing which Manager(A)/Dy.Manager(A) with 9 yrs continuous combined service and successful completion of prescribed training courses.

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
Transfer on deputation/transfer 
Officer of the Central/State Government :

A 1) holding analogous posts or
   2) with 5 yrs service in posts in the 
      pay scale of Rs.12000-18000 or 
      equivalent or
   3) with 10 yrs service in posts in the 
      pay scale of Rs.10000-15200 or 
      equivalent.

B. possessing experience in 
   Administration Establishment and 
   Accounts matters.

13. If a CPC exists, what is its composition?

    Category ‘A’ CPC (for promotion)
    1. CMD  -  Chairman
    2. Director(HR)  -  Member
    3. GM(Admn.)  -  Member

14. Circumstances in which UPSC is to be consulted in making recruitment.

    Consultation with UPSC not necessary.

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
1. Name of post
   Manager(Admn.)

2. No. of posts
   No post exist at present.
   (post to be created)

3. Classification
   Category ‘A’

4. Scale of pay
   Rs. 12000-375-18000

5. Whether selection post or non-selection post.
   Selection

6. Age limit for direct rectts.
   N.A.

7. Whether benefit of added years of service admissible.
   N.A.

8. Educational & other qualifications required for direct rectt.
   N.A.

9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.
   N.A.

10. Period of probation, if any
    N.A.

11. Methods of rectt. whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.
    By promotion failing which by transfer on deputation/transfer.

12. In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.
    Promotion
    Promotion will be made on selection basis through Departmental limited competitive examination and assessment of performance and potential over a reasonable period. All Dy. Manager (Admn.) with 4 years continuous service in the grade and successful completion of prescribed training courses prescribed by

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
the company from time to time.

**Note**: However, where the field becomes too large, covering an unduly wide range of seniority, the Board may in its discretion restrict the field of selection to ten times of the existing/anticipated vacancies.

**Transfer on deputation/transfer**
Officer of the Central/State Government:

A 1) holding analogous posts or

2) with 5 yrs service in posts in the pay scale of Rs. 10000-15200 or equivalent

OR

3) with 10 yrs service in posts in the pay scale of Rs. 8000-13500 or equivalent.

B. possessing experience in Administration Establishment, Vigilance and Accounts matters.

13. If a CPC exists, what is its composition?

**Category ‘A’ CPC (for promotion)**

1. CMD - Chairman
2. Director(HR) - Member
3. GM(Admn.) - Member

14. Circumstances in which UPSC is to be consulted in making recruitment.

Consultation with UPSC not necessary.

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
**RECRUITMENT AND PROMOTION REGULATIONS FOR THE POST OF DY.MANAGER(ADMN.) IN DELHI TRANSCO LIMITED**

<table>
<thead>
<tr>
<th>1. Name of post</th>
<th>Dy. Manager(Admn.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. No. of posts</td>
<td>3 (2002)*</td>
</tr>
<tr>
<td></td>
<td>*Subject to variation dependent on work load</td>
</tr>
<tr>
<td>3. Classification</td>
<td>Category ‘A’</td>
</tr>
<tr>
<td>4. Scale of pay</td>
<td>Rs. 10000-325-15850</td>
</tr>
<tr>
<td>5. Whether selection post or non-selection post.</td>
<td>Selection</td>
</tr>
<tr>
<td>6. Age limit for direct rectts.</td>
<td>Not exceeding 40 yrs (Relaxable upto 5 yrs for Govt. Servants and employees of Delhi Transco Ltd.)</td>
</tr>
<tr>
<td>7. Whether benefit of added years of service admissible.</td>
<td>No</td>
</tr>
<tr>
<td>8. Educational &amp; other qualifications required for direct rectt.</td>
<td>Essential</td>
</tr>
<tr>
<td></td>
<td>Degree of a recognized university or equivalent, 7 yrs experience of Administration, accounts and establishments work in supervisory capacity in a Govt. office or a public body or a commercial organization of repute.</td>
</tr>
<tr>
<td>9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.</td>
<td>N.A.</td>
</tr>
<tr>
<td>10. Period of probation, if any</td>
<td>Two years</td>
</tr>
<tr>
<td>11. Methods of rectt. whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.</td>
<td>2/3rd by promotion failing which by transfer on deputation/transfer.</td>
</tr>
<tr>
<td></td>
<td>1/3rd by transfer on deputation/transfer failing which by direct recruitment.</td>
</tr>
</tbody>
</table>

Approved vide Board Resolution No.14.2.5 dated 24.9.2003
12. In case of rectt. By promotion/deputation /transfer, grades from which promotion/ deputation/ transfer to be made.

Promotion

Promotion will be made on selection basis through Departmental Competitive Examination and assessment of performance and potential over a reasonable period. All Asstt. Manager (Admn.)/Asstt. Manager (O&M) and Private Secretaries with 5 years continuous service in the respective grade and who have successfully completed the training courses prescribed by the company from time to time shall be eligible to appear in the Departmental Competitive Examination.

Note : However, where the field becomes too large, covering an unduly wide range of seniority, the Board may in its discretion restrict the field of selection to ten times of the existing/anticipated vacancies.

Transfer-on-deputation/transfer

Officers of the Central/State Government :-

A. 1. holding analogous posts; or
   2. with 5 years service in posts in the scale of pay of Rs. 8000-13500 or equivalent or.
   3. with 8 yrs. service in posts in the scale of pay of Rs. 6500-10500 or equivalent and

B. Possessing experience in Administration, disciplinary cases, Establishment and Accounts matters.

(period of deputation shall ordinarily not exceed three years).

13. If a CPC exists, what is its composition ?

Category ‘A’ CPC
(for considering promotion & confirmation)

1. CMD - Chairman
2. Director(HR) - Member

Approved vide Board Resolution No.14.2.5 dated 24.9.2003
3. GM(Admn.) - Member
4. Dy.GM(A) - Member

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
1. **Name of post** | Asstt. Manager(Admn.)
---|---
2. **No. of posts** | 4 (2002)*
   
   *Subject to variation dependent on work load
---|---
3. **Classification** | Category ‘A’ post.
---|---
4. **Scale of pay** | Rs. 8000-275-13775
---|---
5. **Whether selection post or non-selection post.** | Selection
---|---
6. **Age limit for direct rectts.** | N.A.
---|---
7. **Whether benefit of added years of service admissible.** | N.A.
---|---
8. **Educational & other qualifications required for direct rectt.** | N.A.
---|---
9. **Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.** | N.A.
---|---
10. **Period of probation, if any** | 1 year
---|---
11. **Methods of rectt. Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.** | By promotion failing which by transfer on deputation/transfer.
---|---
12. **In case of rectt. By promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.** | **PROMOTION**
   
   Promotion will be made on selection basis through Departmental Competitive Examination and assessment of performance and potential over a reasonable period. All Section Officers and Hindi Translators with 5 years continuous service in the grade and who have successfully completed the training courses prescribed by the company from time

Approved vide Board Resolution No.14.2.5 dated 24.9.2003
to time shall be eligible to appear in the Departmental Competitive Examination.

**Note** : However, where the field becomes too large, covering an unduly wide range of seniority, the Board may in its discretion restrict the field of selection to ten times of the existing/anticipated vacancies.

**Transfer on deputation/transfer**

Officers of the Central/State Govt./UTs/MCD including its Undertaking.

a) i) holding analogous posts on a regular basis; or
   ii) with 5 yrs. regular service in posts in the scale of pay of Rs.6500-10500 or equivalent; or
   iii) with 8 years regular service in posts in the scale of pay of Rs.5500-9000 or equivalent.

b) Possessing 3 yrs. experience in Admn./Accounts/Estt. Matters.

(Period of deputation including period of deputation in another ex-cadre post held immediately proceeding this appointment in the same or some other University/department of the Central Govt. shall ordinarily not to exceed 3 yrs. The maximum age limit for appointment by transfer on deputation (including short-term contract/transfer shall not be exceeding 56 yrs. as on the closing date of receipt of applications).

**Category ‘A’ CPC (for promotion)**

1. CMD - Chairman
2. Director(HR) - Member
3. GM(Admn.) - Member
4. Dy.GM(A) - Member

Consultation with UPSC not necessary.

13. If a CPC exists, what is its composition?

14. Circumstances in which UPSC is to be consulted in making recruitment.
RECRUITMENT AND PROMOTION REGULATIONS FOR THE POST OF
ASSTT.MANAGER(O&M) IN DELHI TRANSCO LTD.

1. Name of post: Asstt.Manager(O&M)

2. No. of posts: 1 (2002)*
   *Subject to variation dependent on work load

3. Classification: Category ‘A’

4. Scale of pay: Rs.8000-275-13775

5. Whether selection post or non-selection post: N.A.

6. Age limit for direct rectts.: N.A.

7. Whether benefit of added years of service admissible: N.A.

8. Educational & other qualifications required for direct rectt.: N.A.

9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion: N.A.

10. Period of probation, if any: N.A.

11. Methods of rectt. whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods: By transfer on deputation/transfer.

12. In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made. Transfer on deputation/transfer

   Officers of the rank of Section Officer/Jr.Analyst with 5 yrs regular continuous service or Asstts. with 8 yrs regular continuous service in a Govt. Deptt. as such of the Central Sectt. Service and having experience of the Organisation & Methods Works, establishment and Administrative matters.

   (Period of deputation ordinarily not

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
13. If a CPC exists, what is its composition?

Category ‘A’ CPC

1. CMD - Chairman
2. Director(HR) - Member
3. GM(Admn.) - Member
4. Dy.GM(Admn.) - Member

14. Circumstances in which UPSC is to be consulted in making recruitment.

Consultation with UPSC not necessary.

exceeding 3 yrs.)

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
# RECRUITMENT AND PROMOTION REGULATIONS FOR THE POST OF
# ASSTT. MANAGER(FINANCE) IN DELHI TRANSCO LTD.

1. Name of post  
   Assstt. Manager(Fin.)

2. No. of posts  
   16  (2002)*
   *Subject to variation dependent on work load

3. Classification  
   Category ‘A’ post.

4. Scale of pay  
   Rs. 8000-275-13775

5. Whether selection post or non-selection post.  
   Selection

6. Age limit for direct rectts.  
   Not exceeding 28yrs  (Relaxable for Govt. servants and employees of Delhi Transco Ltd. upto 5 yrs.)

7. Whether benefit of added years of service admissible.  
   N.A.

8. Educational & other qualifications required for direct rectt.  
   Essential

   A (i) Masters degree in Commerce/Economics or Business Economics with Financial Management/Commerce/Accountancy as one of the papers from a recognized University or equivalent.

   ii) 3 yrs experience of work connected with Accounts and Audit in a responsible capacity in a Govt. or Semi-Govt. Organisation or Commercial concerned

   OR

   B (i) A qualification recognized for enrolment in the Register of Members of the Institute of Chartered Accountants of India or the Institute of Cost and Works Accountants of India or equivalent.

   AND

   ii) 2 yrs experience of work connected with Accounts and Audit in a responsible capacity in a Govt. or Semi-Govt. Organisation or

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.

   NO

10. Period of probation, if any

   2 year

11. Methods of rectt. Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.

   50% by promotion failing which by transfer on deputation/transfer.

   50% by transfer on deputation/transfer failing which by direct recruitment.

12. In case of rectt. By promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

   PROMOTION

   Promotion will be made on selection basis through Departmental Competitive Examination and assessment of performance and potential over a reasonable period. All Section Officer(Accounts) with 5yrs continuous service in the grade and who have successfully completed the training courses prescribed by the Company from time to time shall be eligible to appear in the Departmental Competitive Exam.

   Note: However, where the field becomes too large, covering an unduly wide range of seniority, the Board may in its discretion restrict the field of selection to ten times of the existing/anticipated vacancies.

Transfer on deputation/transfer

A) Officers of the Organized Accounts Services Deptt. of Central/State/UT Govts./PSUs/ Autonomous Bodies :-

   i) holding analogous posts on a regular basis; or
   iv) with 5 yrs. regular service in posts in the scale of pay of Rs.6500-10500 or equivalent;

   AND
   b) Having 3 yrs. experience in a

Approved vide Board Resolution No.14.2.5 dated 24.9.2003
Supervisory capacity in Cash, Accounts or Budget Work.

Preference will be given to the candidates having professional degree like Chartered Accountant, MBA, ICWA etc.

13. If a CPC exists, what is its composition?

Category ‘A’ CPC (for promotion)

1. CMD - Chairman
2. Director(Fin.) - Member
3. GM(Admn.) - Member
4. Dy.GM(A) - Member

14. Circumstances in which UPSC is to be consulted in making recruitment.

Consultation with UPSC not necessary.

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
## RECRUITMENT AND PROMOTION REGULATIONS FOR THE POST OF
### Dy.Manager(Finance) in Delhi Transco Limited

<p>| | |</p>
<table>
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<tbody>
<tr>
<td><strong>1. Name of post</strong></td>
<td>Dy. Manager (Fin.)</td>
</tr>
<tr>
<td><strong>2. No. of posts</strong></td>
<td>2 (2002)*</td>
</tr>
<tr>
<td></td>
<td>*Subject to variation dependent on work load</td>
</tr>
<tr>
<td><strong>3. Classification</strong></td>
<td>Category ‘A’</td>
</tr>
<tr>
<td><strong>4. Scale of pay</strong></td>
<td>Rs.10000-325-15850</td>
</tr>
<tr>
<td><strong>5. Whether selection post or non-selection post.</strong></td>
<td>Selection</td>
</tr>
<tr>
<td><strong>6. Age limit for direct rectts.</strong></td>
<td>N.A.</td>
</tr>
<tr>
<td><strong>7. Whether benefit of added years of service admissible.</strong></td>
<td>N.A.</td>
</tr>
<tr>
<td><strong>8. Educational &amp; other qualifications required for direct rectt.</strong></td>
<td>N.A.</td>
</tr>
<tr>
<td><strong>9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.</strong></td>
<td>N.A.</td>
</tr>
<tr>
<td><strong>10. Period of probation, if any</strong></td>
<td>N.A.</td>
</tr>
<tr>
<td><strong>11. Methods of rectt. whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.</strong></td>
<td>By promotion failing which by transfer on deputation/transfer.</td>
</tr>
<tr>
<td><strong>12. In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.</strong></td>
<td>Promotion will be made on selection basis through Departmental Competitive Examination and assessment of performance and potential over a reasonable period. All Asstt. Manager (Fin.) with 5 yrs continuous service in the grade and who have successfully completed the training courses prescribed by the Company from time to time shall be eligible</td>
</tr>
</tbody>
</table>

Approved vide Board Resolution No.14.2.5 dated 24.9.2003
to appear in the Departmental Competitive Exam.

**Note**: However, where the field becomes too large, covering an unduly wide range of seniority, the Board may in its discretion restrict the field of selection to ten times of the existing/anticipated vacancies.

**Transfer-on-deputation/transfer**

A. Officers of the organized Accounts Service Deptt. of Central/State/UT Govt./PSUs/Autonomous Bodies.

i) holding analogous posts on a regular basis or

ii) with 5 years regular service in pay scale of Rs.8000-13500 or

iii) with 8 yrs. service in the pay scale of Rs.6500-10500.

AND

B. Having 5 yrs experience in a Supervisory capacity in Cash, Accounts or Budget work.

Preference will be given to the candidates having professional degree like Chartered Accountant, MBA, ICWA etc.

<table>
<thead>
<tr>
<th>13. If a CPC exists, what is its composition?</th>
<th>Category ‘A’ CPC (for promotion)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. CMD - Chairman</td>
</tr>
<tr>
<td></td>
<td>2. Director(Fin.) - Member</td>
</tr>
<tr>
<td></td>
<td>3. Director(HR) - Member</td>
</tr>
<tr>
<td></td>
<td>4. GM(A) - Member</td>
</tr>
</tbody>
</table>

14. Circumstances in which UPSC is to be consulted in making recruitment.  
Consultation with UPSC not necessary.

Approved vide Board Resolution  
No.14.2.5 dated 24.9.2003
RECRUITMENT AND PROMOTION REGULATIONS FOR THE POST OF MANAGER(FINANCE) IN DELHI TRANSCO LIMITED

1. Name of post Manager(Fin.)

2. No. of posts 2 (2002)*
   *Subject to variation dependent on work load

3. Classification Category ‘A’

4. Scale of pay Rs.12000-375-16500

5. Whether selection post or non-selection post. Selection

6. Age limit for direct rectts. N.A.

7. Whether benefit of added years of service admissible. N.A.

8. Educational & other qualifications required for direct rectt. N.A.

9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion. N.A.

10. Period of probation, if any N.A.

11. Methods of rectt. whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods. 50% by promotion failing which by transfer on deputation/transfer 50% by transfer on deputation/transfer

12. In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made. Promotion

Promotion will be made on selection basis through Departmental Competitive Examination and assessment of performance and potential over a reasonable period. All Dy. Manager (Fin.) with 4 years continuous service in the respective grade and who have successfully completed the training courses prescribed by the company from time to time

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
shall be eligible to appear in the Departmental Competitive Examination.

**Note**: However, where the field becomes too large, covering an unduly wide range of seniority, the Board may in its discretion restrict the field of selection to ten times of the existing/anticipated vacancies.

**Transfer-on-deputation/transfer**

A. Officers of the organized Central Accounts Services of Central/State/UT Govts./PSUs/Autonomous Bodies:-

i) holding analogous posts on a regular basis or

ii) with 5 years regular service in posts in the pay scale of Rs.10000-15200 or equivalent or

iii) with 10 yrs. regular service in the pay scale of Rs.8000-13500 or equivalent.

AND

B. Having experience of working in the Integrated Finance Division of a Ministry/Deptt. of the Center/State/UT Govt./PSUs for a period of 5 yrs.

Preference will be given to the candidates having professional degree like Chartered Accountant, MBA, ICWA etc.

13. If a DPC exists, what is its composition?

**Category ‘A’ DPC (for promotion)**

1. CMD - Chairman
2. Director(Fin.) - Member
3. Director(HR) - Member
4. GM(Admn.) - Member

14. Circumstances in which UPSC is to be consulted in making recruitment.

Consultation with UPSC not necessary.

Approved vide Board Resolution No.14.2.5 dated 24.9.2003
13. If a DPC exists, what is its composition?

Category ‘A’ DPC (for promotion)

1. CMD - Chairman
2. Director(Fin.) - Member
3. Director(HR) - Member
4. GM(Admn.) - Member

14. Circumstances in which UPSC is to be consulted in making recruitment.

Consultation with UPSC not necessary.

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
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<tbody>
<tr>
<td>1. Name of post</td>
<td>Dy. Manager(Vigilance)</td>
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<tr>
<td>2. No. of posts</td>
<td>01</td>
</tr>
<tr>
<td>3. Classification</td>
<td>Category ‘A’</td>
</tr>
<tr>
<td>4. Scale of pay</td>
<td>Rs.10000-325-15850</td>
</tr>
<tr>
<td>5. Whether selection post or non-selection post</td>
<td>N.A.</td>
</tr>
<tr>
<td>6. Age limit for direct rectts.</td>
<td>N.A.</td>
</tr>
<tr>
<td>7. Whether benefit of added years of service admissible</td>
<td>N.A.</td>
</tr>
<tr>
<td>8. Educational &amp; other qualifications required for direct rectt.</td>
<td>N.A.</td>
</tr>
<tr>
<td>9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion</td>
<td>N.A.</td>
</tr>
<tr>
<td>10. Period of probation, if any</td>
<td>N.A.</td>
</tr>
<tr>
<td>11. Methods of rectt. Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods</td>
<td>By transfer on deputation/transfer</td>
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<tr>
<td>12. In case of rectt. By promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made</td>
<td>Transfer on deputation/Transfer</td>
</tr>
<tr>
<td></td>
<td>Officers under the Central/State Govts./Uts/PSUs (including Central Police Organisations/State Police Organisations)</td>
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<td></td>
<td>(a) (i) holding analogous posts on regular basis; or</td>
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<td></td>
<td>(ii) with 5 yrs regular service in posts</td>
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</table>

Approved vide Board Resolution No.14.2.5 dated 24.9.2003
in the scale of Rs.8000-13500 or equivalent; and

(b) possessing three years experience in dealing/investigation of vigilance and disciplinary cases.

13. If a DPC exists, what is its composition?
   N.A.

14. Circumstances in which UPSC is to be consulted in making recruitment.
   Not necessary

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
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<tbody>
<tr>
<td>1.</td>
<td>Name of post</td>
<td>Asstt. Manager(Legal)</td>
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<tr>
<td>2.</td>
<td>No. of posts</td>
<td>One</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Category ‘A’ post</td>
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<tr>
<td>4.</td>
<td>Scale of pay</td>
<td>Rs.8000-275-13775</td>
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<tr>
<td>5.</td>
<td>Whether selection post or non_SELECTION post</td>
<td>Selection</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct rectts.</td>
<td>N.A.</td>
</tr>
<tr>
<td>7.</td>
<td>Whether benefit of added years of service admissible</td>
<td>NA</td>
</tr>
<tr>
<td>8.</td>
<td>Educational &amp; other qualifications required for direct rectt</td>
<td>N.A.</td>
</tr>
<tr>
<td>9.</td>
<td>Whether age and E.Q. prescribed for direct rectts.will apply in the case of promotion</td>
<td>N.A.</td>
</tr>
<tr>
<td>10.</td>
<td>Period of probation, if any</td>
<td>N.A.</td>
</tr>
<tr>
<td>11.</td>
<td>Methods of rectt. Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods</td>
<td>By promotion failing which by transfer on deputation/transfer.</td>
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<tr>
<td>12.</td>
<td>In case of rectt. By promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.</td>
<td>Promotion</td>
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<td></td>
<td>Promotion will be made on selecton basis through Departmental Limited Competitive Examination and assessment of performance and potential over a reasonable period. All Legal Asstt. with 5 years continuous service in the grade and who have successfully completed the training courses prescribed by the Company from time to time, shall be eligible, to appear in the</td>
</tr>
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</table>

Approved vide Board Resolution No.14.2.5 dated 24.9.2003
Departmental Competitive Examination.

**Note**: However, where the field becomes too large, covering an unduly wide range of seniority, the Board may in its discretion restrict the field of selection to ten times of the existing/anticipated vacancies.

**Transfer on Deputation/Transfer.**
A) Officers of Central/State Govt./Uts/ PSUs/Autonomous bodies:
   - i) holding analogous posts on regular basis or
   - ii) With 5 years regular service in posts in the scale of pay of Rs. 650010500/- or equivalent.

B) Possessing Degree in Law and having 3 years experience in legal work.

13. If a DPC exists, what is its composition?  
   
   **Category ‘A’ DPC**
   1. Dir.(HR) - Chairman
   2. GM(Legal) - Member
   3. GM(A) - Member

14. Circumstances in which UPSC is to be consulted in making recruitment.
   
   Consultation with UPSC not necessary.
## RECRUITMENT AND PROMOTION REGULATIONS FOR THE POST OF GENERAL MANAGER (LEGAL)

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<tbody>
<tr>
<td>1. Name of post</td>
<td>General Manager (Legal)</td>
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<tr>
<td>2. No. of posts</td>
<td>One</td>
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</tr>
<tr>
<td>3. Classification</td>
<td>Category ‘A’ post</td>
<td></td>
</tr>
<tr>
<td>4. Scale of pay</td>
<td>Rs.18400-22400</td>
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<tr>
<td>5. Whether selection post or non-selection post.</td>
<td>Selection</td>
<td></td>
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<tr>
<td>6. Age limit for direct rectts.</td>
<td>N.A.</td>
<td></td>
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<tr>
<td>7. Whether benefit of added years of service admissible.</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>8. Educational &amp; other qualifications required for direct rectt.</td>
<td>N.A.</td>
<td></td>
</tr>
<tr>
<td>9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.</td>
<td>N.A.</td>
<td></td>
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<tr>
<td>10. Period of probation, if any</td>
<td>N.A.</td>
<td></td>
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<tr>
<td>11. Methods of rectt. Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.</td>
<td>By transfer on deputation</td>
<td></td>
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<tr>
<td>12. In case of rectt. By promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.</td>
<td>Transfer on deputation</td>
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</table>

- **Member of the Higher Judicial Services at least of the rank of Addl.District & Session Judge**
  - or

- **Officers of Central/State/UTs Govt./PSUs possessing minimum qualification of LLB and Legal experience of at least 15yrs in handling departmental cases in various Courts and**

Approved vide Board Resolution  
No.14.2.5 dated 24.9.2003
i) holding analogous posts

OR

ii) Post in the pay scale of Rs.14300-18300 with four years service in the grade.

13. If a CPC exists, what is its composition?

Category ‘A’ CPC

1. CMD - Chairman
2. Dir.(HR) - Member
3. General Manager(Admin.) - Member

14. Circumstances in which UPSC is to be consulted in making recruitment.

Consultation with UPSC not necessary.

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
RECRUITMENT AND PROMOTION REGULATIONS
FOR THE POST OF Dy.GENERAL MANAGER(LEGAL)

1. Name of post
   Dy. General Manager(Legal)

2. No. of posts
   One

3. Classification
   Category ‘A’ post

4. Scale of pay
   Rs.14300-18300

5. Whether selection post or non-selection post.
   Selection

6. Age limit for direct rectts.
   N.A.

7. Whether benefit of added years of service admissible.
   NO

8. Educational & other qualifications required for direct rectt.
   N.A.

9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.
   N.A.

10. Period of probation, if any
    N.A.

11. Methods of rectt. Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.
    By transfer on deputation

12. In case of rectt. By promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.
    Transfer on deputation

   Member of the Delhi Judicial Services having atleast 10 yrs of judicial service
   OR
   Officers of Central/State/UTs Govt./PSUs possessing minimum qualification of LLB and Legal experience of at least 10yrs in handling departmental cases in various Courts and
   i)  holding analogous posts
   OR

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
13. If a CPC exists, what is its composition?

14. Circumstances in which UPSC is to be consulted in making recruitment.

ii) Post in the pay scale of Rs.12000-16000 with three years service in the grade.

Category ‘A’ CPC
1. CMD - Chairman
2. Dir.(HR) - Member
3. General Manager(A) - Member

Consultation with UPSC not necessary.

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
RECRUITMENT AND PROMOTION REGULATIONS
FOR THE POST OF GENERAL MANAGER(IT)

1. Name of post
   General Manager(IT)

2. No. of posts
   1* (2002) *Subject to variation dependent on work-load.

3. Classification
   Category ‘A’

4. Scale of pay
   Rs, 18400-22400

5. Whether selection post or non-selection post.
   Selection

6. Age limit for direct rectts.
   Not exceeding 50 yrs. (Relaxable for Govt. Servants including employees of Delhi Transco Ltd. upto 5 yrs. in accordance with the instructions or orders issued by the Central Govt.

7. Whether benefit of added years of service admissible.
   No

8. Educational & other qualifications required for direct rectt.
   **ESSENTIAL**:
   A.i) Master’s Degree in Computer Science/Computer Applications/B.Tech. in computer Engineering from a recognized university or equivalent.
   ii) 15 yrs professional experience in the field of Computer Application and Management of Computer system.
   **OR**
   B.i) Master’s degree in Operations Research/Statistics/Physics/Mathematics/Operations Research/Computer Programming/Economics (with Statistics)/Commerce (With statistics)/Bachelors Degree in Engineering from a recognized University or equivalent
   ii) 17 years’ professional experience in field of Computer application and Management of Computer System.
   **DESIRABLE** : Masters’ Degree or equiv. in Business Administration with specialization in Computer System.

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.

   Age - No.  
   E.Q. - Yes

10. Period of probation, if any

    1 yr for direct recruits.

11. Methods of rectt. Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.

   Promotion failing which by transfer on deputation (including short term contract) failing both by direct recruitment.

12. In case of rectt. By promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

   PROMOTION:

   Dy.GM(IT) in the scale of Rs.16400-20000 with 3 yrs continuous service in the grade and successful completion of prescribed training courses.

   TRANSFER ON DEPUTATION:

   (including short-term contract)

   Officers of Central/State Govt. /UTs/Universities/ Semi-Govt./Autonomous organizations/ Public Sector Undertakings/Research Institutes:

   a) i) holding analogous posts on a regular basis; or

      ii) with 2 yrs’ regular service in posts in the scale of Rs.16400-20000 or equivalent.

      iii) with 3 yrs’ regular services in posts in the scale of pay of Rs.14300-18300.

      iv) With 8 yrs’ regular service in posts in the scale of Rs.12000-18000

   b) Possessing the educational qualifications and experience prescribed for direct recruits under Column-8.

   The departmental officers in the feeder category who are in the direct line of promotions shall not be eligible for consideration for appointment on deputation.

   Similarly, deputationists shall not be eligible for

   Approved vide Board Resolution
   No.14.2.5 dated 24.9.2003
consideration for appointment by promotion.

(Period of deputation including period of deputation in another excadre post held immediately preceding this appointment in the same or some other organization/deptt. of the Central Govt. shall ordinarily not to exceed 5 yrs. The maximum age limit for appointment by transfer on deputation (including short-term contract) shall be not exceeding 56 yrs, as on the closing date of receipt of applications).

13. If a CPC exists, what is its composition?

Group ‘A’ CPC
(for considering promotion/confirmation)

1. CMD - Chairman
2. Director(HR) - Member
3. GM(A) - Member

14. Circumstances in which UPSC is to be consulted in making recruitment.

Consultation with UPSC not necessary.

Approved vide Board Resolution No.14.2.5 dated 24.9.2003
## RECRUITMENT AND PROMOTION REGULATIONS FOR THE POST OF DY.GENERAL MANAGER(IT)

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<tr>
<td>1. Name of post</td>
<td>Dy. General Manager(IT)</td>
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<tr>
<td>2. No. of posts</td>
<td>1* (2002) * Subject to variation dependent on work-load.</td>
</tr>
<tr>
<td>3. Classification</td>
<td>Category ‘A’</td>
</tr>
<tr>
<td>4. Scale of pay</td>
<td>Rs.16400-20000</td>
</tr>
<tr>
<td>5. Whether selection post or non-selection post.</td>
<td>Selection</td>
</tr>
<tr>
<td>6. Age limit for direct rectts.</td>
<td>Not exceeding 45 yrs. (Relaxable for Govt. Servants including employees of Delhi Transco Ltd. upto 5 yrs. in accordance with the instructions or orders issued by the Central Govt.)</td>
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<tr>
<td>7. Whether benefit of added years of service admissible.</td>
<td>No</td>
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<tr>
<td>8. Educational &amp; other qualifications required for direct rectt.</td>
<td>ESSENTIAL</td>
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<tr>
<td></td>
<td>A.i) Master’s Degree in Science/MCA or B.Tech. in Computer engineering of a recognized university or equivalent.</td>
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<td></td>
<td>ii) 10 yrs experience of electronic Bulk Data Processing computer Programming, Design, Analysis, Development and Management of computer systems.</td>
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<td>OR</td>
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<td>B.i) Master’s degree in Operations Research/Statistics/Physics/Math/Computer Programming/ Economics (with Statistics)/ Commerce (With statistics)/Bachelors Degree in Engineering from a recognized University or equivalent</td>
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<tr>
<td>9. Whether age and E.Q. prescribed for direct rectts.will apply in the case of promotion.</td>
<td>Age - No.</td>
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<td>E.Q. - Yes</td>
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</table>

Approved vide Board Resolution No.14.2.5 dated 24.9.2003
10. Period of probation, if any

1 yr for direct recruits.

11. Methods of rectt. Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.

Promotion failing which by transfer on deputation (including short term contract) failing both by direct recruitment.

12. In case of rectt. By promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

PROMOTION:
Manager(IT) with 5 yrs continuous service in the grade and successful completion of prescribed training courses.

TRANSFER ON DEPUTATION:
(including short-term contract)

Officers of Central/State Govt./UTs/Universities/ Semi-Govt./Autonomous organizations/ Public Sector Undertakings/Research Institutes:

a) i) holding analogous posts on a regular basis; or
ii) with 3 yrs’ regular service in post in the scale of Rs.12000-16500 or equivalent.
iii) with 8 yrs’ regular services in post in the scale of pay of Rs.10000-15850.

b) Possessing the educational qualifications and experience prescribed for direct recruits under Column-8.

The departmental officers in the feeder category who are in the direct line of promotions shall not be eligible for consideration for appointment on deputation.

Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(Period of deputation including period of deputation in another excadre post held immediately preceding this appointment in the same or some other organization/deptt. of the Central Govt. shall ordinarily not to exceed 5 yrs. The maximum age limit for appointment by

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
transfer on deputation (including short-term contract) shall be not exceeding 56 yrs, as on the closing date of receipt of applications).

13. If a CPC exists, what is its composition?

Group ‘A’ CPC
(for considering promotion/confirmation)

1. CMD - Chairman
2. Director(HR) - Member
3. GM(A) - Member

14. Circumstances in which UPSC is to be consulted in making recruitment.

Consultation with UPSC not necessary.

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
RECRUITMENT AND PROMOTION REGULATIONS
FOR THE POST OF MANAGER (IT)

<table>
<thead>
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<th>No.</th>
<th>Details</th>
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<tr>
<td>1.</td>
<td>Name of post</td>
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<td>2.</td>
<td>No. of posts</td>
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<td>3.</td>
<td>Classification</td>
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<td>4.</td>
<td>Scale of pay</td>
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<tr>
<td>5.</td>
<td>Whether selection post or non-selection post.</td>
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<tr>
<td>6.</td>
<td>Age limit for direct rectts.</td>
</tr>
<tr>
<td>7.</td>
<td>Whether benefit of added years of service admissible.</td>
</tr>
</tbody>
</table>
| 8.  | Educational & other qualifications required for direct rectt. | **ESSENTIAL**:  
A.i) Master’s Degree in Computer Science/Computer Applications/B.Tech. in computer Engineering from a recognized university or equivalent.  
OR  
B.i) Master’s degree in Operations Research/Statistics/Physics/Mathematics/Operations Research/Computer Programming/Economics (with Statistics)/Commerce (With statistics)/Bachelors Degree in Engineering from a recognized University or equivalent  

Approved vide Board Resolution  
No.14.2.5 dated 24.9.2003
9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.

   Age - No.
   E.Q. - Yes

10. Period of probation, if any
    1 yr for direct recruits.

11. Methods of rectt. Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.

   Promotion failing which by transfer on deputation (including short term contract) failing both by direct recruitment.

12. In case of rectt. By promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

   PROMOTION
   Promotion will be made on selection basis through Departmental Limited Competitive Examination and assessment of performance and potential over a reasonable period. All Dy. Manager (IT) with 5 yrs. continuous service in the grade and who have successfully completed the training courses prescribed by the company from time to time shall be eligible to appear in the Departmental Competitive Examination.

   Note: However, where the field becomes too large, covering an unduly wide range of seniority, the Board may in its discretion restrict the field of selection to ten times of the existing/anticipated vacancies.

   TRANSFER ON DEPUTATION:
   (including short-term contract)

   Officers of Central/State Govt./UTs/Universities/Semi-Govt./Autonomous organizations/Public Sector Undertakings/Research Institutes:

   a) i) holding analogous posts on a regular basis; or
      ii) with 5 yrs’ regular service at posts in the scale of Rs.10000-15200 or equivalent.

   b) Possessing the educational qualifications and

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
The departmental officers in the feeder category who are in the direct line of promotions shall not be eligible for consideration for appointment on deputation.

Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/deptt. of the Central Govt. shall ordinarily not exceed 4 yrs. The maximum age limit for appointment by transfer on deputation (including short-term contract) shall be not exceeding 56 yrs, as on the closing date of receipt of applications).

13. **If a CPC exists, what is its composition?**

   **Group ‘A’ CPC (for considering promotion/confirmation)**

   1. CMD - Chairman
   2. Director(HR) - Member
   3. GM(A) - Member

14. **Circumstances in which UPSC is to be consulted in making recruitment.**

   Consultation with UPSC not necessary.
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<tr>
<td>1. Name of post</td>
<td>Dy. Manager(IT)</td>
<td></td>
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<tr>
<td>3. Classification</td>
<td>Category ‘A’</td>
<td></td>
</tr>
<tr>
<td>4. Scale of pay</td>
<td>Rs.10000-15850</td>
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<tr>
<td>5. Whether selection post or non-selection post.</td>
<td>Selection</td>
<td></td>
</tr>
<tr>
<td>6. Age limit for direct rectts.</td>
<td>Not exceeding 35 yrs. (Relaxable for Govt. Servant including employees of Delhi Transco Ltd. upto 5 yrs. in accordance with the instructions or orders issued by the Central Govt.)</td>
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<tr>
<td>7. Whether benefit of added years of service admissible.</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>8. Educational &amp; other qualifications required for direct rectt.</td>
<td><strong>ESSENTIAL:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A.i) Master’s Degree in Computer Science/Computer Applications/B.Tech. in computer Engineering from a recognized university or equivalent.</td>
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<td>ii) 4 yrs experience of Electronic Data Processing Computer Programming, System Design &amp; System Analysis</td>
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<td><strong>OR</strong></td>
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<td>B.i) Master’s degree in Operations Research/Statistics/Physics/Mathematics/Operations Research/Computer Programming/ Economics (with Statistics)/Commerce (With statistics)/Bachelors Degree in Engineering from a recognized University or equivalent</td>
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<td>ii) 5 years’ experience of Electronic Data Processing Computer Programming, System Design &amp; System Analysis.</td>
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<td>9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.</td>
<td>Age - No.</td>
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<td>E.Q. - Yes</td>
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Approved vide Board Resolution No.14.2.5 dated 24.9.2003
10. Period of probation, if any

1 yr. for direct recruits.

11. Methods of rectt. Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.

Promotion failing which by transfer on deputation (including short term contract) failing both by direct recruitment.

12. In case of rectt. By promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

PROMOTION

Promotion will be made on selection basis through Departmental Limited Competitive Examination and assessment of performance and potential over a reasonable period. All Asstt. Manager (IT) with 5 yrs. continuous service in the grade as well as Console Operators with 10 yrs. continuous service in the grade and who have successfully completed the training courses prescribed by the company from time to time shall be eligible to appear in the Departmental Competitive Examination.

Note: However, where the field becomes too large, covering an unduly wide range of seniority, the Board may in its discretion restrict the field of selection to ten times of the existing/anticipated vacancies.

TRANSFER ON DEPUTATION:
(including short-term contract)

Officers of Central/State Govt./UTs/Universities/Semi-Govt./Autonomous organizations/Public Sector Undertakings/Research Institutes:

a) i) holding analogous posts on a regular basis; or

ii) with 5 yrs’ regular service in posts in the scale of Rs.8000-13500 or equivalent.

b) Possessing the educational

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
qualifications and experience prescribed for direct recruits under Column-8.

The departmental officers in the feeder category who are in the direct line of promotions shall not be eligible for consideration for appointment on deputation.

Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/deptt. of the Central Govt. shall ordinarily not to exceed 3 yrs. The maximum age limit for appointment by transfer on deputation (including short-term contract) shall be not exceeding 56 yrs, as on the closing date of receipt of applications).

13. If a DPC exists, what is its composition?

14. Circumstances in which UPSC is to be consulted in making recruitment.

**Group ‘A’ DPC**
(for considering promotion/confirmation)

1. CMD - Chairman
2. Director(HR) - Member
3. GM(A) - Member

Consultation with UPSC not necessary.

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
## RECRUITMENT AND PROMOTION REGULATIONS
### FOR THE POSTS OF MANAGER (TECHNICAL)

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<tr>
<th></th>
<th>Name of post</th>
<th>Manager(Tech.)</th>
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<tr>
<td>2</td>
<td>No. of posts</td>
<td>37* (2002)</td>
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<td>* Subject to variation dependent on workload.</td>
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<tr>
<td>3</td>
<td>Classification</td>
<td>Category ‘A’ post.</td>
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<td>4</td>
<td>Scale of pay</td>
<td>Rs.12500-400-14900-450-16700-450-17600-500-19100.</td>
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<td>5</td>
<td>Whether selection post or non-selection post</td>
<td>Selection</td>
</tr>
<tr>
<td>6</td>
<td>Age limit for direct rectts</td>
<td>Not exceeding 30 years (Relaxable upto 5 years for Government servants and employees of the Delhi Transco Ltd. in accordance with the instructions or orders issued by the Central Government.</td>
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<tr>
<td>7</td>
<td>Whether benefit of added years of service admissible</td>
<td>NO</td>
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</table>
| 8 | Educational & other qualifications required for direct rectt. | Essential:

i) Degree in Electrical/ IT/Computer/ Electronics & Communication Engineering from a recognized university or equivalent.

ii) 5 years experience in a supervisory capacity in a large public supply electric undertaking; in

a) designing and construction of large thermal Power Stations, preferably of 30 M.W. and more. Additional experience in designing and constructions of diesel generating sets will be preferred.

OR

b) operation and maintenance of large thermal power stations, preferably of 30 MW and more. Additional experience in operation and maintenance of diesel operating sets will be preferred.

Approved vide Board Resolution No.14.2.5 dated 24.9.2003
OR
c) design, construction, operation and maintenance of high and low voltage distribution systems, preferably those of 33 KV or more.

OR
d) Commercial work pertaining to sale and purchase of electricity, formulation of tariffs, surveys and demand forecast as well as knowledge of electricity laws, governing public utility business.

OR
e) purchase and disposal of plant equipment and material, including coal, oil and experience in administrating stores departments, stores, accounting and preparing contracts documents and operating large contracts.

OR
f) repairs, testing and calibration electrical measuring instruments, relays and protective devices.

9. Whether age and E.Q. prescribed for direct recs. will apply in the case of promotion.

Age: No

E.Q.: No

one year

10. Period of probation, if any

11. Methods of rectt. Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.

By promotion failing which by transfer on deputation (including short-term contract) and failing both by direct recruitment.

90% of the posts shall be filled from degree holders and 10% from Diploma holders.

12. In case of rectt. By promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

Promotion

Promotion will be made on selection basis through Departmental Competitive Exam. and assessment of performance and potential over a reasonable period. All Asstt.Manager (Tech.) possessing degree/diploma in Electrical/ Mechanical/ IT/ Computer/ Electronics & Communications Engineering with 7yrs continuous service in the grade and who have successfully

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
completed the training courses prescribed by the Company from time to time, shall be eligible to appear in the Departmental Competitive Exam.

**Note**: However, where the field becomes too large, covering an unduly wide range of seniority, the Board may in its discretion restrict the field of selection to ten times of the existing/anticipated vacancies.

**Transfer on deputation (including short term contract)**

Officers under the Central/State Government/States Electricity Boards/Public Undertakings/Semi-Govt./Statutory or Autonomous organization holding posts of the rank of:

(c) (i) Executive Engineer or equivalent or

(ii) Asstt. XEN or equivalent with 5 yrs service in the grade or

(iii) Asstt. Engineer or equivalent with 8 yrs service in the grade and

(d) Possessing the educational qualification and experience laid down for direct recruits under Column No.8.

Note: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by promotion. Period of deputation including period of deputation in another ex-cadre post held immediately proceeding this appointment in the same or some other organization/department shall ordinarily not exceed 3 yrs.

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
13. If a DPC exists, what is its composition?

Category ‘A’ DPC  
(for considering promotion & confirmation)

1. CMD - Chairman  
2. Director (HR) - Member  
3. Director(Optn.) - Member

Consultation with UPSC not necessary.

14. Circumstances in which UPSC is to be consulted in making recruitment.
# Recruitment & Promotion Regulations for the Post of Dy. General Manager (Tech.)

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<tbody>
<tr>
<td>1. Name of post</td>
<td>Dy. General Manager (Tech.)</td>
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</table>
| 2. No. of posts | 10* (2002)  
|                | * subject to variation dependent on workload. |
| 3. Classification | Category ‘A’ post. |
| 4. Scale of pay | Rs.15800-450-17600-500-21100 |
| 5. Whether selection post or non-selection post. | Selection |
| 6. Age limit for direct rectts. | Not exceeding 45 years. |
| 7. Whether benefit of added years of service admissible. | NO |
| 8. Educational & other qualifications required for direct rectt. | Essential:  
  ii) Degree in Electrical/IT/Computer/Electronics and Communication Engineering from a recognized university or equivalent.  
  v) 10 years’ experience in a senior supervisory position/capacity in a large Electrical Supply Undertaking/Corporation in one of the fields.  
  a) Planning, designing and construction of Thermal Power Stations preferably those of 30 MW and above.  
  OR  
  b) Operation and maintenance of thermal power stations preferably those of 30 MW and above.  
  OR  
  c) Designing/Construction, Operation and Maintenance of high and low voltage distribution system preferably those of 33 KW and more. |

Approved vide Board Resolution  
No.14.2.5 dated 24.9.2003
Desirable

ii) Master’s degree in Electrical/Electronics & Communication/IT/Computer & Control and Instrumentation Engineering from a recognized University or equivalent.

iii) Experience in Planning, designing and construction of power stations or diesel generating sets.

iv) Experience in Operation and maintenance of diesel generating sets.

Note: The exact requirement of EQs/DQs ii and iii will be indicated at the time of each recruitment.

9. Whether age and E.Q. prescribed for direct rectts. will apply in the case of promotion.

Age: No

E.Q.: No

10. Period of probation, if any

1 year

11. Methods of rectt. Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.

By promotion failing which by transfer on deputation (including short-term contract) and failing both by direct recruitment.

Promotion

Manager (Tech) with 5yrs. continuous service in the grade and possessing degree in Electrical/Mechanical/IT/Computer/Electronics & Communication Engineering & successful completion of prescribed training courses.

Transfer on deputation (including short-term contract)

Officers of the Central/State Govts./U.Ts./Autonomous Bodies/Public Sector Undertaking/Statutory Orgns./Semi Govt. Orgns.

Approved vide Board Resolution No.14.2.5 dated 24.9.2003
OR

(c) (i) holding analogous posts on a regular basis; or

(ii) With 4 years regular service in posts in the pay scale of Rs.10000-325-15200 or equivalent; and

(d) possessing the educational qualifications and experience prescribed for direct recruits under Column-8.

The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.

Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt. shall ordinarily not exceed 4 years.

13. If a CPC exists, what is its composition?

Category ‘A’ CPC
(for considering promotion & confirmation)

2. CMD - Chairman
2. Director (HR) - Member
3. Director(Optn.) - Member

14. Circumstances in which UPSC is to be consulted in making recruitment.

Consultation with UPSC not necessary.

Approved vide Board Resolution
No.14.2.5 dated 24.9.2003
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<td>1</td>
<td>Group “A” Category “A” &lt;br&gt; GM (A), GM (Fin.), GM (T), GM (Civil), GM (IT), GM(L) and equivalent posts.</td>
<td>CMD</td>
<td>Director (Concerned)**</td>
<td>CMD</td>
<td>CMD- For penalties imposed by Director</td>
<td>Board of DTL -do-</td>
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<td>(i) Department Director &lt;br&gt; GM (A), GM (Fin.), GM (T), GM (Civil), GM (IT), GM(L) and equivalent posts.</td>
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<td>Board of DTL</td>
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<td>(ii) Group “A” Category “A”&lt;br&gt; Company Secretary</td>
<td>CMD</td>
<td>CMD</td>
<td>CMD</td>
<td>Board of DTL</td>
<td>-do-</td>
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<td>(iii) Group “A” Category “A” &lt;br&gt; DGM(A), DGM(IT), DGM(T), DGM(Civil), DGM(L), Manager(T) (E/M), Manager (T) Civil, Manager (Admin.), Manager (Fin.), Manager (IT), OSD (Enq.), Dy. Manager (Admin.), Dy. Manager (Vig.), Dy. Manager (Fin.), Dy. Manager (IT), Sr. LMO/Sr. MO, Sr. Cost Accounts Officer, Asstt. Manager (Admin.), Asstt. Manager (O&amp;M), Asstt. Manager (Fin.), OSD to Dir. (Fin.), Statistical Officer, Asstt. Manager (L), Asstt. Manager (Vigilance), Labour Welfare Officer, Medical Officer, Private Secretary, Head Surveyor, Asstt. Manager (Tech.) E/M, Asstt. Manager (Tech.) (Civil), Asstt. Manager (IT) and equivalent posts (except Company Secy.)</td>
<td>Director (HR)</td>
<td>Director (Concerned)**</td>
<td>Dir. (Concerned)**</td>
<td>Director (HR)</td>
<td>CMD</td>
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** Officer under whom the incumbent is presently working i.e. to illustrate, if a vehicle driver is working in stores department then GM (Stores)/DGM (Stores) will be the concerned GM/DGM.
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<td>2.</td>
<td><strong>Group “B” Category “B”</strong></td>
<td>Director (HR)</td>
<td>GM (Concerned)**</td>
<td>Director (Concerned)**</td>
<td>Director (HR)</td>
<td>Director(Concerned)**</td>
<td>CMD</td>
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<td></td>
<td>Section Officer (A/c), Sr. Cost Accounts Asstt., Section Officer(Clerical), Supdt. (Vig.)/Vig. Asstt., Sr. PA (E/H), Hindi Translator, Console Operator, Sports Officer, Legal Asstt., Sr. Shift Officer, Shift Officer, Controller (EHV), Foreman (Elect. &amp; Mech.)/Foreman (Lines), Foreman (Electronics), Head Draftsman (Mech.), Head Pharmacist, Asstt. Public Relation Officer, Junior Engineer (Elect. &amp; Mech.), Junior Engineer (Civil), Special Grade Driver and equivalent posts.</td>
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<td>4</td>
<td>Group “D”, Category “D”</td>
<td>Dak Rider, Daftry, Cook cum Chowkidar, Head Watchman, Dresser, Jr. Mistry, Battery Man, Asstt. Black Smith, Pump Operator, Fitter Mate, Asstt. Fitter (B &amp; T), Generation Mate, Mate/Jointer Mate, Gestenter Operator, Bearer, Vehicle Cleaner, Water Woman/Peon, ALM, Safaiwala, Head Jamadar, Liftman, Aya, Gunman, Security Guard, Female Attendant, Sr. Adremo Opt./Printer Attendant, S/Stn. Cleaner and equivalent posts.</td>
<td>DGM(A)</td>
<td>DM* / Manager (Concerned)**</td>
<td>DGM (Concerned)**</td>
<td>DGM(A)</td>
<td>DGM(Concerned)** - For penalties imposed by DM / Manager (Concerned)</td>
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<td>* Where there is no Manager.</td>
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Note:-

(i) The various Authorities cited above are defined on the basis of initial scale of a post and not on the basis of time bound scales awarded to the employees later.

(ii) The authority competent to impose major penalties can also impose minor penalties.

** Officer under whom the incumbent is presently working i.e. to illustrate, if a vehicle driver is working in stores department then GM (Stores)/DGM (Stores) will be the concerned GM/DGM.