

GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF TRAINING & TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI – 110088.
NG - Branch

No.F.1./ITI(2)/RR/2019/ 730

Dated 11/08/2021

To

The System Analyst
Computer Branch
TTE (HQ), Delhi

Sub: Uploading the Draft Recruitment Rules (RRs) to the post of Craft Instructor [Stenographer Secretarial Assistant (English/Hindi)] under Training Wing in DTTE

Madam,

With reference to the subject cited above, please find enclosed herewith the Draft Recruitment Rules (RRs) to the post of Craft Instructor [Stenographer Secretarial Assistant (English/Hindi)] under Training Wing in DTTE for uploading the same on Department Website for the purpose of seeking comments in the matter, if any, within a period of one month from the date of uploading.

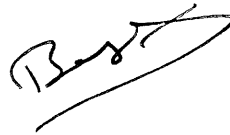
Encl: As above




(Dr. Babita)

Admn. Officer (E-II)

Col. No.	Name / Detail of Column	Revised Provision Proposed
1	Name of the Post	Craft Instructor [Stenographer Secretarial Assistant (English)/(Hindi)]
2	No. of Post	20* (2021) (English 12) (Hindi 08) * Subject to variation dependent on workload
3	Classification	General Central Service, Group 'B' Non Gazetted , Non Ministerial
4	Level in the Pay Matrix	Level 6 (Rs. 35400-112400)
5	Whether Selection post or Non Selection post	Not Applicable
6	Age Limit for Direct Recruits	Twenty one Years to Thirty Years (Relaxable for Govt. servants upto five years in accordance with the instructions or orders issued by the Central Govt) Note: The crucial date for determining the age limit shall be as advertised by DSSSB/Competent Authority.
7	Educational & other qualifications required for Direct Recruits	For both English & Hindi: (A) (i) Degree in Commerce /Arts (with Short-hand & Typing in English/ Hindi) from a recognized university (ii) One year experience in the relevant field OR (A)(i) Three years' Diploma in Commercial Practice from AICTE/recognized Board of Technical Education. (ii) Two years' experience in the relevant field OR (A)(i) National Trade Certificate (NTC) or National Apprenticeship Certificate (NAC) in the trade from a recognized Institution (ii) Three years' experience in the relevant field. AND (B) A speed of 120 words per minute in shorthand (English/ Hindi) and 40 words per minute in typing (English/Hindi). AND (C) Relevant National Craft Instructor Certificate (NCIC) in any of the variants under DGT. Note 1: 50% of the total posts (Trade Wise) will be filled up by the persons holding the professional qualification as National Trade Certificate (NTC) or National Apprenticeship Certificate (NAC) and 50% with the persons holding the professional qualification as Degree /Diploma in appropriate branch of trade concerned. However, NCIC is must for all the candidates in such trades where the courses under CITS for NCIC are available. Note 2: In case of CITS trained Instructors (NCIC) with Degree/ Diploma are not available then CITS (NCIC) qualification is relaxed with the instructions to acquire CITS (NCIC) qualification within probation period by the Instructor after undergoing at least 3 months of physical training in Government ITOT in line with DGT guidelines issued vide DGT order dated 03.07.2019. However, 1% preference will be given to CITS trained instructors.



8	Whether Age & Educational Qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9	Period of Probation	Two years Note: Successful completion of Mandatory induction training of two weeks is a must for probation clearance.
10	Method of recruitment whether by direct recruitment or by deputation /absorption/grades and % of the vacancies to be filled by various methods	By Direct Recruitment Note : Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstance for duration of one year or more may be filled on deputation basis from officers of Central Government / State Government / Union Territories: A (1) Holding analogous post on regular basis in the Parent Cadre / Department; And B. Possessing educational qualifications and experience prescribed for Direct Recruits under Column (7). (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 Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications).
11	In case of recruitment By promotion/deputation/transfer grades from which promotion/deputation/transfer to be made	Not applicable
12	If DPC exists what is its composition	Group "B" Departmental Promotion Committee (for considering confirmation): 1. Financial Commissioner, GNCT of Delhi - Chairperson. 2. Administrative Secretary of the concerned Department - Member. 3. Head of Department Concerned - Member. 4. Special/Addl. Secretary (GAD), GNCT of Delhi- Member Note: Senior most member of the Departmental Promotion Committee for considering confirmation shall act as Chairperson in case the notified Chairperson of the Committee happens to be junior to another member of the Committee.
13	Circumstances in which Union Public Service Commission is to be consulted in making Recruitment	Not applicable


 (Dr. Babita)
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