

DELHI TRANSPORT INFRASTRUCTURE DEVELOPMENT CORPORATION
LIMITED

(AN ENTERPRISE OF GOVT. OF NCT OF DELHI)

2nd Floor: Maharana Pratap, I.S.B.T. KASHMERE GATE, DELHI

Ref No. DTIDC/Rec/Admn./2022-23-4529

Dated: 02.05.2023

Sub: Inviting applications for filling up various posts on deputation/ contract basis in DTIDC.

DTIDC, an enterprise of Govt. of NCT of Delhi, having its office at 2nd Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi, the primary function of the company is to manage and upgrade all ISBTs, BQs and to cater the Infrastructural needs of Transport Department of Govt. of NCT of Delhi invites applications for the following posts:-

1. One post of GM (ISBT)
2. One post of Chief Engineer
3. Three posts of Estate Managers/Operations Managers for ISBTs.
4. One post of IT Manager/System Analyst
5. One post of Manager Accounts
6. One post of Asst. manager Accounts
7. Five post of Data Analyst
8. Five post of Data Entry Operators

TERMS & CONDITIONS:

1. **General Manager (ISBT):- On deputation basis**
No. of post -01 in the Pay Band of PB-4 Rs. 37400-67000 with Grade Pay of Rs. 8700 who would be overall in-charge of ISBTs and reporting to ED may be filled in the following manner:

Applications may be invited for the post of General Manager (ISBT) on deputation basis in DTIDC, from the Railways Services officers

or

Officials working with PSUs under Ministry/Department of Railways or Metro Rail Corporations viz. DMRC & other State Metro Rail Corporations, State Transport Corporations etc. having work experience for Management of Public Transportation.

- Officer holding analogous Post on regular basis in parent cadre or department (Government of India/State/UT/Local bodies/PSUs/ Autonomous Organizations of Government) – in the pay of PB-3 Rs. 15600-29100 with Grade Pay of Rs. 7600 for at least three years on the administrative post.
- Age: maximum 55 years

2. **CHIEF ENGINEER: Deputation basis**
No. of post -01 in the Pay Band-4 Rs.37400 -67000 + Rs.10000 Grade Pay (Level-14) who would be overall in-charge of Engineering Division of DTIDC and reporting to ED may be filled in the following manner:

DEPUTATION:

(a) Holding analogous Post on regular basis in parent cadre or department (Govt. of India/ State/ UT/ Local Bodies/ PSUs/ Autonomous Organizations of Govt.).

OR

Superintending Engineer (Civil) or Equivalent Post in Pay Band-4 Rs. 37400- 67000+ Grade Pay of Rs. 8700/- (i.e. Level-13 or equivalent) with three years regular service in the grade (Govt. of India/ State/ UT/ Local Bodies/ PSUs/ Autonomous Organizations of Govt.).

OR

Superintending Engineer (Civil) or Equivalent Post in Pay Band-3 Rs. 15600- 39100+ Grade Pay of Rs. 7600/- (i.e. Level-12 or equivalent) with five years regular service in the grade (Govt. of India/ State/ UT/ Local Bodies/ PSUs/ Autonomous Organizations of Govt.).

(b) Possess full time Degree in Civil Engineering from an Institute recognized by Central / State Govt.

3. ESTATE MANAGERS/ OPERATION MANAGERS- On contract basis-

03 Post who would be overall in-charge of operations of respective ISBT(Bus Bay Management, Commercial operations, Parking etc.) of DTIDC and reporting to GM (ISBT).

Consolidated Pay:- Rs. 1,00,000/- (On Contract basis) per month

Experience: 20-25 Years

Qualification:- Master Degree in Business Administration/ Management.

Specialized degree/diploma in the field of Public Transport /Administration/business Management Shall be given preference.

Age:- Between 40 to 55 years

4. SYSTEM ANALYST: on Contract basis

01 Post who would be overall in-charge of the IT division of DTIDC reporting of Executive Director, DTIDC

Consolidated Pay:- Rs. 75,000/- (On Contract basis) per month

Qualification:- Master's Degree in Computer Applications or M.Sc. (Computer Science / Information Technology) from a recognized University / Institute; or B.E. / B.Tech in Computer Engineering / Computer Science / Computer Technology / Computer Science & Engineering / Information Technology from a recognized University / Institute.

Experience: two years post qualification experience in (a) Dot Net framework or JAVA framework or PHP framework (b) Designing the application system along with development of testing modules in a Government Office / PSU / Autonomous Body / Statutory Body or in any recognized institution.

Age:- Between 30 to 45 years

5. **MANAGER ACCOUNTS -on contract basis**

Number of post	01
Age	Below 50 Years as on date 01.01.2023
Education Qualification	<ul style="list-style-type: none"> • Full time MBA(Finance) from any recognized university/ CA/CMA • Should have sound Knowledge of Finance and Accounts and Government Rules and guidelines.
Experience	<ul style="list-style-type: none"> • Atleast 07 years' experience of working Finance & Accounts Division Corporate Accounting, Audit, Taxation, MIS, and internal control of any Company/organization/ Govt. / Autonomous Bodies/ PSUs etc. • Must have knowledge of Computerized accounting software like Tally etc.
Remuneration	Group "B" Pay Band-2 (Rs. 9300-34800) Grade Pay Rs. 4800(level-8) i.e., Rs 47,600/- per month and plus applicable DA
Tenure	Initially for a period of one year and further extendable on the basis of performance report yearly.

6. **ASST. MANAGER ACCOUNTS -on contract basis**

Number of post	01
Age	Below 50 Years as on date 01.01.2023
Education Qualification	<ul style="list-style-type: none"> • Commerce graduate from reputed University/CA(Inter)/CMA(Inter) • Should have sound Knowledge of Finance and Accounts and Government Rules and guidelines.
Experience	<ul style="list-style-type: none"> • Atleast 05 years' experience of working Finance & Accounts Division, Corporate Accounting, Audit, Taxation, MIS, and internal control of any Company/organization/ Govt. / Autonomous Bodies/ PSUs etc. • Must have knowledge of Computerized accounting software like Tally etc.
Remuneration	Group "B" Pay Band-2 (Rs. 9300-34800) Grade Pay Rs. 4200 (level-6) i.e., Rs 35,400/- per month and plus applicable DA
Tenure	Initially for a period of one year and further extendable on the basis of performance report yearly.



7. DATA ANALYST- on contract basis

Number of post	05
Age	Below 30 Years as on date 01.01.2023
Education Qualification	<ul style="list-style-type: none">• MBA / BE / B.Tech. /B.Sc.(Computer application) / P.G. in Economics/ Data Scientist.• Diploma / Degree computer application shall be given preference.• Basic knowledge of Commercial Aspects like Tendering, Finance, GFR, Government rules and regulations
Work Profile	<ul style="list-style-type: none">• Work related to Data Analysis, compilation and presentation• Typing work,• Any other task assigned by supervisory authority.• Preference will be given to working employee of DTIDC i.e., contractual and outsourced employees of DTIDC in the respective field.
Experience	0-2 years' experience of working with Govt. / Autonomous Bodies/ PSUs etc./ reputed private sector companies
Remuneration	Group "C" (Level-5) Pay Band-1 (Rs. 5200-20200) Grade Pay Rs. 2800 i.e., Rs 28,200/- per month and plus applicable DA
Tenure	Initially for a period of one year and further extendable on the basis of performance report yearly.

8. DATA ENTRY OPERATOR -on contract basis

Number of post	05
Age	Below 35 Years as on date 01.01.2023
Education Qualification	<ul style="list-style-type: none">• Graduation in any field and above from any recognized university/ institution.• Certificate /Diploma in computer application at least 06 months.• English typing with a good speed i.e., 35 wpm• Knowledge Hindi & English• Proficiency in working on MS Office.
Experience	Atleast 02 years' experience of working with Govt. / Autonomous Bodies/ PSUs etc/ reputed private sector companies.
Remuneration	Group "C" (Level-4) Pay Band-1 (Rs. 5200-20200) Grade Pay Rs. 2400 i.e., Rs 25,500/- per month and plus applicable DA
Tenure	Initially for a period of one year and further extendable on the basis of performance report yearly.

The applications completed in all aspects (with documents supporting eligibility criteria) in sealed envelope, superscripted as "Application for the post ofin DTIDC" must reach to the office of Executive Director, DTIDC Limited, Tower Block, 2nd Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi-110006 on or before 16.05.2023 by 05.00 PM .

NOTE:-1 Crucial date for deciding eligibility (viz. age, length of service, etc.) of the Candidates shall be **01.01.2023**.

NOTE:2 Regarding any change or amendment in these vacancies, a circular will be posted on the DTIDC website only.

NOTE:3 Incomplete applications & those received after prescribed date shall be summarily rejected.

NOTE:4 In the case of Serving Officer, their application should be forwarded through proper channel by the Parent department/ Organization, alongwith the following documents:-

(a) No Objection Certificate of Parent Department/ Ministry for the appointment of the applicant to the post applied for.

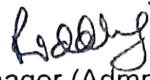
(b) Vigilance Clearance, Integrity Certificate and details of penalties imposed, if any, during the last 10 years on the officer. This should be duly certified by the Authorized Officer i.e., Head of Office.

(c) Certified copies of the ACRs/APARs of the applicant for the last five years.

OTHER

- (1) The initial tenure of engagement on Contract shall be of one years, which can be extended/ curtailed further with the approval of the Competent Authority, DTIDC
- (2) Applications of those Officer who were serving in DTIDC on Contract and were dis-engaged pre-mature by DTIDC or they left DTIDC at their own volition since last two years, shall not be considered.
- (3) Applications of the Candidates who were given offer of appointment/ engagement on Contract during last two years but did not join, will not be given preference.
- (4) In Case the applicant is already working in DTIDC on Deputation/ Contract basis and otherwise eligible, they will be considered only if they have rendered minimum one year's service in DTIDCL.
- (5) If a large number of applications will receive, only those candidates who will be short listed on the basis of qualification, experience, tenure and level of service in the relevant field shall be considered for selection.
- (6) The Advertisement can be withdrawn at any time at the discretion of the Competent Authority without assigning any reasons thereof.

Last date for submission of application is **16.05.2023** Date of publication of the advertisement in the Employment News shall be displayed on the DTIDC website www.dtidc.co.in. Further, duly filled application forms will be accepted through offline mode only till 16.05.2023 upto 05.00 PM only.


Sr. Manager (Admn.), DTIDC

Ref No. DTIDC/Rec/Admn./2022-23

Dated: 02.05.2023

Copy to:-

1. PA to MD, DTIDC for kind information of MD, DTIDC.
2. PA to MD, DTIDC for kind information of ED, DTIDC
3. IT In-charge/ Asstt. Programmer (IT), DTIDC with the direction to upload the PDF copy of above on website of DTIDC.

APPLICATION FORM

- Post Applied for** : _____
1. Name : _____
2. Father's Name : _____
3. Date of Birth : _____
4. Gender : _____
5. Contact no. : _____
6. Aadhar (UID No.) : _____
7. Pan Card Number : _____
8. Email address : _____
9. Present Postal Address : _____
10. Permanent Address : _____

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11. Education Qualification :

S.NO.	EXAM PASSED	YEAR OF PASSING	BOARD/ UNIVIERSITY	MARKS OBTAINED/ MAX. MARKS	PERCENTAGE OF MARKS

12. Professional / Technical Qualification, if any :

13. Work/ Posting & exeprience details:

S.No.	Name of Govt. Company/Institution/ entities.	Dept./ other	Post Held	PERIOD	
				From	To

14. Place of present posting/ Works/ Assisgnment: _____

15. Details of achievements in Service Career : _____
16. Details of training undertaken : _____
17. Any other information like to share : _____

Declaration :

I, have gone through the guidelines issued by DTIDC website and hereby declare that information provided by me in the application form is true to the best of my knowledge. Further, I also undertake that I am not involved in any social dispute and no criminal case is pending against me in any Court of Law in India.

(Signature of Applicant)

Date : _____

Place : _____

Note:- Applicants are requested to attach complete copies of relevant documents/ certificates etc. with the application form.