



## DELHI TRANSCO LIMITED

(A Govt. of NCT of Delhi Undertaking)  
6<sup>TH</sup> FLOOR, SHAKTI SADAN, KOTLA ROAD,  
NEW DELHI-110002.  
Tel. No. 011 - 23230238  
E-mail : dm.admn2@delhitransco.gov.in

F.DTL/101/F.01/2010-HR((DM (HR) II)/102

Dated: 02/7/2010

### EMPLOYMENT NOTICE

Applications are invited for filling up of 02 posts (subject to variation) of Section Officer (HR) in the pay scale of Pay Band Rs.10900-34800 plus Grade Pay of Rs.4200/- plus other usual allowances as admissible under the rules of the company for appointment by transfer on deputation.

#### Eligibility

Officers of the Central/State Government:

- A) Graduate from Recognized University or equivalent.
- B) 1. Holding analogous posts: or  
2. With 3 years of regular service in the scale of pay of Rs.5500-9000 (pre-revised) or equivalent; or  
3. With 7 years of regular service in the scale of pay of Rs.5000-8000 (pre-revised) or equivalent, and
- C) Possessing, at least 2 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 posts held immediately preceding this appointment in the same or some other department of the Central / State Govt. shall ordinarily not exceed three years. The maximum age limit for appointment by transfer on deputation ( including short-term contract shall not be exceeding 56 years as on the closing date of receipt of applications).

#### Terms & Conditions

1. The appointment on deputation shall be on usual terms & conditions application to Central / State Govt. servants.
2. Period of deputation shall be initially for a period of one year, extendable upto maximum period of three years.
3. Officer on appointment will be eligible for allotment of official accommodations as per rules of Delhi Transco Limited.
4. DTL is covered by EPF scheme.

#### How to Apply

Willing and eligible candidates should send their applications through proper channel (in duplicate in the prescribed Curriculum Vitae Proforma, available at our website ie. [www.dtl.gov.in](http://www.dtl.gov.in) -> career, alongwith duly attested copies of testimonials. The Administrative Controlling Authority, forwarding the application should forward the application alongwith duly attested copies of ACR Grading for last five years and a certificate that no vigilance / disciplinary case is pending or contemplated against the official. The applications should reach the office of Deputy Manager (HR) II, 6<sup>th</sup> Floor, Shakti Sadan, Kotla Road, New Delhi - 110002 within 30 days of publication of this advertisement. Applications received after the last date or otherwise found incomplete will not be considered.

# BIO DATA PROFORMA

1. Name (in Block Letters) : \_\_\_\_\_
2. Address (Residential) (in Block Letters) : \_\_\_\_\_  
(Telephone No.: Office/Resi) : \_\_\_\_\_
3. Category (SC/ST/OBC/Gen.) : \_\_\_\_\_
4. Date of Birth ( in Christian era) : \_\_\_\_\_
5. Date of Retirement under Central/State Govt. Rules : \_\_\_\_\_
6. Education Qualification : \_\_\_\_\_
7. Details of employment, in chronological order. : \_\_\_\_\_

Office / Institution	Post held	From	To	Scale of Pay and Basic pay	Nature of duties performed

8. Nature of present employment i.e. Adhoc or Temporary or Quasi Permanent or Permanent. : \_\_\_\_\_
9. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post : \_\_\_\_\_
10. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale. : \_\_\_\_\_
11. Total emoluments per month now drawn, : \_\_\_\_\_
12. Remarks, if any : \_\_\_\_\_

I have carefully gone through the Employment Notice / advertisement and I am well aware that the Curriculum Vitae, duly supported by documents submitted by me, will also be assessed by the Selection Committee at the time of selection for the post.

Date \_\_\_\_\_

SIGNATURE OF THE CANDIDATE

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Countersigned by:  
 \_\_\_\_\_  
 \_\_\_\_\_

(Employer with seal)