

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

No. F.21/56/2018/Trg. Admn./DTTE/ 6/2

Dated: 17/07/19

To

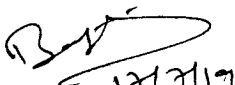
The System Analyst  
Computer Branch  
DTTE (HQ), Pitam Pura, Delhi-88

**Sub: Uploading the documents related to filling up the post of Senior Calligraphist by composite method**

Madam,

Pl. find enclosed herewith the documents i.e. Notice, Annexure-I, Annexure-II and RRs for filling up the post of post of Senior Calligraphist by Composite Method. It is requested to upload the same on Departmental Web-site.

Encl: As above

  
(Dr. Babita)  
Admn. Officer(NG/E-II)

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DEPARTMENT OF TRAINING & TECHNICAL EDUCATION**  
**MUNI MAYA RAM MARG, PITAMPURA, DELHI- 88**  
**(NG/E-II BRANCH)**

**Notice for filling up the post of Senior Calligraphist by Composite Method in Department of Training & Technical Education (HQ), Govt. of NCT of Delhi**

Nominations are invited for the post of Senior Calligraphist in the Department of Training & Technical Education (HQ), under Govt. of NCT of Delhi by composite method .

1. Detail of post and vacancy is as under:

Name of the Post	Vacancy/Post	Pay band with Grade Pay	Mode of Recruitment
Senior Calligraphist	01	PB – II Rs. 9300-34800 with Grade Pay of Rs. 4200/-	By composite method Promotion / Deputation

2. The application form and eligibility criteria(educational qualifications, experience etc.) are available on website i.e. <http://tte.delhigovt.nic.in> as Annexure-I and Annexure-II. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
3. The nominations of eligible candidates along with following documents should reach to the Admn. Officer (NG/E-II), Department of Training & Technical Education, Muni Maya Ram Marg, Pitampura, Delhi-88 through proper channel within 60 days from the date of publication of this Advertisement in 'Employment News'.
- Bio data in prescribed proforma as per annexure-I duly countersigned by the competent authority.
  - Self Attested Copies of Educational and other qualification along with Experience etc.
  - Up to date APAR from the year 2014-15 to 2018-19 (it may be ensured that the copy of APAR should be attested on each page with rubber stamp by an officer not below the rank of Under Secretary to the Government of India.
  - Vigilance Clearance and Integrity Certificate issued by the respective department.
  - The details of major/minor penalties imposed on the officer during the last 10 years.
  - NOC from the Present Employer
4. Applications received after the last date, or applications incomplete in any respect or those not accompanied by the documents/information as per Para-3 above will not be considered. The cadre authorities may ascertain that the particulars sent by the candidates are correct as per the record.



(Rajanish Kumar Singh)  
Joint Director, TTE

**BIO-DATA/CURRICULUM VITAE PROFORMA**

1.	Name and address (in Block Letters)	
2.	Date of Birth (in Christian era)	
3.	i) Date of entry into service	
	ii) Date of retirement under Central/State Government Rules	
4.	Educational Qualifications	
5.	Whether Educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the Rules. State the authority for the same)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular		Qualification/experience possessed by the candidate
Essential		Essential
A)Qualification		A)Qualification
B)Experience		B)Experience
Desirable		Desirable
A)Qualification		A) Qualification
B)Experience		B) Experience
5.1 Note. This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.		
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the Post.	
6.1	Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification / Work experience possessed by the candidate (as indicated in the Bio-data) with reference to the post applied.	

7. Details of Employments in chronological order. Enclose a separate sheet duly authenticated by your signature if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

**Important:** Pay-Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below:

Office/Institution	Pay/Pay Band and Grade Pay Drawn under ACP/MACP scheme	From	To

8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent	
9.	In case the present employment is held on deputation/ contract basis	

Please state:

a) The Date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the present office/organization to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organization

**9.1 Note:** in case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/department along with cadre clearance, Vigilance clearance and integrity Certificate.

**9.2 Note:** information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization

10.	In any post held on Deputation in the past by the applicant, date of return from the last deputation and other details	
11.	<p><b>Additional details about present employment:</b></p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> <li>a) Central Government</li> <li>b) State Government</li> <li>c) Autonomous Organization</li> <li>d) Government Undertaking</li> <li>e) Universities</li> <li>f) Others</li> </ul>	
12.	Please state whether you are working in the same Department and are in the feeder	

	grade	
13.	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.	
14.	Total emoluments per month now drawn	

Basic Pay in the PB	Grade Pay	Total Emoluments	

15. In case the application belongs to an Organization which is not following the Central Government Pay Scale, the latest salary slip by the Organization showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc (with break-up details)	Total Emoluments	
16. Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>			
17. Whether belongs to SC/ST			

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the curriculum vitae duly supported by the documents in respect of essential qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information /details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

**(Signature of the Candidate)**

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

Date:.....

**Eligibility Criteria for the post of Senior Calligraphist in Department of Training & Technical Education (HQ) under GNCT of Delhi By Composite method (Deputation/promotion)**

1.	Name of the Post	Senior Calligraphist
2.	Number of the Post	01(one)
3.	Classification	General Central Service, Group – “B” Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB – II Rs. 9300 to 34800 with Grade Pay of Rs. 4200
5.	Method of Recruitment	By composite method Promotion/ Deputation
6.	Educational and other qualification required for Composite method (Promotion/Deputation)	<p><b><u>Composite Method</u></b></p> <p><b><u>( Promotion/Deputation ):</u></b> Officers of the Central Government / State Government / Union Territories :-</p> <p><b>(A) (i)</b> Holding analogous posts on regular basis in parent cadre / department ;</p> <p style="text-align: center;">OR</p> <p><b>(ii)</b> with 06 years service in the scale of pay of Rs. 5200 – 20200 with Grade Pay of Rs. 2800 in PB-I OR equivalent rendered after appointment thereto on regular basis in the parent cadre / department;</p> <p style="text-align: center;">OR</p> <p><b>(iii)</b> with 10 years service in the scale of pay of Rs. 5200 – 20200 with Grade Pay of Rs. 2400 in PB-I OR equivalent rendered after appointment thereto on regular basis in the parent cadre / department; AND</p> <p><b>(B)</b> Possessing the educational qualifications and experience prescribed for direct recruits, which is as under:</p> <p><b>Essential:- A (i)</b> National Trade Certificate Or National Apprenticeship Certificate in trade Draughtsman Civil or Draughtsman Mechanical from a recognised Institution. <b>(ii)</b> 03 years working experience in the industry of repute. <b>Or</b> <b>B (i)</b> Three years Diploma in Civil Engg. from a recognised Board/ Institution <b>(ii)</b> 01 Year working experience in the industry of repute.</p>

		<p>The departmental Calligraphist with 10 years of regular service in scale of pay of Rs. 5200 – 20200 with Grade Pay of Rs. 2400 in PB-I rendered after appointment thereto on regular basis will also be considered along with the outsiders and in case he / she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation / department of the Central Govt. shall ordinarily not to exceed 03 years. The maximum age limit for appointment by deputation (ISTC) shall be not exceeding 56 years as on closing date of receipt of applications.)</p> <p>Note: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officers prior to 01-01-2006 (the date from which the revised pay structure based on the 6 CPC recommendation has been extended) shall be deemed to be service rendered in the corresponding Grade Pay / Pay Scale extended based on the recommendations of the Pay commission except where there has been merger of more than one Pre-revised Scale of Pay into one grade with a common Grade Pay / Pay Scale, and where this benefit will extend only for the post (s) for which that Grade pay / Pay scale is the normal replacement grade without any Upgradation</p>
7.	Nature of duties	<ul style="list-style-type: none"> <li>❖ Maintenance and safe custody of 'C' Form (result) of All Govt. ITIs /PVT. ITCs in regard of various exams under NCVT like all India Final Trade Test, All India Trade Test (Supplementary) C.O.E. Exam, Apprenticeship Exams, etc.</li> <li>❖ To co-ordinate with Institutes and DGT for any correction in certificates on MIS Portal</li> <li>❖ To supervise the work of Calligraphist.</li> <li>❖ Correspondence regarding verification of NTCs received from All Govt. Departments including Embassy and Pvt. Firms.</li> <li>❖ To do all the filing work and help/ guide calligraphist for timely completion of his/her work.</li> <li>❖ Any other duties assigned by Sr. Officers from time to time.</li> </ul>

		2006 से पहले किसी अधिकारी द्वारा नियमित आधार पर की गई सेवा (जिस तिथि से छठे केन्द्रीय वेतन आयोग की संस्तुतियों पर आधारित संशोधित वेतन संरचना लागू की गई है) यह तिथि वेतन आयोग की संस्तुतियों पर आधारित लागू सम्बद्ध ग्रेड पे/वेतनमान में की गई सेवा मान ली जाएगी। जहां पर पूर्व संशोधित एक से अधिक वेतनमानों का विलय साझे ग्रेड/वेतनमान सहित एक ग्रेड में किया जा चुका है, और जहां ये लाभ उस/उन पद/पदों के लिये ही विस्तारित हैं जिसके लिये यह ग्रेड पे/वेतनमान किसी प्रकार के अपग्रेडेशन के बिना सामान्य प्रतिस्थापन (रिप्लेसमेंट) ग्रेड है।
12.	यदि कोई विभागीय पदोन्नति समिति हो तो इसकी संरचना क्या है?	: 'ख' वर्गीय विभागीय स्थायीकरण समिति (स्थायीकरण पर विचार करने हेतु) 1. वित्त आयुक्त, दिल्ली सरकार- अध्यक्ष 2. विभाग के प्रशासनिक सचिव- सदस्य 3. संयुक्त निदेशक, योजना, दिल्ली सरकार- सदस्य
13.	वे परिस्थितियाँ जिनमें भर्ती के लिए संघ लोक सेवा आयोग का परामर्श लिया जाना है।	: मिश्रित पद्धति से पद भरते समय संघ लोक सेवा आयोग से परामर्श आवश्यक है।

राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार के उपराज्यपाल  
के आदेश से और उनके नाम पर,  
वी. पी. राव, निदेशक

[सं.फा. 3/24 डी(14)/2013- आर आर (यू.पी. एस. सी. संदर्भ)]

## DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION NOTIFICATION

Delhi, the 12th December, 2013

**F. No. 21/12/SR. CALLI/RR/TRG. ADMN./2008/976-979.**—In exercise of the powers conferred by proviso to article 309 of the constitution and in supersession of the Department of Training and Technical Education, Government of National Capital Territory of Delhi, Recruitment Rules relating to the post of Senior Calligraphist published *vide* Notification No. F. 2(2)/83-S.II, Dated 02-09-1983, the Lt. Governor, National Capital Territory hereby makes rules regulating the method of recruitment to the post of Senior Calligraphist in Department of Training and Technical Education, Government of National Capital Territory of Delhi as following, namely.—

- Short title and commencement.**—(1) These rules may be called the Department of Training and Technical Education, Government of National Capital Territory of Delhi, Senior Calligraphist, Recruitment Rules, 2013.  
(2) They shall come into force on the date of their publication in the Official Gazette.
- Number of post, its classification and scale of pay.**—The number of said post, its classification and the scale of pay attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.
- Method of recruitment, age limit, qualifications etc.**—The method of recruitment, age limit, qualifications and other matters relating to the said post, shall be specified in columns (5) to (13) of the Schedule aforesaid.
- Disqualifications.**—No Person,—  
(a) who has entered into or contracted a marriage with a person having a spouse living; or  
(b) who, having a spouse living, has entered into or contracted a marriage with any person,  
shall be eligible for the appointment to the said post :  
Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.



5. **Power to Relax.**—Where the Government is of opinion that if necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, may relax any of the provisions of these rules with respect to any class or category of persons.
6. **Saving .**—Nothing in these rules shall effect reservations, relaxations of age limit and other Concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen, Other Backward Classes and other special categories of person in accordance with the orders issued by the Central Government from time to time in this regard.

## SCHEDULE

Name of the Post	No. of Post	Classification	Pay Band and Grade Pay / Pay Scale	Whether Selection or non-selection post
1	2	3	4	5
Senior Calligraphist	01* (2013) *Subject to variation dependent on work load	General Central Service, Group - "B" Non-Gazetted, Non-Ministerial	PB - II Rs. 9300 to 34800 with Grade Pay of Rs. 4200	N.A.

Age limits for direct Recruits	Educational and other qualification required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
6	7	8	9
Not exceeding 30 Years  (Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government from time to time)  Note : The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahul & Spiti Distt. And Pangi Sub-Division of Chamba Distt of Himachal Pradesh, Andaman & Nicobar and Island of Lakshadweep).	A (i) National Trade Certificate Or National Apprenticeship Certificate in trade Draughtsman Civil or Draughtsman Mechanical from a recognised Institution. (ii) 03 years working experience in the industry of repute. Or B (i) Three years Diploma in Civil Engg. from a recognised Board/ Institution (ii) 01 Year working experience in the industry of repute. Note 1: Qualifications are relaxable at the discretion of the Competent Authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified. Note 2 : The qualification(s) regarding experience is/are relaxable at the discretion of the Competent Authority for reasons to be recorded in writing , in the case of candidates belonging to Scheduled Caste or Scheduled Tribes, if at any stage of selection the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.	Age : No Educational qualification : yes	Two years for direct recruits.

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Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	In case of Recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	If a DPC exists , what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
10	11	12	13
By composite method Promotion/ Deputation failing which by direct recruitment	<p style="text-align: center;"><b><u>Composite Method</u></b></p> <p><b><u>( Deputation/ promotion ):</u></b> Officers of the Central Government / State Government / Union Territories :-</p> <p>(A) (i) Holding analogous posts on regular basis in parent cadre / department ; OR (ii) with 06 years service in the scale of pay of Rs. 5200 – 20200 with Grade Pay of Rs. 2800 in PB-I OR equivalent rendered after appointment thereto on regular basis in the parent cadre / department; OR (iii) with 10 years service in the scale of pay of Rs. 5200 – 20200 with Grade Pay of Rs. 2400 in PB-I OR equivalent rendered after appointment thereto on regular basis in the parent cadre / department; AND</p> <p>(B) Possessing the educational qualifications and experience prescribed for direct recruits under col. No. 7. The departmental Calligraphist with 10 years of service in scale of pay of Rs. 5200 – 20200 with Grade Pay of Rs. 2400 in PB-I rendered after appointment thereto on regular basis will also be considered along with the outsiders and in case he/she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation / department of the Central Government shall ordinarily not to exceed 03 years. The maximum age limit for appointment by deputation (ISTC) shall be not exceeding 56 years as on closing date of receipt of applications.)</p> <p><b>Note :</b> For the purpose of appointment on deputation basis, the service rendered on a</p>	<p><b>Group – “B” Departmental Confirmation Committee :</b></p> <ol style="list-style-type: none"> <li>1. Financial Commissioner, GNCT of Delhi – Chairman</li> <li>2. Administrative Secretary of the Department - Member</li> <li>3. Joint Director (Planning GNCTD) – Member</li> </ol>	Consultation with UPSC is necessary while filling the post by composite method.

	<p>regular basis by an officers • prior to 01-01-2006 (the date from which the revised pay structure based on the 6 CPC recommendation has been extended) shall be deemed to be service rendered in the corresponding Grade Pay /Pay Scale extended based on the recommendations of the Pay commission except where there has been merger of more than one Pre-revised Scale of Pay into one grade with a common Grade Pay / Pay Scale, and where this benefit will extend only for the post (s) for which that Grade pay / Pay scale is the normal replacement grade without any Upgradation</p>		
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By Order and in the Name of Lt. Governor  
of National Capital Territory of Delhi,

V.P.RAO, Director  
[F. No. 3/24 D(14)/2013-RR(UPSC REFERENCE)]

अधिसूचना

दिल्ली, 12 दिसम्बर, 2013

सं.फा. 21/12/ वरि. सुलेखाकार/आर आर/ प्रशि. प्रशा./2008/972—974.—संविधान के अनुच्छेद 309 के परन्तुक्त द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और दिनांक 13.07.1959 की अधिसूचना संख्या 27/59.एचआईएम(i) के अनुसार प्रकाशित प्रशिक्षण एवं तकनीकी शिक्षा विभाग, दिल्ली सरकार में सुलेखाकार के पद से संबंधित भर्ती नियमों का अधिकरण करते हुए राष्ट्रीय राजधानी क्षेत्र दिल्ली के उपराज्यपाल, प्रशिक्षण एवं तकनीकी शिक्षा विभाग, दिल्ली सरकार में सुलेखाकार के पद की भर्ती पद्धति विनियमित करने के लिये इसके द्वारा नियम बनाते हैं, अर्थात् :-

1. संक्षिप्त शीर्षक एवं प्रारंभ :- (i) इन नियमों को प्रशिक्षण एवं तकनीकी शिक्षा विभाग, दिल्ली सरकार में सुलेखाकार भर्ती नियमावली, 2013 कहा जा सकेगा।  
(ii) यह दिल्ली राजपत्र में अपनी प्रकाशन की तारीख से लागू होगी।
2. पदों की संख्या, वर्गीकरण तथा वेतन समूह/वेतनमान :- उक्त पद की संख्या, इनका वर्गीकरण तथा वेतन समूह तथा ग्रेड वेतन इन नियमों के साथ संलग्न अनुसूची के कॉलम (2) से (4) में यथाविनिर्दिष्ट होंगे।
3. भर्ती पद्धति, आयु सीमा तथा योग्यताएं इत्यादि :- उक्त पद से संबंधित भर्ती पद्धति, आयु सीमा, योग्यताएं एवं इससे संबंधित अन्य मामले पूर्वोक्त अनुसूची के कॉलम (5) से (13) में यथाविनिर्दिष्ट होंगे।
4. अयोग्यता :- ऐसा कोई भी व्यक्ति  
(क) जो किसी व्यक्ति के जीवित पति/पत्नी के होते हुए विवाह करता है या विवाह का अनुबंध करता है, या  
(ख) जो एक जीवित पति/पत्नी के होते हुए किसी व्यक्ति से विवाह कर चुका है या विवाह अनुबंध कर चुका है, वह उक्त पद पर नियुक्ति का पात्र नहीं होगा।

शर्त यह है कि यदि सरकार संतुष्ट है कि ऐसा विवाह ऐसे व्यक्ति एवं विवाह के अन्य पक्षकार पर लागू व्यक्तिगत कानून के अंतर्गत अनुमत है और इस बात से संतुष्ट हो जाने पर कि ऐसा करने के लिये विशेष आधार है/हैं किसी भी ऐसे उम्मीदवार को इस नियम के प्रवर्तन की छूट दे सकेगा।

5. शिथिल करने की शक्ति :-जहाँ सरकार का यह मत हो कि ऐसा करना आवश्यक अथवा समीचीन है, तो वह कारणों को अभिलिखित करते हुए आदेश द्वारा व्यक्ति/पदों को किसी श्रेणी या वर्ग के संबंध में इन नियमों के उपबंध में से किसी को भी शिथिल कर सकेगी।
6. बचाव:- इन नियमों की किसी भी बात का केन्द्रीय सरकार द्वारा इस संबंध में समय-समय पर जारी किए गए आदेशों के अनुसार अनुसूचित जातियों और अनुसूचित जनजातियों, भूतपूर्व सैनिक, अन्य पिछड़ा वर्ग तथा अन्य विशेष वर्गों के व्यक्तियों के लिये उपबन्धित किये जाने के लिये अपेक्षित आरक्षण आयु सीमा में छूट और अन्य रियायतों पर कोई प्रभाव नहीं पड़ेगा।