

SPEED POST

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

NO.F.21/56/2018/Trg.Admn/DTTE/610/1888

Date: 17/7/19  
CE/E-592035/2019  
22/7/19

To,  
The Chief Secretaries to the Government of All States/UTs  
The Joint Secretary Ministry Of Human Resource Development, Department Of Higher Education Govt of India, New Delhi-110015

Subject- Inviting nomination for the post of Senior Calligraphist in Department of Training & Technical Education (HQ), Govt of NCT of Delhi by Composite Method

Sir/Madam,

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. Detail of post and vacancy is as under:

Name of the Post	Total no. of Post	Classification	Pay band with Grade Pay	Mode of Recruitment
Senior Calligraphist	01	General Central Service, Group- "B" Non- Gazetted, Non-Ministerial	PB – II Rs. 9300-34800 with Grade Pay of Rs. 4200/-	By composite method Promotion/Deputation

The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

It is requested that the above advertisement may kindly be circulated among all departments / offices under your charge and also hosted on website. The nominations of eligible candidates along with following documents should reach to 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 item in 'Employment News'.

- i. Bio data in prescribed proforma as per annexure-I duly countersigned by the competent authority.
- ii. Self Attested Copies of Educational and other qualification along with Experience etc.
- iii. 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.
- iv. Vigilance Clearance and Integrity Certificate issued by the respective department.
- v. The details of major/minor penalties imposed on the officer during the last 10 years.
- vi. NOC from the Present Employer

ನಾಣ್ಯದ ಮೇಲೆ ಕಡತ / ಪತ್ರ / ಮೂಲಕ ನೀಡಬೇಕಾಗಿದೆ

Govt  
To Public  
in local  
12/7/19

ಅಧಿಕಾರಿ  
ಅಧಿಕಾರಿ

(ಅ.ನಂ. ವಿಷಯ ಬಾಕಿ)  
ಮುಖ್ಯ ಕಾರ್ಯದರ್ಶಿ

638(3)  
13/8/19

20/7/19  
AS (Tech)

24/7

25/7/19

25/7/19

25/7

Applications received after the last date, or applications incomplete in any respect or those not accompanied by the documents/information as per above Para above will not be considered. The cadre authorities may ascertain that the particulars sent by the candidates are correct as per the record.

The application form and eligibility criteria are also available on website i.e. <http://tte.delhigovt.nic.in>

Enclosure: As Above

Yours sincerely,



(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	

13.	grade 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:-</b> 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.</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.

(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.)

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 Prerevised 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

7.

Nature of duties

- ❖ 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.
- ❖ To co-ordinate with Institutes and DGT for any correction in certificates on MIS Portal
- ❖ To supervise the work of Calligraphist.
- ❖ Correspondence regarding verification of NTCs received from All Govt. Departments including Embassy and Pvt. Firms.
- ❖ To do all the filing work and help/ guide calligraphist for timely completion of his/her work.
- ❖ Any other duties assigned by Sr. Officers from time to time.