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DELHI FINANCIAL CORPORATION: NEW DELHI
RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY(GRADE-I)
(Amended by BOD on 24.12.2007)

Sl.No.	Description	Proposed Changes
1	Name of the post	PRIVATE SECRETARY (GRADE-I)
2	Number of post	Two
3	Classification	Group-'B'
4	Pay Band and Grade Pay	9300-34800+ 4600
5	Whether selection or non-selection post.	Selection
6	Age limit for direct recruits	Not exceeding 30 years (relaxable for SC / ST / OBC / PwD / Ex-Serviceman and departmental employees as per Govt. rules)
7	Educational and other qualifications required for direct recruits	Graduate Degree from a University / Institute recognized by Govt. Skill test Norms: Dictation : 10 Minutes @ 120 w.p.m. Transcription : 60 Minutes (On computer) (1200 words)
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No E.Q. : Yes. Skill Test : No.
9	Period of probation, if any	2 years for direct recruits.
10	Method of recruitment whether by direct recruitment or by promotion or by transfer on deputation and percentage of vacancies to be filled by various methods.	100% by promotion; failing which by transfer on deputation; failing both by direct recruitment.

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11	In case of recruitment by promotion / transfer on deputation, grades from which promotion / transfer on deputation to be made.	<u>By Promotion:</u> P.S.-II with 03 years regular service in the grade and possessing qualification as prescribed in Column-8. <u>By Transfer on Deputation:</u> From the officials holding the analogous post or in the Pay Band of Rs. 9300-34800+4200 G.P. or equivalent with 03 years of regular service in Govt./Semi Govt./PSU/ Public Sector Bank / Public Sector Financial Institution / Local Bodies and possessing the requisite qualification prescribed for direct recruits.								
12	If a Departmental Promotion Committee exists what is its composition	<table><tr><td>Chairman</td><td>ED / CGM</td></tr><tr><td>Member</td><td>G.M.</td></tr><tr><td>Member</td><td>Addl. Secy. / Jt.. Secy., Finance Department, Govt. of NCT of Delhi</td></tr><tr><td>Member</td><td>One SC/ST Officer not below the rank of Jt. Secy. In Delhi Govt. to be nominated by the CMD.</td></tr></table>	Chairman	ED / CGM	Member	G.M.	Member	Addl. Secy. / Jt.. Secy., Finance Department, Govt. of NCT of Delhi	Member	One SC/ST Officer not below the rank of Jt. Secy. In Delhi Govt. to be nominated by the CMD.
Chairman	ED / CGM									
Member	G.M.									
Member	Addl. Secy. / Jt.. Secy., Finance Department, Govt. of NCT of Delhi									
Member	One SC/ST Officer not below the rank of Jt. Secy. In Delhi Govt. to be nominated by the CMD.									
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable								

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DELHI FINANCIAL CORPORATION
RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY (GRADE-II)
(Amended by B.O.D. on 22.6.2007)

S.No	Description	Proposed Changes
1	Name of the post	PRIVATE SECRETARY (GRADE-II)
2	Number of post	THREE (03)
3	Classification	B
4	Pay Band and Grade Pay	9300-34800+4200
5	Whether selection or non-selection post.	Selection
6	Age limit for direct recruits	Not exceeding 30 years (relaxable for SC / ST / OBC / PwD / Ex-Serviceman and departmental employees as per Govt. rules)
7	Educational and other qualifications required for direct recruits	Graduate Degree from a University / Institute recognized by Govt. <u>Skill test Norms:</u> Dictation : 10 Minutes @ 120 w.p.m. <u>Transcription :</u> 60 Minutes (On computer) (1200 words)
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No E.Q. : Yes Skill Test : No
9	Period of probation, if any	2 years for direct recruits.
10	Method of recruitment whether by direct recruitment or by promotion or by transfer on deputation and percentage of vacancies to be filled by various methods.	100% by promotion; failing which by direct recruitment.
11	In case of recruitment by promotion / transfer on deputation, grades from which promotion / transfer on deputation to be made.	P.S.-III with 05 years regular service in the grade and possessing qualification as prescribed in Column-8.

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12	If a Departmental Promotion Committee exists what is its composition	Chairman	ED / CGM
		Member	G.M.
		Member	Addl. Secy. / Jt. Secy., Finance Department, Govt. of NCT of Delhi
		Member	One SC/ST Officer not below the rank of Jt. Secy. In Delhi Govt. to be nominated by the CMD.
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	

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DELHI FINANCIAL CORPORATION: NEW DELHI
RECRUITMENT RULES FOR THE POST OF
PRIVATE SECRETARY (GRADE-III)
(Amended by B.O.D) 22.06.2007

Sl.No.	Description	Proposed Changes
1	Name of the post	PRIVATE SECRETARY (GRADE-III)
2	Number of post	SIX (06)
3	Classification	C
4	Pay Band and Grade Pay	5200-20200+2400
5	Whether selection or non-selection post.	Selection
6	Age limit for direct recruits	Not exceeding 27 years (relaxable for SC / ST / OBC / PwD / Ex-Serviceman and departmental employees as per Govt. rules)
7	Educational and other qualifications required for direct recruits	Graduate Degree from a University / Institute recognized by Govt. <u>Skill test Norms:</u> Dictation : 10 Minutes @ 80 w.p.m. <u>Transcription :</u> 50 Minutes (On computer) (800 words)
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9	Period of probation, if any	2 years for direct recruits.
10	Method of recruitment whether by direct recruitment or by promotion or by transfer on deputation and percentage of vacancies to be filled by various methods.	100% by direct recruitment.
11	In case of recruitment by promotion / transfer on deputation, grades from which promotion / transfer on deputation to be made.	Not applicable

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12	If a Departmental Promotion Committee exists what is its composition	<table><tr><td>Chairman</td><td>ED / CGM</td></tr><tr><td>Member</td><td>G.M.</td></tr><tr><td>Member</td><td>Addl. Secy. / Jt. Secy., Finance Department, Govt. of NCT of Delhi</td></tr><tr><td>Member</td><td>One SC/ST Officer not below the rank of Jt. Secy. In Delhi Govt. to be nominated by the CMD.</td></tr></table>	Chairman	ED / CGM	Member	G.M.	Member	Addl. Secy. / Jt. Secy., Finance Department, Govt. of NCT of Delhi	Member	One SC/ST Officer not below the rank of Jt. Secy. In Delhi Govt. to be nominated by the CMD.
Chairman	ED / CGM									
Member	G.M.									
Member	Addl. Secy. / Jt. Secy., Finance Department, Govt. of NCT of Delhi									
Member	One SC/ST Officer not below the rank of Jt. Secy. In Delhi Govt. to be nominated by the CMD.									
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable								


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