

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

F. No. DTIDC/Admin/KG/2024-25/26

Date: 24-11-2025

DTIDC, an enterprise of Govt. of NCT of Delhi, having its office at 2 Floor, Maharana Pratap, ISBT, Kashmere Gate, Delhi - 110006, invites applications for the following Post on contract basis.

S. No.	Name of the Post	Mode of Recruitment	No. of Vacancy
1.	Lower Division Clerk	On Contract basis	3

The details are as under:-

S. No.	Name of the Post	Recruitment Rules
1.	Lower Division Clerk (LDC)	<p><u>Terms & Conditions for appointment of Lower Division Clerk (LDC):</u></p> <p>1. Remuneration: LDC hired on contractual basis in the DTIDC will be paid a consolidate remuneration for Rs. 19,905/- (Level-2) + Admissible DA. No other allowances will be payable over and above the said remuneration.</p> <p>2. Age Limit: He/She should be at least 18 years old and not more than 27 years of age.</p> <p>3. Qualifications</p> <p>(a) Essential:</p> <p>(i) The candidate should have passed 12th Class or its equivalent from recognized Board of university.</p> <p>(ii) Skill test norms only on Computer: English Typing @35 W.P.M. OR Hindi typing @30 W.P.M.</p> <p>3 (b) Desirable:</p> <p>The candidate should have working knowledge of computer such as MS-Office(Word & Excel), PPT, internet and e-mail, knowledge of Ms office is essential for persons to be appointed as Ministerial staff and an undertaking shall, therefore be obtained from the candidate that he has adequate working Knowledge of Ms Office.</p>

4. Terms of hiring:

(i) The contract of hiring will be initially for one year or till the sanctioned vacant posts against which contractual persons to be hired are filled by regular employees.

(ii) In case, the need for hiring contractual staff still persists after one year, contractual appointment will be reviewed and renewed on yearly basis subject to satisfactory work and conduct report/performance of the employee but not beyond the age of 60 years.

5. Duties and Responsibilities: The contractual employee will have to perform the following clerical duties. No financial powers will be given to the contractual employees. The DTIDC will decide about proper work distribution, from time to time. However, broadly, the contract employee will be assigned, from time to time, the following works:-

- (i) Diary-dispatch etc.
- (ii) Preparation of various bills.
- (iii) Handling correspondence and file of work, personal claims of employees tendering.
- (iv) Record keeping.
- (v) Maintenance of cash book and service books.
- (vi) Preparation of pension cases and their perusal with other offices.
- (vii) Scrutiny of various personal claims of employees such as LTC, Medical, CEA etc.
- (viii) Submission of various information/returns.
- (ix) Getting TDS return filed and issuance of Form-16.
- (x) Any other duty of ministerial nature assigned by the DTIDC Officers.

6. Termination of Services: The services of any contractual Staff may be terminated by the DTIDC without any notice for any lapse/irregularity committed by him or the work and conduct not found satisfactory or the contract post is filled up with regular appointment.

7. Entitlement of leave : The contractual

		staff will be allowed to avail one leave per completed calendar month, Leave pertaining to previous month, if not availed, will not be allowed to be carried forward.
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How to Apply


2. The prescribed application form (attached as Annexure 'A' completed in all aspects (self-attested documents supporting eligibility criteria) in sealed envelope. in DTIDC" must each superscripted as ("Application for the post of.....") to the office of Executive Director, DTIDC Limited, Tower Block, Maharana Pratap ISBT. Kashmere Gate, Delhi-110006, Further, duly filled application form will be accepted through offline mode only till 15 days from the date of advertisement in the newspaper i.e. upto 05:00 PM only on 10/12/25. Incomplete applications & those received after prescribed date shall be summarily reject.

3. Crucial Date:

Crucial date for deciding eligibility (viz. age, length of service/experience, etc.) of the Candidates shall be 25/11/2025.

4. Others:


- (a) Regarding any change or amendment in these vacancies, a circular will be posted on the DTIDC website only.
- (b) The Advertisement can be withdrawn at any time at the discretion of the Competent Authority without assigning any reasons thereof.
- (c) No TA/DA for interview shall be admissible.


Sr. Manager Admin.

F. No. DTIDC/Admin/KG/2024-25/26

Copy to:

- (i) PA to MD, DTIDC.
- (ii). IT Incharge/Asst. Programmer (T), DTIDC With the direction to upload the PDF copy of above on website of DTIDC.
- (iii). Concerned File


Sr. Manager Admin.