

GOVT OF NCT OF DELHI
DEPARTMENT OF TRADE AND TAXES
HR BRANCH, 3rd LEVEL, VYAPAR BHAWAN, NEW DELHI-110002

F. No. F.IV/Misc./RR/Estt./10/Pt.File-3/13813

Dated: 19/09/24

Subject: - Invitation of the comments of the on the draft Recruitment Rules for the post of Motor Cycle Messenger/Despatch Rider in the Department of Trade & Taxes, GNCTD- reg.

The undersigned is directed to upload the draft Recruitment Rules for the post of **Motor Cycle Messenger/Despatch Rider**, on the website of the Department for seeking comments of the stakeholders.

Therefore, all the stake holders are hereby requested to submit their comments (if any) on the draft RRs. The comments may be submitted to HR Branch, 3rd level, Department of Trade & Taxes, Vyapar Bhawan, New Delhi-02 or through e-mail at hrbranch005@gmail.com, within 30 days of the issue of this letter.

Further, it is also informed that the comments received after due date will not be entertained, under any circumstances.

Encls: As above


Assistant Commissioner (HR)/HOO

Incharge, EDP Cell, with the request to upload on the website of the Department.

SCHEDULE

1.	Name of the post.	Motor Cycle Messenger/Despatch Rider
2.	Number of posts.	11*(2024) *Subject to variation dependent on work load.
3.	Classification.	General Central Service Group "C" Non-Gazetted, Non Ministerial
4.	Level in the pay matrix.	Pay Level-2 (Rs. 19900-63200/-) as per 7 th CPC
5.	Whether selection or non-selection.	Not Applicable
6.	Age limit for direct recruits.	18-25* years (The upper age limit is relaxable for departmental candidates upto 40 years in accordance with the instructions or orders issues by the Central Government) Note : The crucial date for determining the age limit shall be as advertised by Competent Authority. *In case of post being filled up by all-India Open Competition, the age limit would be between 18 years and 27 years.
7.	Educational and other qualification required for direct recruits.	Essential: 1. Matriculation or Industrial Training Institutes equivalent pass from a recognized Institution or Board 2. Possession of a valid driving license for Motor Cycle or Autorickshaw 3. Two years' experience in driving Motor Cycle/ Autorickshaw 4. Knowledge of Motor Cycle or Autorickshaw mechanism (The candidate should be able to remove minor defects in vehicle) 5. Ability to read English and Hindi /Regional Languages of the area in which the concerned organization is situated. Desirable : i) Three years' service as Home Guard or Civil Volunteers. Note : The qualification regarding experience is relaxable at the discretion of the Competent Authority in the case of the candidates belonging to Schedule castes or Schedule 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.

8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes.	Not Applicable
9.	Period of probation, if any	02 years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	<p>By deputation or absorption, failing which by direct recruitment</p> <p>For Ex- servicemen Deputation or re- employment</p>
11.	In case of recruitment by promotion deputation/ absorption grades from which promotion/ deputation/ absorption to be made.	<p>Deputation or absorption:</p> <p>From amongst the regular Multi Tasking Staff, Group C in the Department of trade & Taxes failing which from regular Motor Cycle Messenger/ Despatch Rider or Group C employees from the Departments of Government of NCT of Delhi who possess the qualification and experience in Column 7</p> <p>For Ex- servicemen</p> <p>Deputation or re-employment:</p> <p>The armed Forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for released from the Armed Forces; thereafter they may be continued as reemployment:</p> <p>(The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of central Government shall ordinarily not exceed three years)</p>

12.	If a Departmental promotion Committee exists what is its composition.	Group-'C' DCC for considering confirmation 1.Principal Secretary/ Secretary (PWD) - Chairperson 2.Head of the Department, Concerned - Member 3. Deputy Secretary (UD) - Member Note :- Senior most member of the DCC shall act as Chairperson in case notified Chairperson happens to be junior to another member of the DCC.
13.	Circumstance in which Union Public Service Commission to be consulted in making recruitment.	Not Applicable