

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
(Administration Branch)
Vikas Kuteer, I.P. Estate, ITO, New Delhi-110002

F.No.GA/1200/02/Admn./RRs /24

Date: 08.09.2025

DRAFT RECRUITMENT RULES FOR THE POST OF SENIOR
SECRETARIAT ASSISTANT IN DELHI URBAN SHELTER
IMPROVEMENT BOARD, AS APPROVED BY THE SERVICES
DEPARTMENT, GOVT. OF NCT OF DELHI

NOTICE

In terms of the Services Department, Services-IV Branch, Govt. of NCT of Delhi, 7th Level, "B" Wing, Delhi Secretariat, I.P. Estate, New Delhi - 110002 circular No. F.2(1)/RRs/2021/S-IV/676-680 dated 06.04.2021, the proposal for framing of Recruitment Rules of 238 posts of Senior Secretariat Assistant (Group 'C') in Delhi Urban Shelter Improvement Board (DUSIB) has been approved by the Services Department on 09.07.2025.

The Draft Recruitment Rules is hereby uploaded on the website of DUSIB for obtaining the comments, if any, from the stakeholders, in the following format:

Sr. No./Column No. of proposed Notification/Schedule of RRs to the post of Senior Secretariat Assistant	Comments
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The stakeholders are hereby invited to give their comments, if any, on the Draft Recruitment Rules to this department within 30 days from the date of uploading of Draft Recruitment Rules.

After completion of 30 days, the Draft Recruitment Rules will be placed before Competent Authority for taking approval for notifying in Delhi Gazette as per Law, Rules and Procedure prescribed.

Encl: As above

Digitally signed by
Uma Mahesh Rao
Date: 08-09-2025
12:51:03

(U.M.Rao)

Dy. Director (Admin.)

Copy to:

1. PS to CEO, DUSIB for kind information
2. PS to Member (Admn.) for kind information
- ✓ 3. Deputy Director (IT), with a request to upload this notice, along with enclosure, on DUSIB's official website.
4. Notice Board, Punarwas Bhawan & Vikas Kuteer

Diary No. 948
Date: 8/9/25
Computer Division (DUSIB)
Govt. of NCT of Delhi

Annexure-I

SCHEDULE

Name of the Post	Number of Posts	Classification	Level in the Pay Matrix	Whether Selection/ Non Selection Post	Age Limit for Direct Recruits
(1)	(2)	(3)	(4)	(5)	(6)
Senior Secretariat Assistant	238* (2025) * Subject to variation dependent on workload	Group 'C'	Level-4 in the pay matrix (Rs. 25500-81100)	Non-selection	Not applicable

Educational and other Qualification required for direct recruits	Whether age & educational qualification prescribed for Direct Recruits will apply in the case of promotee	Period of Probation, if any	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.
(7)	(8)	(9)	(10)
Not applicable	Not applicable	Nil	(i) 75% by Promotion (ii) 25% by Limited Departmental Competitive Exam (LDCE)

In case of recruitment by Promotion/Deputation/Absorption, grades from which Promotion/Deputation/Absorption to be made	If Departmental Promotion Committee exists, what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
(11)	(12)	(13)
By Promotion: Among Junior Secretariat Assistant's in Level-2 (Rs. 19900-63200) in the pay matrix with Six years' services in the grade rendered after appointment thereto on regular basis.		

<p>Note:- Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying/eligibility service.</p> <p>By Limited Departmental Competitive Exam (LDCE):</p> <p>Among Junior Secretariat Assistant's in Level-2 (Rs. 19900-63200) in the pay matrix with Three years' services in the grade rendered after appointment thereto on regular basis shall be eligible to appear in the LDCE for appointment to the post of Senior Secretariat Assistant.</p>	<p>Group 'C' Departmental Promotion Committee:</p> <ol style="list-style-type: none"> 1. Pr. Director/Director (Admin.)- Chairman 2. A representative of SC/ST - Member 3. A Group-A Officer from outside- Member 4. Dy. Chief Accountant- Member 5. Dy. Director (Admin.) - Member Secretary 	<p>Consultation with UPSC is not necessary</p>
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