

Subject: Engagement of Consultant / Expert(S)

1. Tool Room & Training Centre (TRTC) at Wazirpur Industrial Area, Delhi and Hi-Tech Vocational Training Centre (HTVTC) at Okhla Industrial Area New Delhi were established, with technical and financial assistance of Government of Denmark and Government of Italy respectively, with the objective of contributing towards the development of industries in and around Delhi through supply of trained manpower, undertaking job work of machining and manufacturing of sophisticated tools. These centres were functioning as independent societies, registered under the Societies Registration Act, 1860, each having separate Governing council and General body of the society.
2. The societies of TRTC and HTVTC have been amalgamated and renamed as Delhi Institute of Tool Engineering (DITE) . DITE has come into existence w.e.f. 28th Nov. 2007 and is functioning from Wazirpur Industrial area and Okhla Industrial area as Campus – I and Campus – II respectively.
3. DITE has been playing a vital role in the development of micro, small and medium industries through supply of trained manpower in the field of tool making and tool designing and supply of sophisticated tools such as dies, moulds, press tools, jigs, fixtures etc. for the past over thirty years. The Institute runs post- ITI courses in machine operations and dies fitting, Diploma course in Tool & Die Making, B.Tech (Tool Engineering), B.Tech (Mechatronics) and M.Tech (Tool Engineering) to cater to ever challenging needs of technical excellence in the area of Tool Engineering and Mechatronics.

4. DITE has presently a total of 163 employees. (27 officers & 136 other staff with an establishment cost of approximately Rs.10.5 crore. The details of posts for Existing Cadre'X' (erstwhile TRTC) and Cadre'y' (erstwhile HTVTC) is given below.

Erstwhile TRTC position of approved posts-Cadre-'X'

Table-1

S.No	Nomenclature of Post	Scale of Pay(Earlier)	Pay Band As per 6 th PC	GP
1	General Manager/OSD	16400-20000/-	37400-67000 PB-IV	8,900
2	DY.General Manager	14300-18300/-	37400-67000 PB-IV	8,700
3	Manager/Secretary	12000-16,500/-	15600-39100 PB-III	7,600
4	Dy. Manager	10000-15200/-	15600-39100 PB-III	6,600
5	Asstt. Manager	8000-13500/-	15600-39100 PB-III	5,400
6	Admn.Officer/Trg.Officer/Sr. Foreman/System Analyst/Design Engr.	6500-10500/-	9300-34800 PB-II	4,600
7	Foreman/Instructor/L.T./ J.D. Engr./Development Officer	6500-9000/-	9300-34800 PB-II	4,200
8	Technical Gr.I /Librarian	4500-7000/-	5200-20200 PB-I	2,800
9	Tech. Gr.II & III	4,000-6000/-	5200-20200 PB-I	2,400
10	Tech. Gr.IV	3050-4590/-	5200-20200 PB-I	1,900
11	Tech. Gr.V	2650-4000/-	5200-20200 PB-I	1,800
12	Executive Assistant	5500-9000/-	9300-34800 PB-II	4,200
13	Asstt.Gr.I/PS	5000-8000/-	9300-34800 PB-II	4,200
14	Asstt.Gr.II&III/Computer Programmer/Sr. Driver	4,000-6000/-	5200-20200 PB-I	2,400
15	Asstt. Gr.IV/Driver/Head Watchman	3050-4590/-	5200-20200 PB-I	1,900
16	Security Guards/Mali/Sweeper/ Peon	2550-3200/-	5200-20200 PB-I	1800
	Total			

Erstwhile HTVTC position of approved posts cadre-‘Y’**Table-II**

S.No.	Nomenclature of Post	Scale of Pay(Earlier)	Pay Band As per 6 th PC	GP
1	General Manager	16400-2000	37400-67000 PB-IV	8,900
2	Sr. Manager	14300-18300	37400-67000 PB-IV	8,700
3	Work Manager	14300-18300	37400-67000 PB-IV	8,700
4	Sales/Design Manager	14300-18300	37400-67000 PB-IV	8,700
5	Dy. Manager	12000-16500	15600-39100 PB-III	7,600
6	Secretary/A/Cs Manager	12000-16500	15600-39100 PB-III	7,600
7	AM	10000-15200	15600-39100 PB-III	6,600
8	AM(A/Cs)	10000-15200	15600-39100 PB-III	6,600
9	Instructor	8000-13500	15600-39100 PB-III	5,400
10	Instructor/Foreman(Mech)	8000-13500	15600-39100 PB-III	5,400
11	AO	6500-10500	9300-34800 PB-II	4,600
12	PO	6500-10500	9300-34800 PB-II	4,600
13	JE(Civil)	5500-9000	9300-34800 PB-II	4,200
14	Tech Gr. I	5500-9000	9300-34800 PB-II	4,200
15	Tech Gr.II	4500-7000	5200-20200 PB-I	2,800
16	Tech Gr. III	4000-6000	5200-20200 PB-I	2,400
17	Tech Gr.IV	4000-6000	5200-20200 PB-I	2,400
18	Tech Gr.V	3050-4590	5200-20200 PB-I	1,900
19	Tech Gr. VI	2550-3200	5200-20200 PB-I	1,800
20	Store Officer	5500-9000	9300-34800 PB-II	4,200
21	PS to GM	5000-8000	9300-34800 PB-II	4,200
22	A/Cs Asstt.	5000-8000	9300-34800 PB-II	4,200
23	Admn. Asstt.	5000-8000	9300-34800 PB-II	4,200

24	Cashier	4000-6000	5200-20200 PB-I	2,400
25	LDC/Steno Typist	3050-4590	5200-20200 PB-I	1,900
26	Time Keeper	3050-4590	5200-20200 PB-I	1,900
27	Driver	3050-4590	5200-20200 PB-I	1,900
28	Peon	2550-3200	5200-20200 PB-I	1,800
29	Mali	2550-3200	5200-20200 PB-I	1,800
30	Watch Man	2550-3200	5200-20200 PB-I	1,800
31	Sweeper	2550-3200	5200-20200 PB-I	1,800

5. DITE intends to engage a retired officer from DOPT/ Services Department of GNCT of Delhi/Consultant / Expert of Government rules and regulations to formulate proposals for :-

- (1) Preparation of Recruitment Rules keeping in view the career progression of DITE existing staff (specially the existing Cadre "X" and Cadre "Y") for the merged Entity i.e. DITE
- (2) Maintenance of Roster;
- (3) Cadre Review ,Study of manpower requirement, Re-designation of posts , the required HR process reengineering; and
- (4) Other related work.

6. The applicant(s) may indicate the following details:-

(a) The experience in dealing with work related to creation of new posts, Recruitment Rules, Cadre Review, Study of Manpower requirement.

(b) Expected Consultancy Fee in Rupees(all inclusive)

7. The interested candidates may send their CV and Expected Consultancy Fee by post in sealed envelope superscribing "Application for Engagement of Consultant" on or before 11th July, 2014 to the Director-cum-Principal, Delhi Institute of Tool Engineering, Wazirpur Industrial Area, Delhi – 110052 (e-mail ID dpdite@gmail.com.)

8. For any other clarification, you may contact Secretary, DITE on telephone No. 011 -27373885 / 27006105.