



भारत सरकार / Government of India

कौशल विकास एवं उद्यमशीलता मंत्रालय / Ministry of Skill Development & Entrepreneurship

प्रशिक्षण महानिदेशालय / Directorate General of Training

क्षेत्रीय कौशल विकास एवं उद्यमशीलता निदेशालय /

REGIONAL DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP

विद्यानगर, हैदराबाद, तेलंगाना / Vidyanagar, Hyderabad, Telangana – 500 007.

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आज़ादी का
अमृत महोत्सव

No. A-35018/1/2026/Adm.I/E-79368/

Date : 25/08/2026

CIRCULAR

Sub :- Filling up five posts of Upper Division Clerk (UDC) in Pay Level 4 on deputation basis at RDSDE, Telangana – Reg.

It is proposed to fill up five posts of Upper Division Clerk (UDC) in Pay Level 4 on deputation basis as detailed below at RDSDE, Telangana :-

National Skill Training Institute, Vidyanagar	–	01 post
National Skill Training Institute, Ramanthapur	–	02 posts
Regional Directorate of Skill Development & Entrepreneurship, Ramanthapur	–	02 posts

The period of deputation initially be for a period of one year, extendable to maximum of three years.

Eligibility : Officers of the Central Government or State Government or Union territories administration :-

- (a) (i) holding analogous post on regular basis in the parent cadre or department;
OR
(ii) with eight years service rendered after appointment to the post of Lower Division Clerk grade on a regular basis in Level 2 in the pay matrix Rs. 19900-63200.
- (b) possessing the following educational qualifications and experience, namely :
 - (i) 12th class pass or equivalent from a recognized Board; and
 - (ii) a typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer. (35 words per minute and 30 words per minute correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).
 - (iii) at least three years' experience in the field of establishment or accounts or store section or training related work.

Contd 2/-

Note 1 : The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on the deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 2 : 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 organisation or department of the Central Government shall ordinarily not exceed three years.

Note 3 : The maximum age-limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of receipt of applications.

Applications in the enclosed Proforma alongwith photocopies of the complete and upto date APARs of last five years duly attested by Head of Office in respect of the officers who could be spared in the event of their selection may be sent to the "The Regional Director, Regional Directorate of Skill Development & Entrepreneurship, Opp. Shivam, Vidyanagar, Hyderabad – 500 007" within 45 days of issue of this circular. Applications received after the last date or without attested copies of Confidential Reports or otherwise found incomplete, will not be considered. While forwarding applications, it may be verified and ensured that particulars furnished by the applicants are true and correct. A certificate that no Vigilance case is pending or contemplated against the applicant and no major/minor penalty is imposed on him/her during last 5 years along with cadre clearance and integrity certificate may be furnished with the applications.

Encl. : Proforma


REGIONAL DIRECTOR

Copy to :-

- (1) All Ministries/Department of Govt. of India including DGT, Ministry of Skill Development & Entrepreneurship, Kaushal Bhavan, New Moti Bagh, New Delhi – 110 023.
- (2) All Field Offices of DGT.
- (3) Sri B. Sharnappa, Assistant Director/Nodal Officer (IT), NSTI (R); Sri M.J. Vijaya Raju, Assistant Director/Nodal Officer (IT), NSTI (V); Sri V.V. Sateesh Reddy, Training Officer/Nodal Officer (IT), RDSDE; Sri D. Nagendra Naik, Training Officer/Nodal Officer (IT), NSTI (W) with the directions to upload the circular on website.
- (4) Notice Board.

**PROFORMA FOR THE POST OF UPPER DIVISION CLERK (UDC) IN RDSDE,
TELANGANA**

1. Name :
2. Date of birth :
3. Date of appointment :
4. Educational Qualification :
5. Present Post held, date
from which held & Pay Scale :
6. Name of Department/Organization :
7. Nature of Duties (Please attach a signed
separate sheet, if necessary) :
8. Whether belongs to SC/ST/OBC/PH :
9. Whether Permanent/Temporary :
10. Any other information in support of
candidature

Dated :

(Signature of the applicant)

CERTIFICATE OF EMPLOYER

It is certified that the above particulars of Shri/Smt. _____ are verified and he/she is free from vigilance angle. His/her attested copies of upto date APARs are enclosed herewith. He/She can be spared for transfer as & when required.

Signature of Head of Office with Office Seal