

No.SE/PWD/EST/F-1(part)/11-12/1050  
Admn. of Daman and Diu.  
O/o. Superintending Engineer,  
P.W.D., Moti Daman.

Dated: 20/10/2011.

### CIRCULAR

It is proposed to fill up one post of Executive Engineer (Civil)/Surveyor of Works (Civil), Group 'A' (Gazetted) carrying the pay scale -PB - 3 Rs.15600-39100 + Grade Pay of Rs. 6600 (Revised) (Pre-revised Rs. 10000-325-15200) in the Public Work Department, Administration of Daman & Diu on deputation basis from the officers of the Central/State Government/Union Territories/Autonomous Bodies/Public Undertaking.

- (a) (i) holding analogous post or;  
(ii) with 5 years regular service in posts in the scale of pay of PB-2 Rs. 9300-34800 +Grade Pay Rs. 5400/- (Pre-revised Rs. 8000-275-13,500) or equivalent ; or  
(iii) with 7 year regular service in posts in the scale of pay of PB-2 Rs. 9300-34800 +Grade Pay Rs. 4600/- (Pre-revised Rs. 6500-200-10,500) equivalent; and
- (b) Possessing the Degree in Civil Engineering of a recognized University or equivalent.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not exceeding 56 years as on the closing date of receipt of applications).

It is request that the circular may be given wide publicity by circulating it to eligible officers and applications for such eligible candidates as are desirous of being considered for the post and who can be relived immediately on selection may be forwarded to the Chief Engineer, Office of the superintending Engineer, PWD, Moti Daman-396220 along with their Biodata (in duplicate) in the Performa prescribed at Annexure-A, along with the following documents within 60 days from the date of publication of this circular in the Employment News.

List of essential documents to be attached with the Bio-data;

- (i) Vigilance Clearance Certificate.  
(ii) Integrity Certificate.  
(iii) Statement of penalties (Major/Minor) imposed if any.  
(iv) ACRs dossier or ACRs for the last five years (it may kindly be noted that in case of photo copies of ACRs the same should be attested by an Gazetted Officers.

Incomplete applications and applications forwarded without the complete set of essential documents listed above, shall be rejected.

Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

(P. S. Jani)

Joint Secretary (Pers.)

Encl: - As Above

To,

1. All Secretaries to Government of India, New Delhi.
2. All Chief Secretaries to Government of all State/Union Territories.
3. All Head Office, Daman & Diu.
4. The DIO, NIC for uploading in the Govt. website.
5. The Asstt. Director (O.L) Daman for translation into Hindi.

## ANNEXURE-A

### BIO DATA PRO FORMA

d/6<sup>th</sup>

1. Name and Address in Block letters. ... ..
2. Dated of Birth (in Christian era)
3. Date of retirement under Central/  
State Government Rules.
4. Educational Qualifications
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).

	Qualifications/ Experience required	Qualifications/ Experience possessed by the officer.
<b>Essential</b>		
(1)		
(2)		
(3)		
<b>Desirable</b>		
(1)		
(2)		

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post
7. Details of Employment in chronological order, Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Institution/ Organisation	Post held		List of Pay and last basic pay	Nature of duties
	From	To		

8. Nature of present employment (i.e.)  
ad hoc, temporary or permanent ... ..
9. In case the present employment is held on deputation/contract basis, please state---
  - (a) The date of initial appointment ... ..
  - (b) Period of appointment on deputation/contract
  - (c) Name of the parent office/organization to which you belong. ... ..

P.T.O

10. Additional details about present employment :  
Please state whether working under:

- (a) Central Government
- (b) State Government
- (c) Autonomous Organisations
- (d) Government Undertakings
- (e) Universities.

(2)

11. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

12. Total emoluments per month now drawn

13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is in sufficient

14. Whether SC/ST

15. Remarks.

Date

Signature of the Candidates.  
Address:

**To be certified by the Employer / Forwarding Authority.**

Certified that the particulars furnished by the Applicant have been verified with reference to his service records and found correct. No Vigilance / disciplinary proceedings either pending or contemplated against the Officer.

Dated:-

Signature of the Employer/  
Forwarding Authority with  
Office Seal.