

VACANCY CIRCULAR

The U.T. Administration of Daman & Diu has proposed to fill up the following vacant posts on Deputation (Including Short Term Contract) basis in various departments as per the details given below :-

Sr. No.	Name of the Post & Department	No. of post	Classification	Pay Scale
1.	Head of Department (Electrical Engineering), Government Polytechnic, Daman	01	Group "A" (G)	Rs.37400-67000 + AGP Rs.9,000/-
2.	Administrative Officer Government Polytechnic, Daman	01	Group "A" (G)	PB-3 Rs.15600-39100 + GP of Rs.5400/-
3.	Computer Programmer Government Polytechnic, Daman	01	Group "A"(NG)	PB-2 Rs.9300-34800 + GP of Rs.4200/-
4.	Assistant Director, Technical Training Institute, Daman	01	Group "B" (G)	PB-2 Rs.9300-34800 + GP of Rs.4600/-
5.	Superintending Engineer (Civil), PWD, Daman	01	Group "A" (G)	PB-3 Rs.15600-39100 + GP of Rs.7600/-
6.	Executive Engineer(Civil), PWD., Daman	03	Group "A" (G)	PB-3 Rs.15600-39100 + GP of Rs.6600/-
7.	Port Officer, Marine Department, Daman	01	Group B"(NG)	PB-2 Rs.9300-34800 + GP of Rs.4200/-
8.	Child Development Project Officer, O/o CDPO, Daman.	01	Group "B" (G)	PB-2 Rs.9300-34800 + GP of Rs.4200/-
9.	Veterinary Officer, Veterinary Department, Daman	01	Group "A" (G)	Level – 10 (Rs.56100 – Rs.177500)

The Pay Band, eligibility condition, qualifications, experience and the period of deputation prescribed for the post are indicated in the **ANNEXURE – I**.

The pay of the candidate selected for appointment on deputation basis will be regulated in accordance with the general orders on the subject.

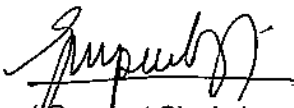
It is requested to forward application of eligible and willing Officers, who can be spared on deputation immediately on selection so as to reach the Deputy Secretary(Personnel), U.T. Administration of Daman & Diu, Department of Personnel & Administrative Reforms, Secretary, Daman – 396 220 for consideration within **sixty days** from the date of issue of this Circular and advertisement in Employment News.

Applications received after the due date or without ACRs/APARs or otherwise found incomplete or not received through proper channel will not be considered.

List of enclosures to be accompanied with the application

1. Application in the prescribed format – **Annexure- A** duly completed, signed by the candidate and countersigned by the Cadre/Appointing Authority.
2. Attested copies of ACRs for the last 5(five years duly attested on each page with seal by an officer in the rank of Under Secretary to the Government of India or equivalent.
3. Integrity Certificate.
4. Vigilance Clearance.
5. Major or Minor Penalty certificate for the last ten years of his service.
6. A certificate to the effect that the particulars furnished by the candidates have been verified and found correct as per service records.
7. Cadre clearance certificate.

The Annexure – I and Annexure – A can be downloaded from official websites of U.T. Administration of Daman & Diu : <https://www.daman.nic.in>


(Gurpreet Singh)
Deputy Secretary (Pers)

To,

- 1) All Ministries/Department of Central Government, New Delhi
- 2) The Chief Secretaries, All State Governments/Union Territories.
- 3) All the Heads of Offices, Daman/Diu
- 4) The S.I.O., NIC, Daman requested to upload on official Website.
- 5) The Labour and Employment Officer, Daman for uploading the same in the National Employment Portal.
- 6) The Guard file.

ANNEXURE – I

1. Name of the post : Head of Department (Electrical Engineering)
2. Number of post : 1 (One)
3. Pay : PB-4 Rs.37400-67000 with Academic Grade
Pay Rs.9000/-
4. Eligibility : Officers under the Central or State Governments/Union
Territory Administration.

(A) (I) Holding Analogous posts in the parent cadre or department on regular basis; or

(II) With ten years service in the grade rendered after appointment thereto on regular basis in the Pay Scale of Rs.15600-39100 with Academic Grade Pay of Rs.5400 in PB-3 or equivalent in the parent cadre or department; And

(B) Possessing the Educational Qualifications and Experience prescribed as under :-
Essential :

(i) Bachelor's and Master's degree in appropriate branch of Engineering or Technology with first class either in Bachelor's or Master's level from a recognized university.

(ii) Minimum of ten years relevant experience in Teaching or Research or Industry.

OR

(I) Bachelor's and Master's Degree in appropriate Branch of Engineering or Technology with first class or equivalent either in Bachelor's or Master's level and Ph. D or equivalent in appropriate discipline in Engineering or Technology from a recognized university.

(II) Minimum five years experience in relevant subject in Teaching or Research or Industry.

(The Department officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputations shall not be eligible for consideration for appointment by promotion).

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/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.)

Note:- Equivalence for Ph.D is based on publication if five International Journal Papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all five publications being in the Author's area of specialisation.

Note:- Ph.D shall be from a recognized university.

Note 3 : In case of Research Experience, good academic record and books or research publications or IPR or Patents record shall be required as deemed fit by the Expert Members of the Selection Committee.

If experience in Industry is considered, the same shall be at Managerial level equivalent to Head of the Department with active participation record in Designing, Planning, Executing , Analysing, Quality Control, Innovating, Training, Technical Books or Research Paper Publications or IPR or Patents etc. as deemed fit by the Expert Members of the Selection Committee.

For the post of Head of Department, flair for management and leadership is essential as deemed fit by the expert Members of the Selection Committee.

Note 4 : If a Class or Division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class or division. If a Grade Point System is adopted the Cumulative Grade Point Average will be converted into equivalent marks as below:-

Grade Point	Equivalent Percentage
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

Note -5 :The exact requirement of the subject or discipline will be indicated at the time of each recruitment.

ANNEXURE – I

1. Name of the post : Administrative Officer
2. Number of post : 1 (One)
3. Pay : PB-3 Rs.15600-39100 + Grade Pay Rs.5400/-
4. Eligibility : Officers under the Central/State Government /Union Territories or Public Sector Undertaking or Recognized Research Institutions or Universities or semi Government or Statutory or Autonomous Organization.

(A) (I) Holding Analogous posts on regular basis in the parent cadre or department ; OR

(II) With two year's service in the grade rendered after appointment thereto on regular basis posts in the Pay Band -2, Rs.9300-34800 + Grade Pay of Rs.4800 or Equivalent in the Parent Cadre Department ; OR

(III) With three years service in the Grade rendered after appointment thereto on a regular basis in the posts in the Pay Band-2 Rs.9300-34800 plus Grade Pay of Rs.4600 or equivalent in the parent Cadre/Department; AND

(B) Possessing the following Educational Qualifications and experience;

Essential:

- (i) Bachelor's Degree from a recognized University/Institute.
- (ii) Three years experience in Accounts, Administration, Establishment work in a Government Office/PSU/Autonomous body /Statutory body.

Note:- (Period of deputation (ISTC) including the 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 (ISTC) shall not exceeding 56 years as on the closing date of receipts of applications.)

ANNEXURE – I

1. Name of the post : Computer Programmer
2. Number of post : 1 (One)
3. Pay : PB-2 Rs.9300-34800 + Grade Pay Rs.4200/-
4. Eligibility : Officers under the Central Government or State Governments or Union Territories or Public Sector Undertakings or Recognized Research Institutions or Universities or semi Government or Statutory or Autonomous Organization;
- (A) (I) Holding Analogous posts on regular basis in the parent cadre or department ; OR
- (II) With six years service in the grade rendered after appointment thereto on regular basis posts in the Pay Band -1, Rs.5200-20200 + Grade Pay of Rs.2800 or Equivalent in the Parent Cadre /Department ; AND
- (B) Possessing the Educational Qualifications and experience;
Essential :
- (A) Bachelor's Degree in Computer Application/Information Technology/Computer Science from a Recognized University/Institute plus.
- (B) A speed test of not less than 1500 key depressions per hour for Data Entry work to be ascertained through speed test on Computer.

Note:- Period of deputation (ISTC) including the 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 (ISTC) shall not exceeding 56 years as on the closing date of receipt of applications.)

ANNEXURE – I

1. Name of the post : Assistant Director
2. Number of post : 1 (One)
3. Pay : Rs.6500-200-10500 (PB-3 of Rs.9300-34800 + Grade Pay of Rs.4600/-) (Level – 7 in the Pay Matrix of Rs.44900-142400)
4. Eligibility : Officers under the Central/State Government /Union Territories/Autonomous Bodies/ Public Sector Undertakings.
- a) (i) Holding analogous posts on regular basis in the parent cadre or department ; OR
- (ii) With 3 years service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs.5500-9000 (pre-revised in Pay Band -2, Rs.9300-34800 + Grade Pay of Rs.4200) (Level – 6 in the pay matrix Rs.35400-112400) or equivalent in the cadre/department : and
- b) Possessing the following :
- (i) Degree in Engineering /Business Administration.
- (ii) 2 years experience in Administration and Financial Management.

(Period of deputation/Contract including the 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 transfer on deputation (ISTC) shall not exceeding 56 years, as on the closing date of receipt of application)

ANNEXURE – I

1. Name of the post : Superintending Engineer (Civil)
2. Number of post : 1 (One)
3. Pay : Rs.12000-375-16500 (6th CPC PB-3 Rs.15600-39100 + Grade Pay of Rs.7600/-)(7th CPC Level - 12 in the Pay Matrix of Rs.78800 – 209200)
4. Eligibility : Officers under the Central/State Government /Union Territories.
- a) (i) holding analogous posts on regular basis in the parent cadre/department ; or
- (ii) With five years service in the grade rendered after appointment thereto on regular basis in the scale of pay Rs.10000-15200) (PB-3, Rs.15600-39100 + GP Rs.6600) (Level -11 in the Pay Matrix of Rs.67700-208700) or equivalent in the parent Cadre/Department : and
- b) Possessing the following educational qualification and experience :
- i) Degree in Civil Engineering from a recognized University or equivalent.
- ii) Ten years experience in Civil Engineering Works /Projects.

Departmental Officers in the feeder Category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

(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/Department of the Central Government shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation (including short-term contract) shall not exceed 56 years, as on the closing date of receipt of applications.)

ANNEXURE – I

1. Name of the post : Executive Engineer (Civil)/Surveyor of Works(Civil).
2. Number of post : Three
3. Pay : PB-3 Rs.15600-39100-GP Rs.6600 (Level – 11 in the Pay Matrix of Rs.67700-208700).
4. Eligibility : Officers of the Central/State Govt./Union Territories/
Autonomous Bodies/Public undertaking
- a) i) holding analogous post on regular basis or
- ii) With 5 year's regular service in post in the scale of pay of PB-2 of Rs.9300-34800 with Grade Rs.5400/- (Level – 9 in the Pay Matrix of Rs.53100-167800)or equivalent; or
- (iii) With 7 year's regular service in posts in Scale of of PB-2 of Rs.9300-34800+ Grade Pay Rs.4600/- (Level -7 in the Pay Matrix of Rs.44900-142400) or equivalent; and
- b) Possessing following Education qualification and Experience:-
- i) Degree in Civil Engineering from a Recognized University or equivalent
- ii) 5 years experience in Civil Engineering Works.

Departmental Officers in the feeder Category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

(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/Department of the Central Government shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation (including short-term contract) shall not exceed 56 years, as on the closing date of receipt of applications.)

ANNEXURE – I

1. Name of the post : Port Officer
2. Number of post : 1 (One)
3. Pay : PB-2 Rs.9300-34800 with Grade Pay Rs.4200/-
Level - 6 in the Pay Matrix (Rs.35400-112400)
4. Eligibility : Officers from Central Government/State Government/UTs
(i) holding analogous posts on regular basis ; or
(ii) Officer in the PB-1 of Rs.5200-20200 + GP Rs.2800 with
six years of regular service in the grade and possess
educational qualification and experience as under :-

Essential:

Degree or Diploma in Mechanical Engineering from a
recognized University/Board

OR

Sea going Engine Driver Certificate of Competency issued
under the Merchant Shipping Act, 1958.

Desirable : One year experience in the line.

Departmental Officers in the feeder Category who are
in the direct line of promotion shall not be eligible for
consideration for appointment on deputation. Similarly,
deputationist shall not be eligible for consideration
for appointment by promotion.

(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
/Department of the Central Government shall ordinarily not
exceed 3 years. The maximum age limit for appointment
by deputation shall not exceed 56 years, as on the
closing date of receipt of applications.)

ANNEXURE – I

1. Name of the post : Child Development Project Officer/Social Welfare Officer
2. Number of post : 1 (One)
3. Pay : PB-2 Rs.9300 – 34800 + GP Rs.4200 (Level – 6 in the Pay Matrix of Rs.35400 – 112400).
4. Eligibility : Officers of the Central/State Governments / Union Territories:

A)(i) Holding analogous posts on regular basis ; OR

(ii) With six years regular service in post in the Scale of PB-1 of Rs.5200-20200 + GP of Rs.2800 (Level – 5 in the Pay Matrix of Rs.29200-92300) or equivalent; and

c) Possessing the following qualification and experience:

Master's Degree in Social Service/Social Welfare /Social Work/Sociology/Psychology/Home Science with Nutrition or Child Development as a subject from a recognized University; OR

(I) Degree in Social Service/Social Welfare/Social work/Sociology/Psychology/Home Science with Nutrition or Child Development as a subject from a recognized University.

(II) 2 (Two) years experience in Social work, in any Social Welfare Organisation.

(The departmental Officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion).

(Period of deputation/Contract including the 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 to exceed three years. The maximum age limit for appointment by transfer on deputation (including Short Term Contract) shall not exceeding 56 years, as on the closing date of receipt of applications)

ANNEXURE – I

1. Name of the post : Veterinary Officer
2. Number of post : 1 (One)
3. Pay : Level 10 in the Pay Matrix (Rs.56100 – 177500)
4. Eligibility : Officer under the Central/State Governments/Union Territories/Semi-Governments/Recognized Research Institutions/Universities/PSUs/Statutory or Autonomous Bodies.

(A) (I) Holding Analogous post on regular basis in the parent cadre/department; or

(II) With three year's service in the grade rendered after appointment thereto on regular basis in posts in Level – 9 in the Pay Matrix in the parent cadre/department; and

(B) Possessing the Educational Qualifications and Experience prescribed for direct recruits under column 7 as under :-

Essential :

- (I) Bachelor's Degree in Veterinary Science and Animal Husbandry from a recognized University/Institution.
- (II) Registered with Veterinary Council of India or State Veterinary Council.
- (III) Practical Experience in the Veterinary Dispensary or Hospital or a Dairy/Poultry farm, for not less than three years.

Desirable :

Knowledge of local language(s) (I) Gujarati, and (II) Hindi.

Note:- Period of deputation (ISTC) including the period of deputation (ISTC) 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 to exceed three years. The maximum age limit for appointment by deputation (ISTC) shall not exceeding 56 years as on the closing date of receipt of applications.)

BIO-DATA / CURRICULUM VITAE PROFORMA

1.	Name and address (in block letters)	:	
2.	Date of birth (in Christian era)	:	
3.	(i) Date of entry in to service (ii) 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).	:	
		Qualification/experience required	Qualification/experience possessed by the officer
	Essential	(i)	
	Qualification	(ii)	
	Experience	(iii)	
	Desirable	(i)	
	Qualification		
	Experience	(ii)	
6	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience 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/Instt./Orgn.	Post Held	
		Scale of pay/ Present Basic Pay and Grade Pay	Nature of duties (in detail) highlighting experience required for the post
		From	To
8.	Nature of present employment i.e., ad-hoc, or temporary or quasi-permanent 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.	
	(d)	Name of the post and pay of the post held in substantive capacity in the parent organization.	
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11	Additional details about present employment. Please state whether working under: (indicate the name of your employer against the relevant column)		

	(a)	Central Government		
	(b)	State Government		
	(c)	Union Territory		
	(d)	Statutory Organization		
	(e)	Autonomous Organizations		
	(f)	Government Undertakings		
	(g)	Universities		
	(h)	Others		
12	Please state whether you are working in the same Department and are in the feeder grade or feeder or feeder to feeder grade.			
13	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.			
14	Total emoluments per month now drawn (Basic Pay in the PB, Grade Pay, Total Emoluments)			
15	In case the Applicant belongs to an organization which is not following the Central Government Pay Scales, the latest Salary slip issued by the Organization showing the following details may be enclosed.			
	Basic Pay with Scale of Pay and rate of increment.			
	Dearness Pay/interim relief/other Allowances, etc., (with break-up details)			
	Total Emoluments			
16.A	Additional information, if any, relevant to the post you applied for in support of your suitability for the post			
16.B	Achievements: The candidates are requested to indicate information with regard to : i).Research publications and reports and special projects ii).Awards/Scholarships/Official Appreciation iii).Affiliation with the professional/bodies /institutions/societies and iv).Patents registered in own name or achieved for the organization v).Any research/innovative measure involving official recognition vi).Any other information			
17	Please state whether you are applying for deputation (ISTC)/Absorption /Re-employment Basis. (Officers under Central /State Governments are only eligible for "Absorption". Candidates of non-Government Organization are eligible for Short Term Contract.			
18	Whether belongs to SC/ST			

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

Date:

Signature of the candidate

Address

Phone No. / Mobile No.

Countersigned (Employer with seal and date)

Strike out whichever is not applicable.

Certification by the Employer / Cadre Controlling Authority

The information/details provided in the above application by the Applicant are true and correct as per the facts available on records. He/she possesses educational qualifications experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that –

- (i) There is no Vigilance or disciplinary case pending/contemplated against Shri/Smt.....
- (ii) His /Her integrity is certified.
- (iii) His / Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above is enclosed.
- (iv) No major/minor penalty has been imposed on him/her during the last 10 year or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned

(Employer/Cadre Controlling Authority with Seal)