

**U.T. ADMINISTRATION OF DAMAN & DIU  
DEPARTMENT OF PERSONNEL &  
ADMINISTRATIVE REFORMS,  
SECRETARIAT,  
MOTI DAMAN-396220.**

No. ARCS/DMN/Amendment of RR/136/2011-12/370

Dated :- 2<sup>nd</sup> / 3 / 2012.

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, read with the Government of India, Ministry of Home Affairs Order No. 7/1/65-Estt(A) dated 16<sup>th</sup> February, 1965 and the Department of Personnel and Training, New Delhi O.M. No. AB.14017/61/2008-Estt. (RR) dated 24<sup>th</sup> March, 2009, and in supersession of the earlier recruitment rules, the Administrator of Daman & Diu is pleased to make the following Rules relating to recruitment to the General Central Service **Group 'B'** (Non-Gazetted, Non-Ministerial) posts of **Special Auditor/Cooperative Officer** in the office of the Registrar Co-operative Societies in the U.T. Administration of Daman & Diu.

**1. SHORT TITLE, APPLICATION AND COMMENCEMENT :**

- (i) These rules may be called the Administration of Daman and Diu, Group "B" (Non-Gazetted/Non-Ministerial) post of Special Auditor/Cooperative Officer Recruitment Rules 2012.
- (ii) They shall apply to the posts specified in column-1 of the schedule to these rules.
- (iii) These rules will come into effect from the date of publication of this notification in the Official Gazette and will relate to appointment to the various posts made on or after this date.

**2. NUMBER OF POST, CLASSIFICATION AND SCALE OF PAY:**

The number of posts, classification of the said posts and the scales of pay attached thereto shall be as specified in column 2 to 4 of the schedule to these Rules: Provided that, the Administrator of Daman & Diu may vary the number of posts in column 2 of the said Schedule from time to time subject to exigencies of work.

**3. METHOD OF RECRUITMENT, AGE LIMIT, QUALIFICATION ETC :**

The method of recruitment to the said posts, age limit, qualifications and other matters connected therewith shall be as specified in column 5 to 13 of the aforesaid schedule.

**4. DISQUALIFICATION:**

No person (a) who has entered into or contracted a marriage with a person having a spouse living, or (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service provided that, the Administrator of Daman and Diu, may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. POWER TO RELAX:**

Where the Administrator of Daman & Diu is of the opinion that, it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing, relax any of the provision of these rules with respect to any class or category of person.

**6. SAVING:**

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

By Order and in the name of the  
Administrator of Daman and Diu.

(P.S. Jani)

Joint Secretary (Pers.)

Copy to :-

1. The Deputy Director, Government Printing Press, Daman with a request to publish the same in official Gazette.
2. The Assistant Director (OL), Secretariat, Daman for favour of translation into Hindi.
3. The D.I.O., N.I.C., Daman with a request to upload the same on the website.

**SCHEDULE**

Name of post	Number of post	Classification	Pay Band and Grade Pay/ Pay Scale	Whether Selection post or non selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1.	2.	3.	4.	5.	6.	7.
i) SPECIAL AUDITOR. ii) COOPERATIVE OFFICER	02  (2012) Subject to variation dependent on work load.	General Central Service Group 'B' Non Gazetted (Non-Ministerial)	Pay band -2 Rs. 9300-34800 + Grade Pay 4200	Selection	Upto 30 years (Relaxable for Government Servant upto 5 years in accordance with the instructions or orders issued by the Central Government)  Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep	<b>Essential:</b> 1. Degree of a recognised university or equivalent. 2. Post Graduate Diploma in Cooperation/Co-operative Management of at least one year duration from Government recognized institution. 3. 05 years experience in a responsible capacity in Cooperation including auditing of accounts of Cooperative Societies. <b>Desirable :-</b> Knowledge of speaking, reading, understanding and explaining specific language i.e. Gujarati or Hindi.  <b>Note :- 1</b> Qualifications are relaxable at the discretion of the SSC/UPSC in the case of candidates otherwise well qualified. <b>Note :- 2</b> The qualification(s) regarding experience is/are relaxable at the discretion of Competent Authority or UPSC in the case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection, the SSC/UPSC is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

Condt.2.



Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
8.	9.	10.	11.	12.	13.
Age : No. Educational Qualification : Yes	Two years.	50% by promotion and 50% by deputation, failing which by direct recruitment.	<p><b>Promotion:</b> Senior Auditor/Senior Inspector with 06 years regular service in the respective grade.</p> <p><b>Deputation:</b> Officer under the Central/State Government and Union Territories</p> <p><b>A. i)</b> Holding analogous posts on a regular basis; or <b>ii)</b> with 6 year regular service in posts in PB-1 of Rs. 5200-20,200 + G.P. Rs. 2800 and</p> <p><b>B.</b> possessing educational qualification as prescribed for direct recruits under column No. 7.</p> <p>(The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for promotion).</p> <p>Period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization department of the Central Govt. shall ordinarily not exceed 3 years.</p>	<p><b>Group 'B' DPC. (For considering confirmation)</b></p> <ol style="list-style-type: none"> <li>1. Finance Secretary Daman &amp; Diu :- Chairman.</li> <li>2. Managing Director OI DC, Daman. :- Member</li> <li>3. Collector, Daman :- Member</li> <li>4. Collector, Diu :- Member</li> <li>5. Director of Accounts Daman :- Member</li> <li>6. Concerned Head of Office :- Member</li> </ol>	Consultation with Union Public Service Commission necessary while selecting an officer on deputation.

(P.S. Jani)  
Joint Secretary (Pers)  
Daman.