

NO.1/224/2012-13/DOI/
U.T. Administration of Daman & Diu,
Department of Industries,
District Industries Centre,
Moti Daman – 396 220.

Dated: / / 2012

CIRCULAR

Sub:- Filling up the post of Industry Promotion Officer under the Director of Industries, Administration of Daman & Diu by Deputation.

It is proposed to fill up one (01) post of Industry Promotion Officer under the Director of Industries, Administration of Daman & Diu by Deputation from amongst the Officers of the Central/State Government/ Union Territory.

The PB, GP (Pre-Revised Scale of Pay) eligibility condition, qualification, 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.

The vacancy may be circulated amongst the officers working in your Ministries/Departments of Government of India/State Governments/Union Territories.

It is requested that the Bio-Data (in the Proforma attached), alongwith Integrity Certificate and Vigilance Certificate, Annual Confidential Reports dossiers of last five years of willing and suitable Officers in the Central Government/State Government/ Union Territories/Autonomous Bodies/Public Undertakings who can be relieved, if selected, may be sent to **the General Manager, District Industries Centre, U.T. Administration of Daman & Diu, Moti Daman – 396220** for consideration within **sixty days** from the date of issue of this Circular and advertisement in Employment News.

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**)
General Manager (DIC)
Daman.

To,

- 1) All Ministries Department of Central Government, New Delhi.
- 2) The Chief Secretariat, All State Government/Union Territories.
- 3) All the Heads of Offices, Daman/Diu
- 4) The D.I.O., NIC, Daman for uploading on Website.
- 5) The Asstt. Director (O.L.), Daman for translation into Hindi.
- 6) The Collector, Diu with a request to circulate the same to all Head of offices in Diu District.

ANNEXURE – I

1. Name of the post : Industry Promotion Officer, Department of Industries, Daman.
2. Number of post : 1 (one)
3. Pay : PB-2 Rs.9300-34800 with Grade Pay Rs.4200/- (Pre-Revised Scale of pay Rs.5500-175-9000)
4. Eligibility : 1) Officer of the Central Govt./State Govt./Union Territories.

- a) (i) Holding analogous posts on a regular basis in the parent cadre/department;
OR
(ii) With 6 years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.5200-20200+GP 2800 in the parent cadre/department;
AND

- b) Possessing the educational qualifications and experience as under:

- (i) Diploma in Mechanical / Electrical Engineering from recognized University / Institute or Degree of Science with Physics & Chemistry is subject from a recognized University.
- (ii) Three years experience in Industry Promotion.

The Departmental Industries Inspector with 6 years regular service in the grade will also applied along with outsiders and incase he/she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

- 2) The 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 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. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications)

ANNEXURE-A

BIO DATA PROFORMA

1. Name and Address in Block letters
2. Date 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/ required	Experience	Qualifications/ Experience possessed by the officer
Essential (1) (2) (3)			
Desirable (1) (2)			

6. Please state clearly whether in the light of Entries made by you above, you meet the Requirement 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/ organization	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

10. Additional details about present employment:

Please state whether working under:

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

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 insufficient.

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.

Signature of the Employer/
Forwarding Authority with
Office Seal

Dated:-