

No. 6/14/94-PER/2729
Administration of Daman & Diu,
Department of Personnel &
Administrative Reforms,
Secretariat, Daman – 396 220.
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Dated : 02 / 01 / 2015

READ : 1) Circular No.COL/DMN/REC-MTS/EST-11/2012-13/3955 dated 07-02-2013

C I R C U L A R

SUB : Grant of benefit of age relaxation in cases of shifting/postponement of recruitment examination, and to persons working on Daily Wages / Ad-hoc / Contract / Work Charge basis in Departments of UT Administration and autonomous bodies substantially funded by UT Administration, for regular recruitment to posts by UT Administration (except through UPSC)

In supersession to the Circular mentioned in the preamble above, the Administrator of Daman & Diu and Dadra & Nagar Haveli is pleased to order that whenever posts are filled up by the U.T. Administration of Daman & Diu (except through UPSC) on regular basis by direct recruitment, the following policy/instruction shall be adhered to for granting age relaxation to daily wages/ad-hoc/contract/work charge employees.

2. **Crucial Date for determination of upper Age limit:** The crucial date for determining the upper age limit for all direct recruitments shall be the last date of receipt of application based on publication of advertisement.
3. **Shifting/Postponement of Recruitment/Examination:** Whenever recruitment / examination is shifted / postponed to some later date, not exceeding one year from the scheduled date, after notifying the vacancy, the candidates who had applied against earlier advertisement will be eligible for relaxation of age, in case they have meanwhile crossed the maximum age specified for the post, provided they were within the prescribed age limit at the time of their earlier application.
4. **Age Relaxation to employees engaged on Daily Wages/Ad-hoc/Contract /Work-charge basis:**
 - (i) In case where the candidate has been working on daily wages/ad-hoc/contract/work charge basis under the U.T. Administration of Daman & Diu, and was not over aged for regular appointment when he/she was initially engaged on daily wages/ad-hoc/contract/work charge basis, relaxation of age shall be admissible to the extent of total period of service spent continuously without any break. If breaks are there, condonation to the extent of total past service (excluding breaks) in any capacity (daily wages/ad-hoc/contract/work charge) shall only be considered.

- (ii) Age relaxation under para (i) above shall be available to Daily Wages / Contract / Ad-hoc / Work Charge employees engaged by the Departments of UT Administration and by autonomous bodies substantially funded by the UT Administration for regular recruitment to posts by UT Administration (except through UPSC).
- (iii) It may be noted that total period (after excluding breaks) spent in each of the departments/autonomous bodies of the Administration shall be counted for relaxation, irrespective of the department where the candidate is applying for regular appointment, provided the post is general in nature and it doesn't require any specific technical qualification. The department / office may assess the number of days worked on ad-hoc/contract/daily wages /work charge basis as per the proforma at Annexure-I.
- (iv) It is reiterated that all cases of age relaxation are subject to the primary condition that at the time of their initial engagement on Daily Wages/Ad-hoc/Contract/Work Charge basis, these employees were not overage for the post they were initially engaged as per the Recruitment Rules prevailing as on that date.

5. These instructions shall be applicable to all recruitments currently in process as well as to all future direct recruitments undertaken by the Administration (except through UPSC).


(P. Lalchhuanga)
Special Secretary (Pers.)

- 1) All Heads of Office, Daman / Diu / DNH.
- 2) The Additional Secretary (Pers.), DNH with a request to issue a similar circular in DNH.
- 3) The Deputy Collector, Diu with a request to circulate the same to all the Heads of Office in Diu District.
- 4) The SIO, NIC, Daman with a request to upload the same in Administration website.
- 5) Office copy / Guard file.

ANNEXURE – I

ASSESSMENT OF AGE RELAXATION TO DAILY WAGES / AD-HOC / STC / WORK CHARGE APPLICANTS FOR DIRECT RECRUITMENT

1.	Name of Applicant	:				
2.	Age as on last date of receipt of application (Years / Months / Days)	:	_____ Years	_____ Months	_____ Days	
3.	Age limit prescribed in RR	:				
4.	Age as on date of first engagement on Daily Wages/Ad-hoc/STC/Work Charge (Year / Months / Days)	:	_____ Years	_____ Months	_____ Days	
5.	Details of period worked on Daily Wages / Ad-hoc / STC / Work Charge:					
Sr. No.	Order Date	DW /AH/ STC/ WC *	From Date	To Date	Office / Organisation	No. of Days
A	B	C	D	E	F	G
a.						
b.						
c.						
d.						
e.						
f.						
g.						
h.						
i.						
TOTAL PERIOD						
6.	Total of 5 (G) in years, months, days	:	_____ Years	_____ Months	_____ Days	
7.	Age as on last date of receipt of applications after benefit of age relaxation (2 – 6)	:	_____ Years	_____ Months	_____ Days	
8.	Eligible – YES / NO (If (7) within (3), then eligible for age relaxation else not)	:				

* DW – Daily Wages / AH – Ad-hoc / STC – Short Term Contract / WC – Work Charge

Date : / / 20

Signature of Head of Office