

**U.T. Administration of Daman & Diu
O/o the Deputy Secretary (Education),
Secretariat, Fort Area
Moti Daman – 396 220.**

No.27.1 (iii)-EST-ADTE(Vol.4)/2015-16/1171

Dated : 10/02/2016

Sub : Criteria/Guidelines for Selection / Nomination of applicants against the Central Pool reserved seats for Degree in Engineering/ Architecture/Pharmacy courses as being allotted to the U.T. of Daman & Diu by Government of India for the academic year 2016-17.

ORDER

On the above cited subject, the following Criteria/Guidelines are hereby prescribed for Selection / Nomination of applicants against the Central Pool reserved seats for Degree in Engineering/Architecture/ Pharmacy Courses as being allotted to the Union Territory of Daman & Diu by Government of India for the academic year 2016-17 and shall come into force with immediate effect:

[1] MODE OF APPLICATION:

- i) The applicant desiring to avail the benefit of Central Pool reserved seats shall **apply online as per the instructions of CSABNEUT published in the advertisement** for the Degree courses in Engineering, Architecture and Pharmacy seats by the Assistant Director (Tech. Education), U.T. Administration of Daman & Diu.
- ii) Wide publicity shall be given to the counseling process by **CSABNEUT** through Heads of Offices, District Panchayat, Municipal Council, Education department and all Libraries of Daman & Diu as well as through Newspapers.
- iii) Information Brochure for Criteria / Guidelines shall be available on website CSABNEUT “www.csab.nic.in/neut” as well as also available on website of U.T. Administration of Daman & Diu “www.daman.nic.in”.
- iv) The print copy of uploaded application along with the below listed documents / certificates should be submitted on or before prescribed date

to the Assistant Director (Tech. Education), Government Polytechnic, Daman for registration and validation of counseling process. The applicant has to come personally with all original documents at reporting centre for Validation/Registration process.

- v) The name of the applicant must be the same in JEE Hall Ticket/JEE Score Card / XII Standard Mark Sheet and in the Online Registration CSABNEUT.
- vi) Once the registration is validated by the Assistant Director (Tech. Education) within the prescribed time schedule, the applicant will be able to fill up the choice of courses.

[2] Documents / Certificates are to be attached with the print out of online registration done by the applicant for validation are as under:-

- i) Self Attested copy of Mark sheet of SSC Examination
- ii) Self Attested copy of Mark sheet of HSSC Examination.
- iii) Self Attested copy of Attempt Certificate of SSC/HSC Examination from school.
- iv) Self Attested copy of School Leaving Certificate.
- v) Self Attested copy of Certificate showing last preceding 5 years of Schooling from qualifying Examination in the U.T. of Daman & Diu.
- vi) Domicile Certificate of Parents/Guardians (Appendix 'B') as per clause No.3.1, 3.2 & 3.3.
- vii) In case of the employees falling in the categories of clause No. 3.2 and 3.3 Service Certificate of Parents from the Head of the Office is necessary.
- viii) Self Attested copy of Caste Certificate for SC/ST/OBC in prescribed format from the Mamlatdar Daman / Diu only.
- ix) Self Attested copy of Non-creamy Layer Certificate (For OBC applicant) issued prior to 1st April, 2016 shall not be accepted.
- x) Self attested copy of JEE (Main) Competitive Examination Mark sheet.
- xi) Self Attested copy of Dependant Certificate from Mamlatdar Daman/Diu.
- xii) Self Attested copy of Aadhar Card issued by the Competent Authority of India.

[3]. **ELIGIBILITY CRITERIA** : The allotment of the Central Pool

Reserved seats will be made in the following order of priority :

[3.1] **First Priority** :

- a) Applicant whose parents/guardian (in case Father and /or Mother is not alive) have Domicile Certificate of U.T. of Daman & Diu issued by Mamlatdar, Daman/Diu.
- b) The applicant should have continuously studied from Class 8th to 12th in any of the recognized schools of U.T. of Daman & Diu.
- c) The applicant of domiciled parents/guardian who have studied Standard Xth in the Navodaya Vidyalaya in this U.T. and later passed Standard XIIth from the Navodaya Vidhyalaya outside this U.T. OR have studied till Standard VIIIth in the Navodaya Vidyalaya of this U.T. and later on migrated to the Navodaya Vidyalaya outside the U.T. for studying upto Std XIIth, shall be exempted from the condition of having been educated continuously from class 8th to 12th in this U.T.

[3.2] **Second Priority:**

If the seats remain vacant after allotment to the first priority applicants, then the other applicants would be considered in the following categories:-

- a) Applicants whose parents/guardian (in case Father and/or Mother is not alive) are employees of this U.T. Administration of Daman & Diu (Govt. Servant) and the Govt. servant has continuously served in this Administration for minimum 5 years at the time of application and the applicant should have continuously studied from Class 8th to 12th in any of the recognized Schools of U.T. of Daman & Diu.

OR

- b) Applicants whose parents/guardian (in case Father and/or Mother is not alive) are employees of Central Govt./State Govt./other U.T. Administration and are on deputation or transfer to U.T of

Daman & Diu and who are having the place of their duty in this U.T of Daman & Diu and have already worked in this U.T. of Daman & Diu at least for 2 years continuously and the applicant has studied standard XIth and XIIth in any of the recognized schools of U.T of Daman & Diu.

OR

c) Applicants whose parents/guardian (in case Father and/or Mother is not alive) are employees of Central Govt./State Govt./other U.T. Administration/Govt. Nationalized Banks/ Co-operative Banks, posted in and having the headquarter within Daman & Diu and the applicant has studied standard XIth and XIIth in any of the recognized school of U.T of Daman & Diu.

[3.3] **Third Priority:** Applicants whose parents/ guardians (in case Father and/or Mother is not alive) have Domicile Certificate of U.T. of Daman & Diu issued by Mamlatdar, Daman/Diu and have passed their qualifying examination from any other institution outside the Union Territory of Daman & Diu.

NOTE: “Domicile” mean those Parents (in case Father or Mother is not alive) and Guardian of the applicants who are staying continuously in this Union Territory of Daman & Diu for a period of more than 10-years. The Domicile Certificate of Grand Father / Grand Mother / Uncle / Aunty etc. is not considered as Parents’ Domicile Certificate.

- a) The Mamlatdar, Daman /Diu will issue the necessary Domicile Certificate of Parents / Guardian to this effect based on Ration Card, Parliamentary Constituency Electoral Rolls, Election Photo Identity card and other such proof supported by Affidavit to the effect strictly.
- b) The Dependence Certificate issued by the Mamlatdar, Daman / Diu will have to be attached with application in case of those who are claiming guardianship of the applicants, in that case, Domicile Certificate of the Guardian will also have to be produced. The

dependence certificate will be issued by the Mamlatdar, Daman/Diu (in case of Father or Mother is not alive) and applicant is fully dependent and living with Guardian.

- c) The applicant Caste Certificate for SC/ST/OBC should be obtained from the Mamlatdar Daman / Diu. Caste Certificate of the applicant will be issued on the basis of Notification issued by the U.T. Administration of Daman & Diu from time to time in prescribed Performa only (Appendix-2 for SC/ST and Appendix-3 for OBC).
- d) The benefits of reservation for SC/ST/OBC shall be given to only those applicants whose parents are Domicile of this U.T. of Daman & Diu. However, the above benefits shall not be given to the applicants whose parents have migrated from other States / U.T.'s.

[3.4] Benefits of selection/nomination against Central Pool Reserved seats under this order can be availed only once. Once a applicant has given acceptance to his/her nomination, he/she shall not be eligible for any other course in the same year or in future subsequent years.

[3.5] If the seat allotted to the applicant in first round of the counseling is not as per their choice, they can opt for up gradation of the seat in the 2nd round. The allotted/surrendered seat will be placed in the successive round or Spot round of the counseling.

[4] RESERVATION POLICY:

- (a) The Reserved Category i.e. ST/SC/OBC as decided by the Union Territory of Daman & Diu shall be eligible for their claim on the reserved seats for ST/SC/OBC as per 200 point Reservation Roster prepared by this Administration.
- (b) Those Reserved Category applicants who are migrants to this Union Territory of Daman & Diu shall not be eligible for their claim on the seats reserved for ST/SC/OBC as per 200 point Reservation Roster prepared by this Administration.

- (c) A distinct reservation of Scheduled Castes, Scheduled Tribes & Other Backward Classes (Non Creamy layer) are as under:
- (i) 15% of total seats shall be reserved for Scheduled Castes applicants.
 - (ii) 7.5% of total seats shall be reserved for Scheduled Tribes applicants.
 - (iii) 27% of total seats shall be reserved for Other Backward classes applicants (only for Non- Creamy layer applicants).
- (d) The pattern of the Reservation as mentioned in (c) above is as per the instructions issued by Government of India, Ministry of Personnel, Public Grievances and Pension, Department of Personnel & Training, New Delhi vide O.M. No. 36012/2/96-Estt(Res.) dated 02/07/1997. The above reservation will be given as per the 200 point Reservation Roster prepared by this U.T. Administration of Daman & Diu, Department of Technical Education for courses of ENGINEERING /ARCHITECTURE /PHARMACY seats.
- (e) As per Government of India instructions, 22.5% of the total seats allotted by Govt. of India will be reserved for applicants belonging to Scheduled Castes / Scheduled Tribes (15% for SC and 7.5% for ST). If sufficient numbers of applicants are not available to fill up the seats reserved for SC, the same seats will be filled-up by ST applicants. Similarly, if the sufficient numbers of applicants are not available to fill-up the seats reserved for ST, the same seats will be filled-up by SC applicants. Thereafter, in case of non availability of eligible applicants of SC / ST, the same seats will be filled-up from merit list of General category.
- (f) Similarly, if sufficient applicants are not available to fill the 27%seats reserved for OBC, then said seats will be filled in by merit list of General Category.

[5] HELP CENTER:

The Help Center for CSABNEUT will be set-up at Government Polytechnic, Daman. The following officials will be In-charge of the help Centers as under:-

- 1) Assistant Director (Tech. Education), Daman & Diu.
- 2) Vice Principal, Technical Training Institute, Diu.

[6] REPORTING CENTER:

The reporting center for CSABNEUT will be set-up at Government Polytechnic, Daman (for the applicants of the Daman & Diu). The following officials will be In-charge of reporting center.

- 1) Assistant Director (Tech. Education),
Daman & Diu ----- Center-In Charge
- 2) Lecturer in Civil Engineering,
Govt. Polytechnic, Daman ----- Dy. Center-Incharge.

**[7] PREPARATION OF MERIT LIST FOR ENGINEERING/
ARCHITECTURE / PHARMACY**

[7.1] CSABNEUT constituted by MHRD, New Delhi will prepare the merit list which shall be on the basis of 40% weightage for performance in class XII Board Examination marks (PCM) plus 60% weightage for the performance in Joint Entrance Examination (JEE) Main conducted by CBSE Board, New Delhi.

[7.2] All India Rank/State Rank awarded to the applicant by CBSE will be the basis for Selection/Nomination of applicants for courses of Engineering, Architecture and Pharmacy seats as follows:-

[7.3] The applicant must have passed qualifying examination with Physics, Chemistry and Mathematics for admission in B.E. /B.Tech. /B. Architecture course with minimum 50% marks taken together (with Practical Marks)

[7.4] The applicant desiring B. Architecture seats should qualify at Paper – II of JEE (Main) conducted by CBSE Board, New Delhi.

[7.5] **The applicant desiring B. Pharmacy seats should qualify at Class XIIth Board examination with 50% marks in all subjects taken together (with Practical Marks).**

[8] **GUIDELINES FOR NOMINATION IN THE SPOT ROUND** (if spot round is allowed by MHRD to fill up the vacant seats after completion of all rounds by CSABNEUT from time to time)

(a) The valid registered applicant who fails to get any seat allotment in the scheduled Rounds as per the schedule given by CSABNEUT will have to show their willingness in writing to be considered in the SPOT ROUND.

The applicant may show their willingness in writing after the result of the last round by CSABNEUT as per the schedule given by them is declared on the website i.e. www.csab.nic.in

(b) No fresh choice filling will be done. Choices already filled by the applicant after valid registration will be considered for the SPOT ROUND. Branch and institute choices saved and locked by the applicant as scheduled will be processed on the scheduled date of SPOT ROUND.

(c) Applicant will have to appear before the counseling committee during the SPOT ROUND on the date prescribed by the Authority of the SPOT ROUND.

(d) Seats thus falling vacant after the scheduled ROUNDS by CSABNEUT (hereinafter called '**vacant seats**') will be considered for allotment in the SPOT ROUND of allotment.

[9] **COUNSELING COMMITTEE**

[9.1] The Counseling Committee for **Spot Round**(if spot round is allowed by MHRD to fill up the vacant seats after completion of all rounds by CSABNEUT from time to time) comprises of :

- | | | |
|--|-------|------------------|
| 1. Director (Education), Daman & Diu | ----- | Chairman. |
| 2. Dy. Dir. Medical & Health, PHC, Daman | ----- | Member |
| 3. Principal, Govt. College, Daman | ----- | Member |
| 4. A.D.E., District Panchayat, Daman | ----- | Member |
| 5. Asstt. Director (Tech. Education), Daman & Diu. | ----- | Member Secretary |

- [9.2] The committee will finalize the selection of applicants for nomination in **Spot Round** against the vacant seats for Engineering/Architecture/Pharmacy courses by counseling in the presence of the applicants.
- [9.3] After selection of the applicant by Counseling Committee for the course as per his / her choice, the applicant shall have to accept or reject the same before the Committee and in case of acceptance, he / she will have to pay a fees of Rs.2000/- **(Non-Refundable)** immediately, thereafter the Agreement Bond and Surety Bond in prescribed Form (Appendix 'C' & 'D') are to be submitted the Assistant Director (Tech. Education) Government Polytechnic, Daman., who shall issue Nomination letter to the selected applicant in the prescribed Form (Appendix 'E').
- [10] The Counseling Committee shall be empowered to take a decision regarding eligibility of applicants, allocation of seats etc, in any case of doubt / issue arise at the time of Spot round (if spot round is allowed by MHRD to fill up the vacant seats after completion of all rounds by CSABNEUT from time to time) Counseling and the decision of Counseling Committee will be final.
- [11] The whole Criteria for selection will be on the basis of the qualifying merit prepared by CSABNEUT for the applicants subject to any special orders issued with the concurrence of Government of India, MHRD, New Delhi.
- [12] While observing Criteria mentioned above, it should be kept in view that the selected applicant should also fulfill the admission requirements of respective College / State to which they are nominated as far as eligibility, minimum/maximum age (wherever prescribed) and minimum percentage of marks (wherever prescribed) are concerned.
- [13] The U.T. Administration of Daman & Diu / Counseling Committee shall not be responsible, if the Selected / Nominated applicant is not admitted

in the respective college due to Non-fulfillment of that College / State requirements for admission or any other reason. Thereafter the applicant will not be eligible for any other changes in Nomination / Selection of other seats.

[14] MODE OF SELECTION FOR DIPLOMA COURSES:

Selection/Nomination of applicants against central pool reserved seats for Diploma Courses for which the prescribed minimum qualification is SSCE, shall be made as per Rules and Regulation approved by the Administrator of Daman & Diu for Government Polytechnic, Daman for admission to the Diploma Courses from time to time.

[15] MODE, FEES&NOMINATION AFTER SELECTION BY COUNSELLING:

(a) The Centre-in Charge of the reporting centre of the Union territory of Daman & Diu will endorse the nomination/seat allocation letter as issued to the applicant in the online mode by CSABNEUT constituted by MHRD, New Delhi.

Further instructions including fees and business rules as decided by CSABNEUT will have to be followed by the applicants from time to time. The applicant should report at reporting centre for endorsing the allocation letter for every round.

(b) A surety Bond of Rs.50, 000/- will have to be executed by the nominated/selected applicant as per the laid down norms of the Administration of Daman & Diu. The same will be forfeited if the nominated/selected applicant does not report to the respective institute after the closing date for the admission in a particular round during the seat allocation period as decided by CSABNEUT/Administration of Daman & Diu.

[16] APPEAL:

The appeal against the decision of the Selection Committee as regards, the selection for Nomination of applicants shall lie before the Secretary (Technical Education). Further an appeal against the Order of the Secretary (Technical Education) shall be placed before the Administrator, Administration of Daman & Diu. The decision of the Administrator on the appeal applications shall be final.

[17] SAVINGS:

Save it or otherwise, the Administrator of UT Administration of Daman & Diu reserves all rights to modify/amend these Rules & Regulations i.e. the guidelines notified by the Administration of Daman & Diu whenever found necessary excluding the eligibility criteria/ rules and regulations notified by AICTE/ any other regulatory bodies of Government of India.

[18] This is issued with approval of the Hon'ble Administrator of Daman & Diu vide diary No.11162 dated 28/01/2016.

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(Lekhraj)
Dy. Secretary (Education)
Daman & Diu

**Administration of Daman & Diu (UT)
O/o of the Assistant Director (Tech. Education)
Government Polytechnic,
Varkund, Daman -396 210**

No.27.1(iii) EST-ADTE(Vol.4)/2016-17/

Dated : / /2016

RECEIPT

The print copy of application form No. _____ received from Shri /
Kum. _____ for
selection/nomination of applicant for admission to the Degree/Diploma Course
in Engineering/Architecture and Pharmacy the same is registered at
Sr.No. _____ dated ____/____/ 2016.

LDC/UDC
Govt. Polytechnic, Daman

To,
Shri / Kum. _____,

FORM OF AGREEMENT BOND

(To be executed on STAMP PAPER of Rs.50/-)

This agreement is made this _____ day of _____ 20__ between the President of India (hereinafter called the Government which expression shall include his successions in Office) of the one part and Shri/Smt./Kum. _____

Son/Daughter _____ of _____ resident of _____ in the _____ Taluka of _____ district (hereinafter called the candidate, which expression shall where the context so admits include his/her Heirs, Executors, Administrators and Representatives) of the other part.

Whereas the candidate has on his/her application been selected for nomination against a seat reserved for the Government of India nominee to undergo _____ study/training for the _____ Degree/Diploma Course at the _____ (hereinafter referred to as the said College).

And whereas the candidate has in consideration of his nomination agreed to complete this Training/Study for the said Course at the said College subject to the conditions hereinafter appearing.

Now therefore this Agreement witnesses and it is hereby agreed as follows:

1. The candidate shall diligently complete his/her training/study for the said Course at the said College; shall abide by the Rules of the said College for the time being in force regulating the conduct of students at the said College and pass all the Examinations prescribed for the said Course by the University or the _____ Institution concerned.
2. On demand made by Govt. of India, within Six months of the date of passing the Degree/Diploma Course, the candidate shall serve for not less than Three years in any _____ Department of Union Territories of Daman & Diu and Dadra & Nagar Haveli or the Central Government as may be directed by the Administration of Daman & Diu within Six months passing Degree/Diploma Course.
3. During the period of Service as an Officer under clause 2, the candidate shall faithfully, diligently and with skill and ability perform his/her duties and observe the Rules for the time being in force made by the Administration or the President as the case may be, for regulating conduct of Government Servant.
4. While in service under clause 2, the remuneration, pay and allowances and other conditions of service of the candidate shall be regulated by the Rules and Order of the Union Territory or the Central Government as the said case may be, for the time being in force for the post in which he/she is appointed.
5. If the candidate leaves the said College before passing the Final Examination without previous permission of the Government in writing for any reason whatsoever including illness or if he/she is discharged or dismissed for misconduct or refuse to serve in accordance with Clause 2 hereof or resign or is dismissed for misconduct from such service, before the completion of Three years of service, then in any such event he/she shall pay the President on demand and without a demur such sum not exceeding Rs. 50,000/- (Rupees Fifty Thousand only) in case of Engineering seat as the Administration under this clause as to this commission of a breach as also to

the amount of compensation payable in respect thereof shall be final and binding on the candidate.

6. Any sum falling due from the candidate under this Agreement may be recovered from him/her as arrears of land revenue.
7. If any dispute shall arise between the parties hereto in respect of this Agreement or any of the provisions herein contained of anything arising hereto except in respect of matter on which the decision of the Administration under clause 5 is declared to be final and binding the same shall be referred for the arbitration to the Administrator, Daman & Diu and Dadra & Nagar Haveli, whose decision thereon shall be final and binding on the parties.

In witness whereof, the parties hereto have appended their signature on the dates respectively mentioned against their signature.

Signature and Name :

Dy. Secretary (Education)
Administration of Daman & Diu.
(on behalf of the President of India)

Dated:

**[To be signed in the presence of Assistant. Director (Tech. Education),
Daman & Diu**

Candidate : _____

(Name) (Signature)

Address: _____,

Affix candidate
Passport size
photo self
attested

Date: _____.

Witness:

(Name) (Signature)

Address: _____.

Before Me :

**Assistant Director (Tech. Education)
Daman & Diu**

FORM OF SURETY BOND

[To be executed on STAMP PAPER of Rs.50/-]

To,

The President of India

Whereas the President has, in order to secure the due performance of the above Agreement, demanded Security from the applicant.

Now therefore in consideration of the admission of the applicant Shri / Kum. _____ son / daughter of _____ to the _____ College and his / her continuance thereat for study as aforesaid and at the request of the applicant.

First surety

Shri _____ Son of _____
Resident of _____ in the _____
Taluka of _____ District. _____

Second surety

Shri _____ Son of _____
Resident of _____ in the _____
Taluka of _____ District. _____

(hereinafter referred to as the Sureties on behalf of the applicant) do hereby jointly and severally agree that in the event of applicant committing a breach of any term of the above Agreement to which breach the decision of the Government shall be final and binding on the Sureties. We shall pay to the President on demand and without demur the sum of Rs. 50,000/- (Rupees Fifty

Thousand Only) for Engineering seat and we hereby bind ourselves and our respective Heirs, Executors, Administrators and Representatives for such payment. We further agree that any sum due hereunder may be recovered as an arrears of land revenue. We also agree that notwithstanding the provisions of Section 133 of 135 of the Contract Act, 1972 (IX of 1972), or forbearance shown by the Government to the applicant or any variance in the terms of the contract with the candidate whether with or without the consent of the Sureties or either of this shall not operate as a discharge of the Sureties obligations under this Bond.

Whereas, the Administration of Daman & Diu has decided that, nominated student of Engineering / Pharmacy/Architecture seat have to serve for two years in the Administration of U.T. of Daman & Diu as compulsory after completion of their study. Thereafter Surety bond will be released to the concerned applicant.

[To be signed in the presence of Asst. Director of Technical Education]

Signed by us this _____ day of _____ '20 .

1. _____ Signature _____

(Name of First Surety)

Full Address:

Affix First surety's Passport size photo here with self attested.

2. _____ Signature _____

(Name of Second Surety)

Full Address:

Affix Second surety's Passport size photo here with self attested.

In Presence of the Witnesses:-

1. _____ Signature _____

(Name of First Surety)

Full Address:

Affix First witness's
Passport size photo here
with self attested.

2. _____ Signature _____

(Name of Second Surety)

Full Address:

Affix Second
witness's
Passport size
photo here with
self attested.

NOMINATION LETTER

Administration of Daman & Diu (UT)
O/o the Assistant Director (Tech. Education),
Government Polytechnic, Varkund, Daman – 396 210.

No.27.1(iii)-EST-ADTE(Vol.4) /2016-17/

Dated: / /2016

To,

Affix candidate Passport
size photo here.

Sub: Nomination against reserved seats.

Sir,

Vide letter No. _____ dated _____ Government of
India, Ministry of _____ has allotted reserved seat(s) in
your Institution/College for the Course in _____.

Shri/Kum. _____ of Daman/Diu has
been selected for the said Course in accordance with the Criteria prescribed by this
Administration.

Shri/Kum. _____ is therefore, nominated
against the reserved seat and directed to approach you for obtaining admission on
or before _____ kindly grant him/her admission and inform this
office accordingly.

Shri/Kum. _____ is required to submit a
Certificate as to have been admitted in your College and have completed the First
Term, which may be issued to him/her after completion of First Term.

Copy to Shri/Kum. _____ of Daman/Diu.
He/She is directed to approach the College authorities and get admission on or
before ___/___/20___.

Kindly acknowledge the receipt.

(_____)
Assistant Director (Tech. Education)
Daman & Diu