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Union Territory Administration of  
Dadra and Nagar Haveli & Daman and Diu,  
Directorate of Education  
Daman - 396220

No. DOE/EST/RRs/HM-UPS/2021/823

Date : 04/04/2022

**OFFICE MEMORANDUM**

Subject : Proposed Recruitment Rules for the posts of Head Master Upper Primary School under the U.T. of Dadra & Nagar Haveli and Daman & Diu – reg.

As per the Office Memorandum No. AB-14017/61/2008 - Estt (RR) dated 13/10/2015 issued by Department of Personnel and Training (DOPT), New Delhi, the proposed amendment/revision of Recruitment Rules (RR) should be uploaded on the website of respective Ministries/Department for 30 days for inviting comments from the stakeholders.


2. The Directorate of Education, UT Administration of Dadra & Nagar Haveli and Daman & Diu has decided to extend/revise the Recruitment Rules notified vide Notification No. DE/ADM/ H.M./1200 dated 04/11/2011 for the post of Head Master of Middle School, the erstwhile UT of Daman & Diu and extend the amended rules to the merged UT of Dadra and Nagar Haveli & Daman and Diu.

3. The draft Notifications along with the Schedules (Annexure-I) of proposed Recruitment Rules for the posts of Head Master Upper School is hereby uploaded on official website of all the districts of D&NH and DD.

4. Hence, all stakeholders of D&NH and DD are hereby requested to go through the aforesaid Recruitment Rules and furnish their comments (if any) to the undersigned within a period of 30 days i.e. till 04/04, 2022.

5. In case, no comments received within 30 days of issuance of this OM, the Directorate of Education, UT Administration of Dadra & Nagar Haveli and Daman & Diu, will proceed further for taking necessary action for extension of aforesaid Recruitment Rules.

Enclosed : As Above.

  
( Nilesh Gurav )  
Director (Education)

To  
The SIO, NIC, Daman with the request to upload the same on the official web site of this UT for wide publicity.

Directorate of Education,  
Union Territory Administration of  
Dadra & Nagar Haveli and Daman & Diu,  
Daman – 396220.

शिक्षा निदेशालय,  
केंद्र शासित प्रदेश दादरा एवं नगर हवेली  
एवं दमन दिव प्रशासन  
दमन –396 220

No. DOE/EST/RRs/HM-UPS/2021

Dated: \_\_\_\_/\_\_\_\_/2021

**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-Est.(A) dated 16<sup>th</sup> February, 1965 and Department of Personnel and Training, New Delhi O.M. No.AB-14017/13/2016-Estt. (RR) dated 18<sup>th</sup> January 2017, the Administrator of Dadra & Nagar Haveli and Daman & Diu hereby amends the Rules relating to recruitment to the General Central Services, **Group "B" (Non-Gazetted, Non-Ministerial) post of Head Master Upper Primary School**, in the Directorate of Education, UT Administration of Dadra & Nagar Haveli and Daman & Diu.

**1. Short Title and commencement :**

- (i) These rules may be called, the Administration of Dadra & Nagar Haveli and Daman & Diu, **Head Master Upper Primary School, Group 'B' (Non-Gazetted, Non-Ministerial)** posts Recruitment Rules, 2021. 2022.
- (ii) These 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 Posts, Classification and Level in the Pay Matrix :-**

The number of the posts, classification of the said posts and the Level in the Pay Matrix attached there to shall be as specified in Column 2 to 4 of the Schedule to these rules.

Provided that, the Administrator of Dadra & Nagar Haveli and 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, qualifications etc:-**

The method of recruitment to the said post, age limit, qualifications and other matters relating 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 Dadra & Nagar Haveli and Daman & 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 Dadra & Nagar Haveli and Daman & Diu is of the opinion that it is necessary or expedient so to do, he may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

**6. Saving :-**

Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes, and the other special categories or 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 Dadra & Nagar Haveli and  
Daman & Diu

( Nilesh Gurav )  
Director (Education)

To

The Joint Secretary (Planning & Statistics), UT Administration of Dadra & Nagar Haveli and Daman & Diu, Secretariat, Daman for publication in the Gazette and arrange to send 10 copies of the Gazette Notification.

Copy to :-

- 1 The SIO, NIC, Daman for uploading on the official website of UT Administration of DNH & DD.
- 2 The Deputy Director (OL), Daman for Hindi version.
- 3 All Heads of Office, DNH & DD.
- 4 Concerned File

**RECRUITMENT RULES FOR THE POST OF HEAD MASTER UPPER PRIMARY SCHOOL  
DIRECTORATE OF EDUCATION, UT ADMINISTRATION OF DADRA & NAGAR HAVELI AND DAMAN & DIU.**

**SCHEDULE**

Name of the post	Number of post	Classification	Level in the Pay Matrix	Whether selection or non-selection post	Age limit for Direct Recruits	Educational and other qualification required for Direct Recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Head Master Upper Primary School	45* (2021) 2022 *subject to variation dependent on workload	General Central Service Group - 'B', Non Gazetted, Non Ministerial	Level-08 in the Pay Matrix (Rs. 47600 – Rs. 151100)  (PB-2 Rs. 9300- 34800) + GP Rs.4800/- pre-revised)	Selection	Not exceeding 30 Years.  Note: Upper age-limit relaxable as per orders / guidelines issued by Central Government from time to time.	<b>Essential:</b>  1. Degree from a recognized university/institute. 2. Bachelor of Education from a recognized university; and 3. Six years experience as Upper Primary School Teacher.

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 vacancies to be filled by various methods.	In case of recruitment by promotion or deputation/absorption. Grades from which promotion/ deputation/absorption to be made.	If a departmental promotion committee exists, what is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment
(8)	(9)	(10)	(11)	(12)	(13)
Age : No  Educational Qualifications: No	Two years	a) 50% by Direct Recruitment;  b) 50% by Promotion	<b>Promotion:</b>  Upper Primary School Teacher in level-6 (Rs. 35400 – Rs. 112400) in the Pay Matrix of 7 <sup>th</sup> CPC with Six years regular service in the grade.  <b>Note:-</b> Appointees prior to 2010, who did not possess TET - II shall also be in the zone of consideration for promotion.  <b>Promotion by way of Departmental Qualifying Examination:-</b>  All Upper Primary School Teacher in level-6 (Rs. 35400 – Rs. 112400) in the Pay	<b>Group "B", DPC Chairman</b>  1. Advisor to the Administrator, DNH and DD <b>Members</b> 2. Secretary (Finance), DNH and DD 3. Secretary (Education), DNH and DD 4. Joint/Deputy Secretary (Pers.) 5. Head of Office/Director (Education), DNH and DD 6. One additional member to be nominated by the Chairman of DSC/DPC/Screening Committee	N.A.