

No.DMHS/PHC/AR/2012-13/328
 Administration of U.T. of Daman & Diu,
 Department of Personnel & Administrative Reforms,
 Secretariat, Daman – 396 220.
 Tel.No. 0260 – 2231707 Fax No. 0260 – 2230023

Dated : 24/04/2012.

- Read : 1) O.M. No.6/14/94-Per/1068 dated 01/10/2010.
 2) Circular No.6/14/08-Per/1073 dated 01/10/2010.

C I R C U L A R

In pursuance to Office Memorandum and Circular quoted at preamble, one time relaxation in age to the persons working on daily wages / contract basis in U.T. Administration of Daman & Diu was considered for the posts of Lower Division Clerk, Multi Tasking Staff and Waiter by U.T. Administration.

In this connection, the Administration has decided to extend the benefit of one time age relaxation to Daily Wages / Contract basis employees working in the U.T. Administration of Daman and Diu for the recruitment of Junior Stenographers for which advertisement has already been published by the Personnel Department.

Following age relaxation is grated for daily wages / contract basis employees for participating in the recruitment of Junior Stenographer :-

"Period spent as daily wages / contract basis / casual labourer, including broken period of service rendered as a casual labourer may also be taken into account for the purpose of age relaxation for appointment in regular establishment, provided that one stretch of such service is for more than six months.

In case of daily wages / contractual employees belonging to SC/ST/OBC category, the age relaxation should be "Period spent on daily wages or contract basis plus five years for SC/ST and three years for OBC". For the posts reserved for SC/ST/OBC as the case may be.

In this regard all the daily wages / contract basis employees who have completed at-least one and half year of continuous service and fulfill the requisite eligibility criteria may apply to the post of Junior Stenographer through their respective Head of office by 15/05/2012.

Continue.....

2

In this connection all Heads of Offices, Daman and Diu are requested to forward the applications from the daily wages / contract employees working under their control who have worked for at least one and half year continuously and without break for appearing in the recruitment process. The Head of Office is also requested to certify that the employee was within the prescribed age limit and possession the requisite educational qualifications as per Recruitment Rules at the time of their initial engagement on daily wages / contract basis and also furnish their Work Performance Certificate / Integrity Certificate / Domicile Certificate.

Criteria for the post of Junior Stenographer

Sr. No.	Name of the post and Pay Scale	Number of Posts	Educational Qualification	Age limit	Reservation
1)	Junior Stenographer PB-1 Rs.5200-20200 + Grade Pay of Rs.2400/- Group "C" (Non Gazetted)	05 (Five)	Essential :- '(i) 12 th Pass or Equivalent from a recognized Board or University. SKILL TEST '(i) Norms Dictation : 10 Minutes @ 80 words per minute. TRANSCRIPTION : 50 Mts. (English) 65 Mts. (Hindi) on Computers.	Not exceeding 30 years (Relaxable) for Government Servants in accordance with the instructions / orders issued by the Central Government 3 Years for OBC candidates.	Un-Reserved - 03 (Three) ST - 01 (one) OBC - 01 (One)

This is issued with the approval of the Administrator vide diary No.757 dated 20/04/12.

(P.S. Jan)
Joint Secretary (pers.)

To,
All Head of Offices, Daman.
Copy to :-

- 1) The Collector, Diu with a requested to circulate the same to all Head of Offices in Diu District.
- 2) Office Copy / Guard File.