

No. PCC/DMN/99-EST/Posts-Part-B/2011-12/ 262  
Office of the Member Secretary,  
Pollution Control Committee,  
DD & DNH,  
Daman.

Dated :- 30/09/2011.

## CIRCULAR

Subject : Filling up of one post of Data Entry Operator on Deputation Basis.

It is proposed to make recruitment to one post of Data Entry Operator on Deputation basis in the office of the Pollution Control Committee, DD & DNH, Daman.

The details of the posts including scales of pay, educational qualifications, experience, duties and job requirements etc. are specified in the Annexure I

The deputation will be initially for a period of three years, extendable as per rules. The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of applications.

It is requested that the applications of the willing and suitable officers who can be spared in the event of their selection may be forwarded in the prescribed Performa (Annexure II) along with complete and upto date CR dossiers of the officers, to the Member Secretary, Pollution Control Committee, DD & DNH, Fort Area, Moti Daman on or before 28/11/2011 through proper channel. Application received after the last date or without CR dossier(s) or otherwise found incomplete in any way will not be considered. While forwarding the application(s), it may also be verified and certified that the particulars furnished by the officers are correct and that no disciplinary case is either pending or contemplated against him/them. The integrity of the officials may also be certified.

The Pollution Control Committee, DD & DNH reserves its all the powers to accept or reject any or all applications.

ANNEXURE I


RECRUITMENT ON DEPUTATION TO THE POST OF DATA ENTRY OPERATOR  
IN THE OFFICE OF THE POLLUTION CONTROL COMMITTEE, DD & DNH,  
DAMAN. (ANNEXURE-I)

Sr. No.	Name of the Post	No. of Post	Pay Scale	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made.
1.	Data Entry Operator	01	₹ 4500 - 125-7000 (PB-1 - 5200-20200 Grade Pay 2800/-)	Data Entry Operator Grade-II with 6 years of regular service in the grade. Transfer on deputation: Officers of the Central Government/State Governments/Union Territory Administrations or Central /State Autonomous or Statutory bodies, (a) (i) holding analogous posts on regular basis; or (ii) having at least 6 years of regular service in posts in the scale of Rs.3050-4590 or equivalent; and (b) possessing a degree and a speed of not less than 8000 key depressions per hour for Data Entry works. (Period of deputation shall not ordinarily exceed 3 years) Note: The departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation.

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**Application Form :****Annexure II**

1.	Circular No.	
2.	Post Applied for	
3.	Name in full (in Block letters)	
4.	Father's Name	
5.	Present Post held and the Department .	
6.	Present Pay Scale	
7.	Sex- Male/Female	
8.	Date of Birth	
9.	Nationality	
10.	Religion	
11.	Whether belongs to SC/ ST/ OBC/ Ex-servicemen/Physically Handicapped	
12.	Present Address	
13.	Permanent Address	
14.	Address for Correspondence (With Phone No.).	
15.	Educational Qualifications	
16.	Experience.	
17.	List of copies of documents attached.	
I, hereby declare that the particulars furnished above are complete and correct to the best of my knowledge and belief and also it is certified that no disciplinary case is either pending or contemplated against me.		
Place :		
Date :	Signature of Candidate.	
Place :		
Date:	Signature of the Controlling officer.	

  
Member Secretary,  
Pollution Control Committee,  
DD & DNH,  
Daman.

Copy to :-

- (1) All the head of offices, Daman.
- (2) All the head of offices, Dadra & Nagar Haveli.
- (3) The Collector, Diu with a request to the circulate all the head of offices, Diu.
- ✓(4) NIC, Daman with a request to display on official Website of UT Administration of Daman and Diu.
- (5) NIC, Dadra & Nagar Haveli with a request to display on official Website of UT Administration of Dadra & Nagar Haveli.
- (6) Shri Harsh A. Desai, Comp. Operator, PCC, Silvassa regional Office to display on official website of PCC.
- (7) Notice Board.
- (8) Office copy
- (9) Master File.