

433

No.11.2-DTE(TTI)/2011-2012 / 297
Administration of Daman & Diu,
O/o. the Dy. Secretary (Education)
Secretariat, Fort Area,
Moti Daman – 396 220.

Dated:- 3/10/2011.

CIRCULAR

Sub:-Filling up the post of in the cadre of Assistant Director
under the Administration of Daman & Diu by Deputation.

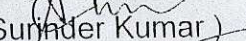
It is proposed to fill up ^{One}~~two~~ (01) post in the cadre of Assistant Director in the Administration of Daman & Diu by Deputation from amongst the Officers of the Central/State Government /Union Territories/ Autonomous Bodies/Public Sector undertaking:-

The PB, GP (Pre-Revised Scale of Pay) eligibility condition, qualification, experience and the period of deputation prescribed for the post are indicated in the **ANNEXURE – I**

The pay of the officer selected will be regulated in accordance with the extent DOPT's Pay Rules as amended from time to time.

The vacancy may be circulated amongst the officers working in your Ministries/Departments of Government of India/State Governments/Union Territories Autonomous Bodies/Public Sector undertaking.

It is requested that the Bio-Data (in the Proforma attached) Integrity Certificate, Vigilances Clearance Certificate, statement showing details of minor & major penalties imposed during the last 10 years, and Annual Confidential Reports dossier (for last 5 years) of willing and suitable Officers in the Central Government/ State Government/Union Territories who can be relieved, if selected, may be sent to the Deputy Secretary (Education), U.T. Administration of Daman & Diu, O/o. Dy. Secretary, (Education), Secretariat, Moti Daman – 396 220 for consideration within **sixty days** from the date of issue of this Circular and advertisement in Employment News at the latest.


(Surinder Kumar)
Deputy Secretary (Education)

To,

- 1) All Ministries Department of Central Government, New Delhi
- 2) The Chief Secretaries, All State Government/Union Territories
- 3) All the Heads of Offices, Daman/Diu
- 4) The D.I.O., NIC, Daman for uploading on Website.

ANNEXURE - I

1. Name of the post : Assistant Director.
2. Number of post : 1 (One)
3. Classification : General Central Services, Group 'B' Gazetted Non Ministerial
4. Pay : PB-2, Rs. 9300-34800 with Grade Pay Rs. 4600/- (Pre-Revised Scale of Pay Rs. 6500-175-9000).
5. Method of Recruitment : Deputation (Including Short Term Contract) :
6. Eligibility : Officers of the Central /State Govt./Union Territories /Autonomous Bodies /Public Sector Undertaking:-
 - A) (i) Holding analogous post on regular basis in the parent cadre / department:


OR

- (ii) with three years service in the grade render after appointment thereto in regular basis in scale of pay of Rs. 5500 - 9000 (pre-revised) or equivalent in the parent cadre / department : and

B) Possessing the following

- (i) Degree in Engineering /Business Administration
- (ii) 2 years experiences in Administration and Financial Management.

(Period of deputation / Contract including period of Deputation /Contract in another ex cadre posts held immediately preceding this appointment in the same or some other Organization /department of the Central Govt. shall ordinarily not exceeding three years. The Maximum age limit for appointment by transfer on deputation(including short term contact) shall be not exceeding 56 years, as on the closing date of application).

()
Deputy Secretary (Education)

ANNEXURE-A

BIO DATA PRO FORMA

1. Name and Address in Block letters.
2. Dated of Birth (in Christian era)
3. Date of retirement under Central/
State Government Rules.
4. Educational Qualifications
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).

	Qualifications/ Experience required	Qualifications/ Experience possessed by the officer.
Essential		
(1)		
(2)		
(3)		
Desirable		
(1)		
(2)		

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post
7. Details of Employment in chronological order, Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Institution/ Organisation	Post held		List of Pay and last basic pay	Nature of duties
	From	To		

8. Nature of present employment (i.e.)
ad hoc, temporary or permanent
9. In case the present employment is held on
deputation/contract basis, please state---
 - (a) The date of initial appointment
 - (b) Period of appointment on deputation/contract
 - (c) Name of the parent office/organization to which
you belong.

ANNEXURE-A
BIO DATA FORM

10. Additional details about present employment :
Please state whether working under:
- (a) Central Government
 - (b) State Government
 - (c) Autonomous Organisations
 - (d) Government Undertakings
 - (e) Universities.

11. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	Essential
12. Total emoluments per month now drawn	(1)
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is in sufficient	(2)
14. Whether SC/ST	(3)
15. Remarks.	(4)

Date

Signature of the Candidates.
Address:

To be certified by the Employer / Forwarding Authority.

Certified that the particulars furnished by the Applicant have been verified with reference to his service records and found correct. No Vigilance / disciplinary proceedings either pending or contemplated against the Officer.

Dated:-

Signature of the Employer/
Forwarding Authority with
Office Seal.