

Administration of Daman & Diu  
District Panchayat,  
Daman  
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No. DP/DMN/EE/2015-16/ 1416

Dated :- 6/01/2016


VACANCY CIRCULAR

<b>Subject :</b>	<b>Filling up of one vacancy for the post of Executive Engineer, Gazetted , Group 'A', Non- Ministerial in the pay Scale of PB-3 Rs. 15600-39100 with Grade Pay Rs. 6600/- on Deputation basis – reg.</b>
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It is proposed to fill up one vacancy for the post of Executive Engineer, Group 'A' , Gazetted, Non- Ministerial in the pay Scale of PB-3 Rs. 15600-39100 with Grade Pay Rs. 6600/- on Deputation basis in the District Panchayat, Daman. The eligibility criteria are given in Annexure – I.

1. Interested and eligible officials are requested to send their applications through their Employer / Cadre Controlling Authority in the attached Proforma (**Annexure-II**) to O/o. the Chief Executive Officer, District Panchayat, Daman, Opp. Collectorate, Dholar, Moti Daman-396220 within 21 days from the date of publication of advertisement for this vacancy.
2. All the States / UTs / Departments / Cadre Controlling Authority are also advised to pay attention towards the points indicated in Annexure III.
3. The copy of the Application format alongwith the Annexures is provided in the website [www.daman.nic.in](http://www.daman.nic.in) in a downloadable form as Word Document along with the advertisement.
4. The applications / CV not accompanied by supporting certificates / documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.
5. The terms & condition of deputation shall be regulated as per Deptt. Of Pers. & Trg. OM No.6/8/2009-Estt. (Pay-II) dated 17/06/2010. as amended from time to time.

Encl: Annexure I, II & III.

  
(Debendra Dalai)  
Chief Executive Officer,  
District Panchayat,  
Daman.  
Tel. 0260 – 2231059.

To,

1. All States/ UTs /Departments of the Government of India.
2. The Field Publicity Officer, Daman with a request to publish the advertisement in the prominent Local Newspapers one of Gujarati and two of Hindi Circulating in the Union territory of Daman & Diu and also in Nav Bharat Times (Mumbai edition - Hindi) and The Indian Express (Mumbai edition)
3. The SIO, Daman & Diu for uploading the advertisement on Daman & Diu website.

## **STATE GOVERNMENTS / UNION TERRITORIES**

1. The Chief Secretary to the Govt. of Andhra Pradesh, Hyderabad (A.P)
2. The Chief Secretary to the Govt. of Assam, Dispur, Guwahati (Assam).
3. The Chief Secretary to the Govt. of Bihar, Patna (Bihar).
4. The Chief Secretary to the Govt. of Gujarat, Gandhinagar (Gujarat).
5. The Chief Secretary to the Govt. of Goa, Panaji.
6. The Chief Secretary to the Govt. of Himachal Pradesh, Shimla.
7. The Chief Secretary to the Govt. of Jammu & Kashmir, Srinagar (J&K).
8. The Chief Secretary to the Govt. of Karnataka, Bangalore.
9. The Chief Secretary to the Govt. of Kerala, Tiruvananthapuram.
10. The Chief Secretary to the Govt. of Madhya Pradesh, Bhopal (M.P)
11. The Chief Secretary to the Govt. of Maharashtra, Mumbai.
12. The Chief Secretary to the Govt. of Manipur, Imphal.
13. The Chief Secretary to the Govt. of Haryana, Chandigarh.
14. The Chief Secretary to the Govt. of Meghalaya, Shillong.
15. The Chief Secretary to the Govt. of Mizoram, Aizawl.
16. The Chief Secretary to the Govt. of Nagaland, Kohima.
17. The Chief Secretary to the Govt. of Orissa, Bhubaneswar.
18. The Administrator of Punjab & Chandigarh, Chandigarh.
19. The Chief Secretary to the Govt. of Rajasthan, Jaipur.
20. The Chief Secretary to the Govt. of Sikkim, Gangtok.
21. The Chief Secretary to the Govt. of Tamilnadu, Chennai.
22. The Chief Secretary to the Govt. of Tripura, Agartala.
23. The Chief Secretary to the Govt. of Uttar Pradesh, Lucknow.
24. The Chief Secretary to the Govt. of West Bengal, Kolkata.
25. The Chief Secretary to the Govt. of Arunachal Pradesh, Itanagar.
26. The Chief Secretary to the Govt. of Andaman & Nicobar Islands, Port Blair (UT).
27. The Chief Secretary to the Govt. of Chandigarh Union Territory, Chandigarh.
28. The Chief Secretary to the Govt. of Delhi, Delhi.
29. The Administrator of Dadra & Nagar Haveli.
30. The Administrator of Lakshadweep, Union Territory, Kavaratti.
31. The Chief Secretary to the Govt. of Pondicherry, Union Territory, Pondicherry.
32. The Chief Secretary to the Govt. of Uttarakhand, Dehradun.
33. The Chief Secretary to the Govt. of Chhattisgarh, Raipur.
34. The Chief Secretary to the Govt. of Jharkhand, Ranchi.
35. The Chief Secretary to the Govt. of Telangana, Hyderabad.



**Annexure – I**

1.	Name of Post	:	<b>Executive Engineer</b>
2.	Classification of Service	:	<b>Group 'A', Gazetted, Non – Ministerial</b>
3.	No. Of Posts	:	<b>01 (One) post</b>
4.	Details of vacant posts to be filled up :		

Sr. No.	Name office/Station/State	No. of vacancy to be filled up	Category of vacant Post to be filled up
(1)	(2)	(3)	(4)
(i)	<b>UT Administration of Daman &amp; Diu District Panchayat, Daman</b>	<b>01</b>	<b>Un - reserved</b>

5.	Scale of Pay	:	PB -3, Rs. 15600– 39100 + Grade Pay Rs. 6600/-
6.	Method of Appointment	:	Deputation basis
7.	Period of Deputation	:	Initially for 1 year extendable upto 3 years.
8.	Age Limit	:	Upper age limit shall not exceed 56 years as on last date of receipt of application
9.	Eligibility conditions	:	<b>Officers of the Central/ State Governments/Union Territories/Autonomous Bodies/Public undertaking.</b> <b>(A)</b> (i) Holding analogous post on regular basis. OR (ii) with 5 years service in post in the scale of pay of PB-2 Rs. 9300-34800 + Grade Pay Rs. 5400/- or equivalent; or (iii) with 7 year's regular service in posts in the scale of pay of PB-2 Rs. 9300-34800 + Grade Pay Rs. 4600/- or equivalent or (iv) 10 years regular service in post in the scale of pay of PB-2 Rs. 9300-34800 + Grade Pay Rs. 4200/- or equivalent and <b>(B). Essential</b> (I) Degree in Civil Engineering of a recognized University or equivalent. (II) 5 years experience in Civil Engineering works
10.	Last / Closing date for receipt of Applications	:	Within 21 days from the date of publication of this advertisement.

**BIO-DATA / CURRICULUM VITAE PROFORMA**

1. Name and Address (in Block Letters)	
2. Date of Birth ( Christian era)	
3. i) Date of entry into service	
ii) 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 as mentioned in the advertisement /Vacancy circular	Qualifications / experience possessed by the officer.
<b>Essential</b>	<b>Essential</b>
<p><b>Officers of the Central/ State Governments/Union Territories/Autonomous Bodies/Public undertaking.</b> <b>(A)</b></p> <p>(i) Holding analogous post on regular basis.</p> <p style="text-align: center;">OR</p> <p>(ii) with 5 years service in post in the scale of pay of PB-2 Rs. 9300-34800 + Grade Pay Rs. 5400/- or equivalent; or</p> <p>(iii) with 7 year's regular service in posts in the scale of pay of PB-2 Rs. 9300-34800 + Grade Pay Rs. 4600/- or equivalent</p> <p>(iv) 10 years regular service in post in the scale of pay of PB-2 Rs. 9300-34800 + Grade Pay Rs. 4200/- or equivalent and</p> <p><b>(B). Essential</b></p> <p>(I) Degree in Civil Engineering of a recognized University or equivalent.</p> <p>(II) 5 years experience in Civil Engineering works</p>	



**5.1 Note:** This column needs to be amplified to indicate Essential Qualifications as mentioned in the RRs by the Administrative Ministry / Department / Office at the time of issue of Circular and issue of Advertisement.

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.

**6.1 Note :** Borrowing Departments are to provide their specific comments / views confirming relevant Essential Qualification / Work experience possessed by the Candidate (as indicated in the Bio – data) with reference to the post applied.

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office / Institution	Post held on regular basis	From	To	* Pay Band and Grade Pay / Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

**\* Important :** Pay-band and Grade Pay granted under ACP / MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay / Pay scale of the post held on regular basis to be mentioned. Details of ACP / MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, May be indicated as below:

Office / Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Schemes	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi- Permanent 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 the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organization

9.1 Note : in case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre / Department along with Cadre Clearance, Vigilance Clearance and integrity certificates.

9.2 Note : Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre / organization but still maintain a lien in his parent cadre / organization.

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
11. Additional details about present employment:  Please state whether working under (indicate the name of your employer against the relevant column)  a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others	
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to the feeder grade.	
13. 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.	



<b>14. Total emoluments per month now drawn</b>		
<b>Basic Pay in the PB</b>	<b>Grade Pay</b>	<b>Total Emoluments</b>
<b>15. In case the applicant belongs to an Organization which is not following Central Government Pay-Scales, the latest salary slip issued by the Organization showing the following details may e enclosed.</b>		
<b>Basic Pay with Scale of Pay and rate of increment</b>	<b>Dearness Pay / interim relief / other Allowances etc. (with break-up details)</b>	<b>Total Emoluments</b>
<b>16. A Additional information, if any, relevant to the post you applied in support of your suitability for the post.</b> (This among other things may provide information with regard to (i) additional academic qualifications. (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular / Advertisement)  (Not: Enclose a separate sheet, if the space is insufficient)		
<b>16. B Achievements:</b>  The candidates are requested to indicate information with regard to; <ul style="list-style-type: none"> <li>(i) Research publications and reports and special projects</li> <li>(ii) Awards/Scholarships/Official Appreciation</li> <li>(iii) Affiliation with the professional bodies/institutions/societies and;</li> <li>(iv) (iv) Parents registered in own name or achieved for the organization</li> <li>(v) (v) Any research / innovative measure involving official recognition</li> <li>(vi) Any other information.</li> </ul> (Note: Enclose a separate sheet if the space is insufficient.)		

17. Whether belongs to SC/ST	
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I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

(Signature of the candidate)

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_



**Certificate by the Employer / Cadre Controlling Authority**

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

**2. Also certified that;**

- i) There is no vigilance or disciplinary case pending / contemplated against Shri / Smt.
- ii) His / Her integrity is certified.
- iii) His / Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him / her during the last 10 years Or A list of major /minor penalties imposed on him / her during the last 10 years is enclosed. (as the case may be)

**Countersigned**  
**(Employer / cadre controlling Authority with seal)**

**Points to be noted by the Borrowing / Parent Department / Office to be highlighted in DOP&T circular for compliance by the Ministries / Departments.**

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No. 11012/11/2007-Estt.(A) dated 14.12.2007.
2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M. No. 2/1/2012-Estt.(Pay.ii) dated 04.01.2013 may be strictly adhered to.
3. A copy of the Application format may be provided by the Borrowing Department in their website in a downloadable form as Word Document along with the advertisement.
4. In the case of a vacancy already existing at the time of issue of communication inviting nominations / publications in the Employment News, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the concerned administrative Ministry / Department. In the case of a anticipated vacancy, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.
5. It shall be prominently mentioned in the vacancy circular/ advertisement that the applications / CV not accompanied by supporting certificates / documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.
6. Crucial date for determining of eligibility of the applicants will be counted after excluding the first date of publication of the vacancy / post in the Employment News. i.e. For the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19<sup>th</sup> Jan. 2014 (excluding the first date of publication).
7. To facilitate determination of eligibility of the applicants working in Public Sector Undertakings / Autonomous organizations not following the Central Government Scales, their equivalent scales of pay / posts may be confirmed by the borrowing Department. Where necessary, details in this regard may also be ascertained from the lending Department.