

151/CODMCDMN/2016/242966

No.3/1-86/DMC/16-17/649

Office of the Chief Officer,  
Daman Municipal Council,  
Daman.

Dated : 02/06/2016

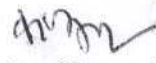
## VACANCY CIRCULAR

<b>Sub:</b>	<b>Filling up of one vacancy for the post of Municipal Engineer, pay Scale of Rs. 9300-34,800 Grade Pay Rs. 4600/-, Group B, Gazetted on deputation basis - reg.</b>
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It is proposed to fill up one vacancy for the post of **Municipal Engineer, pay Scale of Rs. 9300-34800 Grade Pay Rs. 4600/- on Deputation basis** in the Daman Municipal Council, 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 Officer, Daman Municipal Council, Daman, Fort Area, 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.**

  
(**Krishan Kumar**)  
Chief Officer,  
Daman Municipal Council  
**Daman.**

Tel. 0260 – 2230879

To,

1. All States/ UT /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, Bhubaneshwar.
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.

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# Annexure – I

1.	Name of Post	:	Municipal Engineer / Assistant Engineer (Civil)
2.	Classification of Service	:	<b>Group B, 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>Daman Municipal Council, Daman.</b>	<b>01</b>	Un-reserved

5.	Scale of Pay		<b>Pay Scale of Rs. 9300-34800 Grade Pay Rs. 4600/</b>
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		<p>(a) Officers under the Central Govt./Semi Govt./U.T. administration/Universities/Public Sector Undertakings/Statutory or Autonomous Organizations/Recognized Research Institute etc. holding analogous posts on regular basis.</p> <p style="text-align: center;"><b>OR</b></p> <p>Municipal Engineers or Officers of equivalent rank in the posts in the scale of pay of Rs. 9300 - 34800 + Grade Pay Rs. 4200/- .</p> <p>(b) Possessing the educational qualification and experience mentioned below</p> <p><b><u>Essential qualification:</u></b></p> <p><b><u>Educational/Professional qualification:</u></b> Degree in appropriate branch of Engineering from a recognized University or equivalent.</p> <p><b><u>Experience:</u></b> Three years regular service in the grade of Section Officer/Supervisor/Overseer/Junior Engineer in projects in the appropriate field</p> <p style="text-align: center;"><b>OR</b></p> <p>Diploma from recognized board/University in appropriate branch of Engineering.</p> <p><b><u>Experience:</u></b> Eight years regular service in the grade of Section Officer/Supervisor/Overseer/Junior Engineer.</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree in appropriate branch of Engineering with experience of three years in the appropriate field</p>
	<b><u>Desirable: -</u></b>		<p>1. Familiarity with CPWD/PWD norms/Projects/ Construction of Buildings /Procedures and Preparation/ scrutiny of estimates/tenders.</p> <p>2. Experience of designing with computers.</p>
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. Post Applied for \_\_\_\_\_
2. ON TRANSFER ON DEPUTATION
3. Branch      Engineering Cell
4. Category    Gen/SC/ST/OBC/PH (strike out whichever is not applicable)

Space for Photo

1.	Name and Address (in Block Letters)	
	Contact Number	
	Email address	
2.	Date of Birth (in Christian era)	
3.	Date of retirement under Central/ State Government Rules	
4.	Educational Qualifications 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  (1) (2) (3)  (1) (2)	Qualifications/Experience possessed by the officer
5.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post	



6. 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	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)

7. Nature of present employment

8. In case the present employment is held on deputation basis, please state:-

- (a) The date of initial appointment
- (b) Period of appointment on deputation
- (c) Name of the parent office /organization to which you belong

9. 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

10. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade

11. Pay Scale with Grade Pay of present employment

12.	Total emoluments per month now drawn	
13.	<p>Additional information, if any, which you would like to mention in support of your suitability for the post.</p> <p>(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) (Note: Enclose a separate sheet, if the space is insufficient)</p>	

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Countersigned by Employer with Seal

### **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 possess education qualification 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 certificated.

iii) His / Her CR Dossier in original is enclosed / photocopies of the ACRs for the 5 year duly attested by gazette officer 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 term 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 instruction of DOP&T as contained in O.M. No. 2/1/2012-Estt.(Pay. li) 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 / publication in the Employment news, the eligibility may be determined with reference to the last 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 arises.
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 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 Employments 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 facilities 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 their regard may also be ascertained from the lending Department.