

Dated : 20/ 12 / 2013

CIRCULAR

Sub : Submission of proposals for Direct Recruitment and Promotion

A number of proposals for appointment (Direct Recruitment & Promotion) are being received from various departments of the Administration for scrutiny and approval in the Department of Personnel & Administrative Reforms. It has been often found that these proposals suffer from various defects and infirmities and lack complete details required for proper examination, as a result of which the proposals have to be returned to the concerned departments, thereby delaying the appointment process and also putting unnecessary burden on the administrative machinery of the department concerned as also of the Personnel Department.

2. It has therefore been decided that all departments shall henceforth put up proposals on the noting file in the format as annexed herewith as **Annexure – I & II for Direct Recruitment and Promotion** respectively. All documents (Recruitment Rules, Seniority List, Roster Register, etc.) as required in the annexed formats must be placed in the file on the correspondence side duly referenced. Proposals which are not in the annexed formats shall be returned forthwith to the concerned departments and hence all Heads of Offices must necessarily ensure that their proposals are as per the formats annexed herewith.

3. The formats annexed herewith are for Direct Recruitment / Promotion to **Group 'B' & 'C' (including Multi Tasking Staff) posts only**. The department shall continue to prepare proposals in the format prescribed by UPSC for all Direct Recruitments / Promotions to Group 'A' posts.

Encl : Annexure – I & II and Proforma


(S.K. Varma)
Deputy Secretary (Pers.)

To,
All Heads of Offices,
Daman / Diu

Copy to :

1. All Secretaries in the UT Administration of Daman & Diu.
2. The Collector, Diu with a request to circulate to all the Heads of Offices in Diu District.
3. The Deputy Secretary (Pers.), Secretariat, DNH to issue similar circular to Departments / Offices in Dadra & Nagar Haveli.

PROPOSAL FOR DIRECT RECRUITMENT (DR) TO THE POST OF : _____

1. Name of Department _____ :

2. Post for which Direct Recruitment is to be made

(a)

Name of Post	Pay Band + Grade Pay	Group	Appointing Authority	Chairman of DSC	No. of sanctioned Posts	No. of Vacant Post [Furnish details in Para (b)]	
						Vacant	Anticipated Vacancy (for current year panel only)

(b)

Sr. No.	Date of Vacancy	Reason for Vacancy (Resignation / Voluntary Retirement / Superannuation / Dismissal / Removal from Service / Regular Promotion / Ad-hoc Promotion / Newly Created Post *, etc.)

* If it is newly created post, please attach Post Creation Order.

3. Provisions in Recruitment Rules (Copy at ____/C)

a. Date of Notification of Recruitment Rules in the Official Gazette :
(Copy of the Gazette Notification to be enclosed)

b. Mode of Recruitment (DR / Promotion / Deputation, etc.),
indicating % for each _____ :

c. Qualification for Direct Recruitment
i. Essential _____ :

ii. Desirable _____ :

4. Reservation :

a. Copy of Post based Reservation Roster duly approved by Liaison Officer is placed at ____/C.

b. Reservation Roster Point of vacant posts (SC / ST / OBC / UR)

Sr. No.	Point No.	Category

5. Composition of DSC (Copy of order is placed at ____/C) _____ : Please specify below

6. Allocation of Marks for Recruitment (As per OM No.1-1-87-CS/PF/2823 dated 16-12-2013)

a.

Written Test Marks	Educational & Other Qualification Marks		Skill Test Marks (if any)	Weightage for Local Candidates (if any)	Interview (if any)	Total
	Essential	Desirable (if any)				

b. Proposed allocation of marks for components (if any) of Educational and Other Qualification (as per para 12 of above OM)

ESSENTIAL QUALIFICATION

Sr. No.	Components	Marks Allocated

DESIRABLE QUALIFICATION

Sr. No.	Components	Marks Allocated

7. Draft Newspaper Advertisement Notice is at ____/C

8. Draft Proforma for receipt of Application is at ____/C.

9. Draft Employment Exchange Requisition is at ____/C.

10. Any other Observation / Remarks :

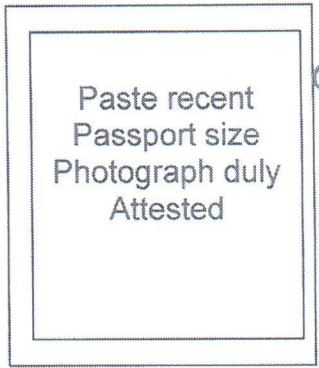
Personnel Department may kindly consider the above proposal and approve initiation of direct recruitment process by calling of applications from Newspaper and Employment Exchange.

Once the applications are received, the same shall be scrutinised by a Committee to be constituted with the approval of the Secretary of the Department and shall then be put up for appointment of Controller of Examination to conduct Written Examination of all eligible candidates.

Name, Designation & Signature of Head of Office

Secretary of the Department

APPLICATION FOR THE POST OF _____
Administration of Daman & Diu
Department of _____
Daman



- 1 Applicant's Name (in Block Letter) : _____
- 2 Father's Name (in Block Letter) : _____
- 3 Residential Address : _____

- 4 Date of Birth (DD / MM / YYYY) : _____
- 5 Gender : _____
- 6 Whether SC/ST/OBC/PH : _____
- 7 Domicile : DAMAN / DIU (✓ as appropriate)
- 9 Educational Qualification

Sr. No.	Board / University	Year of Passing	Percentage

10 Information / documents regarding Educational and other Qualifications :
(Department to mention the details of qualifications required as per RR)

- (i) _____
- (ii) _____
- (iii) _____

11 Experience, if any

Name of Organisation	Designation	Nature of Duty	Period of Service	
			From	To

Declaration :

I, declare that I fulfill all the conditions of eligibility regarding age limit and Education Qualification, Experience etc., for the post of _____

I declare that all statements made in this application form are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the examination, my candidature/appointment is liable to be cancelled

Dated :

(Signature of Candidate)

Unsigned application will be rejected

Note : Attach self attested copy of Birth / Educational / Experience Certificate / Caste Certificate (if relevant), Domicile Certificate (if of Daman / Diu), Physically Handicapped Certificate (if relevant) failing which the application will be summarily rejected.

1. Name of Department :

2. Post for which Promotion is to be made

(a)

Name of Post	Pay Band + Grade Pay	Group	Appointing Authority	Chairman of DPC	No. of sanctioned Posts	No. of Vacant Post [Furnish details in Para (b)]	
						Vacant	Anticipated Vacancy (for current year panel only)

(b)

Sr. No.	Date of Vacancy	Reason for Vacancy (Resignation / Voluntary Retirement / Superannuation / Dismissal / Removal from Service / Regular Promotion / Ad-hoc Promotion / Newly Created Post *, etc.)

* If it is newly created post, please attach Post Creation Order.

3. Provisions in Recruitment Rules (Copy at ____/C)

a. Date of Notification of Recruitment Rules in the Official Gazette (Copy of the Gazette Notification to be enclosed) :

b. Mode of Recruitment (DR / Promotion / Deputation, etc.), indicating % for each :

4. Eligibility criteria for promotion

i. Feeder Grade Post :

ii. Educational Qualification for promotion (if any), required :

iii. Required length of eligibility Service in Feeder Grade : _____ Years

iv. Any other :

5. Reservation :

a. Copy of Post based Reservation Roster duly approved by Liaison Officer is placed at ____/C.

b. Reservation Roster Point of vacant posts (SC / ST / UR)

Sr. No.	Point No.	Category

c. Zone of Consideration

i. No. of candidates to be considered as per normal zone of consideration : _____

ii. No. of candidates to be considered as per extended zone of consideration (in case of reservation points) : _____

6. Composition of DPC (Copy of Order placed at ____/C) : Please specify below

7. Seniority List of Officers in Feeder Grade is at ____/C.

(If there are more than one feeder grade, enclose separate inter-se seniority lists for each grade together with combined seniority list)

8.

a. Statement showing candidates in Zone of Consideration / Availability of ACR - APAR / Vigilance Clearance Certificate / Work Performance - Integrity Certificate / Major - Minor Penalty Statement (if any) of officers / officials as per Proforma is at ____/C.

b. Please indicate the name of officers / officials in the zone of consideration of feeder grade, who are :

- i. Under suspension, or
- ii. In respect of whom a chargesheet for Major / Minor penalty proceedings has been issued, or
- iii. In respect of whom prosecution for a criminal charge is pending.

9. Draft Agenda for DPC is placed at ____/C.

10. Any other Observation / Remarks :

Personnel Department may kindly consider the above proposal and approve initiation of promotion process by submission of same before the Appointing Authority for approval, after which a convenient date and time will be taken from Chairman, DPC for the DPC.

Name, Designation & Signature of Head of Office

Secretary of the Department

Deputy Secretary (Pers.)

PROFORMA

STATEMENT SHOWING CANDIDATES IN ZONE OF CONSIDERATION / AVAILABILITY OF ACR - APAR / VIGILANCE CLEARANCE CERTIFICATE / WORK PERFORMANCE - INTEGRITY CERTIFICATE / MAJOR - MINOR PENALTY

(1)	(2)	(3)	(4)	(5)	(6)							(7)	(8)	(9)	
					ACR / APAR Availability (Yes / No) **										Whether clear from Vigilance Angle
					Year 7	Year 6	Year 5	Year 4	Year 3	Year 2	Year 1 *	Yes / No	Mention Page No. on which VCC placed	Mention Page No.	Mention Page No.
													/C	/C	/C

* Mention the year of ACR / APAR starting from most recent year (as Year 1).
 ** Do not indicate the Grading here.