

Administration of Daman & Diu,
Department of Personnel & Administrative Reforms,
Secretariat, Daman – 396 220.

No. 1/1/87-CS/PF/1804

Dated : 29/08/2017

OFFICE MEMORANDUM

Subject: Direct Recruitment in Group 'B' and 'C' posts (including Multi Tasking Staff) to be filled by Staff Selection Board, Daman & Diu – reg.

- 1) The Ministry of Home Affairs, Government of India, New Delhi vide letter No. U-14014/38/2012-CPD dated 14.10.2013 has advised the UT Administration of Daman & Diu to consider giving some weightage /preference to the local people in Direct recruitment in respect of Group 'D', 'C' & 'B' (Non-Gazetted) post instead of making a provision for exclusive reservation of posts for local people under these categories.

The following guidelines are hereby prescribed for selection procedure for direct recruitment for all the posts in Group 'B' (Gazetted), Group 'B' (Non-Gazetted), Group 'C' (Technical & Non-Technical) and Multi Tasking Staff in the UT of Daman & Diu :-

Allocation of Marks:-

1 (a) Group 'B' (Gazetted) posts:

Written Test Marks	Total
100	100

1 (b) Group 'B' (Non Gazetted) posts:

Written Test Marks	Weightage to local candidates *	Total
80	20	100

1 (c) For Group 'C' posts (including Multi Tasking Staff):

Written Test Marks	Weightage to local candidates *	Total
80	20	100

* Local candidate- Candidate possessing Domicile Certificate of UT of Daman & Diu issued by the Mamlatdar (Daman & Diu).

- 2) There shall be no interview for recruitment to any Group 'B', 'C' & MTS Posts in the Administration.
- 3) Board has set an amount of Rs.100/- as the Examination fees with no exemption to anyone, which shall not be refundable under any circumstance.
- 4) Written examination shall be of 80 questions, each question carrying 01 Mark. For each wrong answer 0.25 marks will be deducted as negative marking. Candidates shall be required to obtain atleast 33% in written examination.

20 marks of domicile for local candidates shall be added only after obtaining minimum 33% in written/computers based exam. The final Merit List shall be prepared from 100 marks, i.e., 80 marks of the written examination and 20 marks for Domicile of Daman & Diu. The Written Examination shall be either Computer Based or OMR based as decided by the Board from time to time.

- 5) The marks shall be awarded only for the Written Examination and Domicile of Daman & Diu. No other marks shall be awarded for educational or desirable qualification. Skill test / Physical test wherever prescribed in Recruitment Rules shall only be of qualifying nature.
- 6) Examination Scheme (Syllabus) shall be adopted by the Board for each post and the same shall be incorporated in the Advertisement issued for the post for the awareness of the candidates.
- 7) If two or more candidates secure the same marks in the Merit List, the Board shall apply the following Tie-breaking principle:

(i) The candidate senior in age shall be ranked higher; and

(ii) In case where the (i) is the same, then the candidate getting more marks / percentage in the essential educational qualifications shall be selected first.

- 8) **Local candidate** shall be required to furnish Domicile Certificate of U.T. of Daman & Diu issued by the Mamlatdar (Daman/Diu), to get the benefit of local candidate (Weightage of 20 Marks).

9) Candidates with disabilities:-

The candidates with disabilities will be granted extra time of 20 minutes per hour on pro-rata basis for the written test of one hour or less than one hour or more than one hour duration.

10) Recruitment against reserved posts:-

- (a) For the candidates belonging to SCs/STs/ OBCs and Physically Handicapped category, a separate merit list shall be prepared, if the posts are reserved for the above category.
- (b) The SC/ST/ OBC candidates who are, however, selected on their own merit without relaxed standard, age, experience, standard of evaluation marks etc. will not be adjusted against reserved share of vacancies and resultant vacancies of SCs/STs/ OBCs shall be filled from the list of successful candidates belonging to SCs/STs/ OBCs.
- (c) The benefit of reservation for Group 'B' (Gazetted / Non-Gazetted) posts shall be on All India basis.
- (d) The benefit of reservation for SCs / STs / OBCs for all Group 'C' (including MTS) shall be available to only those candidates of

Daman & Diu who belong to the SCs / STs category as notified in the **re-organization Act, 1987** in respect of SC and ST , and as notified by the UT Administration of Daman & Diu for OBC.

- (e) The candidate belonging to SC/ST/OBC should submit the caste / tribe Certificate issued by competent authority.

11) Working Experience:-

The working experience (wherever prescribed under RR) shall be considered only after the candidate has obtained the minimum essential educational qualification prescribed under Recruitment Rules.


12) Declaration of Result:-

The Board shall consolidate the marks of Written Test & Domicile and with the approval of the Appointing Authority. The Board shall declare the provisional / final result of selection and upload the same on the Administration's website & department's website.

- 13)** The Board shall keep the record of the applications received and written test in safe custody and weed out the applications received (**except application of the selected candidates**), question paper as well as answer sheet only after minimum 2 years after the selection and appointment provided there is no litigation or CAT/Court case in this regard. In case of litigation, the applications received (except applications of the selected candidates) question paper as well as answer sheet shall be weeded out with the approval of the Chairman of the Board only after final judgment in the court cases is delivered. A proper record shall be maintained for weeded out papers.

This is issued in supersession of all the earlier Orders / Circulars / Office Memorandums on the subject matter.

This is issued with the approval of the Administrator of Daman & Diu vide diary no. 245415 dated 29/8/2017.


29/8/17
(Gurpreet Singh)
Deputy Secretary (Pers.)

Copy to:

1. The Adviser to the Administrator, Secretariat, Daman & Diu.
2. The P.S. to the Hon'ble Administrator, Secretariat, Daman & Diu.
3. All Secretaries / Departments / Heads of Office, Daman & Diu.
4. The NIC, Daman & Diu for uploading in the Daman & Diu website and in the web-page of Personnel Department.
5. Office copy / Guard file.