

No.1-1-87-CS/PF/1678
Administration of U.T. of Daman & Diu,
Department of Personnel & Administrative Reforms,
Secretariat, Daman.

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Dated 13/08/2012.

OFFICE MEMORANDUM

Sub :- Selection procedure for direct Recruitment through Employment Exchange / Advertisement to Group 'B' (Gaz.), Group 'B' and (N.G.) Group 'C' and Multi Tasking Staff in the UT of Daman & Diu.

In supersession to Office Memorandum No.1-1-87-CS/PF/867 dated 17/06/2011, the Administrator of Daman & Diu is hereby pleased to prescribe the following guidelines for Selection procedure for direct Recruitment through Employment Exchange / Advertisement to all the posts in Group 'B' (Gazetted), Group 'B' (Non-Gazetted), Group 'C' and Multi Tasking Staff in the UT of Daman & Diu.

1. Recruitment/Selection/Appointment to all the posts of Group 'B' (Gazetted), Group 'B' (Non-Gazetted), Group 'C' (Technical & Non Technical) and Group 'C' Multi Tasking Staff shall necessarily be on the basis of performance of candidates in the Written Tests and Interview. For this purpose the following criteria shall be adopted.

	Written Test Marks	Acad. Qualification Marks	Interview Marks	Total
Group "B" (Gazetted)	75	10	15	100

	Written Test Marks	Acad. Qualification Marks	Total
Group "B" (Non Gazetted)	90	10	100

	Written Test Marks	Acad. Qualification Marks	Total
Group "C"	90	10	100

For the posts where Still Test is prescribed in Recruitment Rules :-

	Written Test Marks	Acad. Qualification Marks	Skill Test Marks	Total
Group "C"	80	10	10	100
Multi Tasking Staff	80	10	10	100

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The posts for which oral interview / interview marks have been prescribed i.e. for Group "B" (Gazetted) posts, the concerned Head of office shall, after the declaration of result of written test, prepare a merit list of all the candidates based on marks secured by the candidates in written test as well as marks to be given for Academic qualification and interview Marks. The appointment may be considered according to such merit list with the approval of the Appointing Authority.

The posts for which oral interview / interview marks have not been prescribed i.e. for Group "B" (Non Gazetted) and Group "C" posts, the concerned Head of office shall, after the declaration of result of written test, prepare a merit list of all the candidates based on marks secured by the candidates in written test as well as marks to be given for Academic qualification. The appointment may be considered according to such merit list with the approval of the Appointing Authority.

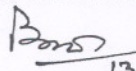
The posts for which oral interview / interview marks have not been prescribed but skill test is prescribed i.e. for Group "C" posts viz. Lower Division Clerk, Junior Stenographer, Driver, Multi Tasking Staff etc., the concerned Head of office shall, after the declaration of result of written test, prepare a merit list of all the candidates based on marks secured by the candidates in written test as well as marks to be given for Academic qualification and skill test. The appointment may be considered according to such merit list with the approval of the Appointing Authority.

2. For the purpose of conducting written test, the Appointing Authority shall appoint the Controller of Examination for conducting the Written Test as well as Skill Test.
3. The Controller of Examination will appoint the required number of Resource persons for setting up of Question Papers and evaluation of Answer Sheets, as well as appoint the required number of Invigilators/Supervisor for conduct of the examination from Govt. Department/Offices, Daman & Diu.
4. The question paper shall consist of 150 questions, with multiple choice answers. Each question shall carry ½ mark. The duration of examination shall be two hours. The question paper shall be prepared in English as well as Hindi or Gujarati language. However, the question paper of written examination for Multi Tasking Staff shall be of 100 questions, with multiple choice answers, each question shall carry ½ mark. The duration of test shall be one and half hour. The question paper shall be prepared in English as well as Hindi or Gujarati language.
5. The ratio of number of posts and candidates to be called for interview after written test shall be 1:5 (i.e. five candidates for each one post) on the basis of merit list of written test. The condition can be relaxed by the Appointing Authority by reasons to be recorded for all categories posts i.e. OBC/SC/ST/General by increasing the ratio of number of posts and candidates as deemed fit.

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6. For the candidates belonging to SC/ST and OBC category, a separate merit list on the basis of the marks secured in the written test shall be prepared and the candidates shall be called in above ratio, if the posts are reserved for above category.
7. The SC/ST/OBC candidates who are selected on their own merit without relaxed standard e.g. age, experience, standard of evaluation, mark etc., will not be adjusted against reserved share of vacancies and resultant vacancies of SC/ST/OBC shall be filled from the list of successful candidates belonging to SC/ST/OBCs.
8. For the purpose of awarding marks for the academic qualification of a candidate, the minimum educational qualification as mentioned in the Recruitment Rules shall be considered.
9. The working Experience (whenever prescribed under RR's) shall be considered only for such period, which availed after obtaining the minimum Education Qualification, prescribed under Recruitment Rules.
10. The Remuneration for conduct of written test shall be granted as under :
 - i) Controller of Exam – Rs. 2000/-
 - ii) Resource persons for setting up Question Papers and evaluation of Answer Sheet – Rs. 1500/-
 - iii) Invigilator / Supervisors / Supporting Staff – Rs. 1000/-
11. The concerned Head of Office shall keep the record of written test in safe custody and weed out the question paper as well as answer sheet after six months period on selection and appointment, provided that there is no any litigation or CAT/Court Case in this regard. The question papers and answer sheet shall be weeded out with the approval of the Secretary of the department only after final judgment of Court case is received, where the Court case has been filed. A record shall be maintained for weeded out papers.
12. For the candidates with disabilities would be granted extra time of 20 minutes per hour on pro-rata basis for a written test of 1 hour or less than one hour or more than one hour duration, in entrance tests / written test for recruitment to jobs and promotion and interviews.

By order and in the name of the
Administrator of Daman & Diu


(B.S. Thakur)
13.8.2012,
Deputy Secretary (Pers.)

Copy to :-

- 1) The Staff Officer to Administrator, Secretariat, Daman.
- 2) The Development Commissioner, Secretariat, Daman.
- 3) The Finance Secretary, Secretariat, Daman.
- 4) The Managing Director, O.I.D.C., Daman.
- 5) The Collector, Daman / Diu.
- 6) The Secretary (Education), Secretariat, Daman.
- 7) All Head of Offices, Daman.
- 8) The District Information Officer, D.I.C., Daman for uploading on Administration's website.
- 9) The Deputy Collector, Diu with a request to circulate the said O.M. in Diu District.
- 10) Office copy / Guard file.