

No.1-1-87-CS/PF/2823  
Administration of Daman & Diu,  
Department of Personnel &  
Administrative Reforms,  
Secretariat, Daman – 396 220  
Dated : 16 / 11 / 2013

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## OFFICE MEMORANDUM

**Subject : Direct Recruitment in Group 'B' and 'C' (including Multi Tasking Staff) posts.**

1) 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 and Dadra & Nagar Havel to consider giving some weightage/preference to the local people in direct recruitment in respect of group 'D', 'C' & 'B' (Non-Gazetted) posts, instead of making a provision for exclusive reservation of posts for local people under these categories.

2) Accordingly in partial modification of the Office Memorandum No.6/14/94-PER/404 dated 28-08-2006 and in supersession of Office Memorandum No.1-1-87-CS/3446 dated 24-12-2012, the Administrator of Daman & Diu and Dadra & Nagar Haveli hereby prescribes the following guidelines for selection procedure for direct recruitment through Employment Exchange / Advertisement 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:

(a)

Category of Post	Written Test Marks	Educational and other Qualification Marks	Interview	Total
Group 'B' (Gazetted)	75	10	15	100

(b)

	Written Test Marks	Educational and other Qualification Marks	Interview	Weightage for local candidates*	Total
Group "B" (Non Gazetted)-Teacher	60	10	10	20	100
Group "B" (Non Gazetted)-Other	70	10	-	20	100

(c) For posts where skill test is not required as per the Recruitment Rules:-

	Written Test Marks	Educational and other Qualification Marks	Weightage for local candidates*	Total
Group "C" (including Multi Tasking Staff)	70	10	20	100



(d) For the posts where Skill test is prescribed in Recruitment Rules :

	Written Test Marks	Educational and other Qualification Marks	Skill Test Marks	Weightage for local candidates*	Total
Group 'C' (including Multi Tasking Staff)	60	10	10	20	100

\* Local candidate will be required to furnish Domicile Certificate of U.T. of Daman & Diu issued by respective Mamlatdar, along with other documents required for the post.

3) **Posts requiring interview:** For the posts for which interview marks have been prescribed, the concerned Head of Office shall, after the declaration of result of written test and conduct of interview, 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 educational and other qualifications and interview Marks. The appointment may be considered according to such merit list with the approval of the Appointing Authority.

4) **Posts requiring no interview:** For the posts for which interview marks have not been prescribed, 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 educational and other qualifications. The appointment may be considered according to such merit list with the approval of the Appointing Authority.

5) **Posts requiring Skill Test:** The posts for which interview marks have not been prescribed but skill test is prescribed i.e. LDC, Jr. Stenographer, Driver, Multi Tasking Staff etc. the concerned Head of Office shall, after the declaration of result of the written test and holding of Skill 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 educational and other qualifications and skill test. The appointment may be considered according to such merit list with the approval of the Appointing Authority.

6) **Controller of Examination:** For the purpose of conducting Written Test/Skill Test the Appointing Authority shall appoint the Controller of Examination.

7) **Appointment of Resource Persons, Invigilators/Supervisors etc:** 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 government Department/Offices, Daman & Diu.



8) **Written Test Question paper:** The question paper for written test shall have multiple choice questions of  $\frac{1}{2}$  mark each. Thus, there will be twice the number of question as to the marks allotted for written test in para 2 above. The question paper will be prepared in English as well as Hindi or Gujarati language.

9) **Candidates with disabilities:** The candidates with disabilities would 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, in entrance test/written tests for recruitment to jobs and interviews.

10) **No. of candidates to be called for interview:** 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 post) on the basis of merit list of written test. The condition can be relaxed by the Appointing Authority by reasons to be recorded in respect of all categories of posts reserved for OBC/SC/ST/General by increasing the ratio of number of posts and candidates as deemed necessary.

11) **Recruitment against Reserved Posts:** For the candidates belonging to SC/ST/OBC and Physically Handicapped 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 the above ratio, if the posts are reserved for the above category.

The SC/ST/OBC candidates who are however selected on their own merit without relaxed standard e.g. age, experience, standard of evaluation marks 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.

12) **Allocation of Marks for Educational and other Qualifications:** For the purpose of awarding marks for the educational and other qualifications of the candidate, the minimum education qualification as mentioned under essential qualifications in the Recruitment Rules shall be considered.

In case some desirable qualification has also been prescribed in the Recruitment Rules, the marks shall be allocated for assessment of Essential and Desirable qualifications in the ratio of 70:30. Further splitting of marks between components (if any) of Essential/Desirable qualification will be decided with the approval of Appointing Authority before advertising the post.



Wherever passing of an examination has been prescribed in the RR, either as essential qualification or desirable qualification, the marks to be allocated under this para shall be in proportion to the marks secured by the candidate in this examination.

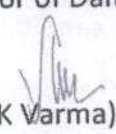
13) **Working Experience:** The working experience (wherever prescribed under RR) shall be considered only after the candidate has obtained the minimum essential educational qualification prescribed under Recruitment Rules.

14) **Honorarium:** The honorarium for conduct of written test shall be as under:

- i) Controller of Examination – Rs.2000/-
- ii) Resource persons for setting up Question papers and evaluation of Answer Sheets – Rs.1500/-
- iii) Invigilator/Supervisors/Supporting Staff – Rs.1000

15) The concerned Head of Office shall keep the record of the written test in safe custody and weed out the question paper as well as answer sheet only after minimum six months after the selection and appointment, provided there is no litigation or CAT/Court Case in this regard. In case of litigation, the question papers and answer sheet shall be weeded out with the approval of the Secretary of the department only after final judgment in the Court Case is delivered. A proper record shall be maintained for weeded out papers.

By Order and in the Name of the  
Administrator of Daman & Diu

  
(S. K Varma)

Deputy Secretary (Personnel)

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 / Diu.
8. The District Informatics Officer, NIC, 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