

No.1/23/89-DPAR/10/ 588
Administration of Daman & Diu
Department of Personnel &
Administrative Reforms,
Secretariat, Daman.
Moti Daman – 396220.

Dated:- 12/06/2014

NOTIFICATION

In exercise of the powers conferred by the provision to Article 309 of the Constitution, read with the Department of Personnel and Training O.M. No.AB.14017/61/2008-Estt.(RR) dated 24th March, 2009, and O.M. No. AB—14017/20/2008-Estt(RR) dated 17th May, 2010, the Administrator of Daman & Diu is pleased to make the following Rules relating to recruitment to the General Central Service Group 'C' (Non-Gazetted,) (Ministerial) Common Cadre Post of Lower Division Clerk/Student Section Clerk/Hostel Rector/LDC-cum Cashier in the Administration of Daman & Diu namely:-

1) **SHORT TITLE, APPLICATION AND COMMENCEMENT:**

(i) These rules may be called the Administration of Daman & Diu, Group 'C' (Non-Gazetted Ministerial), Common Cadre Posts of Lower Division Clerk/Student Section Clerk/Hostel Rector/LDC-cum Cashier, Recruitment Rules 2014.

(ii) They shall apply to the posts specified in column – 1 of the Schedule to these Rules.

(iii) These rules will come into effect from the date of publication of this notification in the Official Gazette and will relate to appointment to the various posts made on or after this date.

2) **NUMBER OF POSTS, CLASSIFICATION AND SCALE OF PAY:**

The number of posts, classification of the said posts and scales of pay attached thereto shall be as specified in Column 2 to 4 of the schedule to these Rules: Provided that, the Administrator of Daman & Diu may vary the number of posts in column 2 of the said Scheduled from time to time subject to exigencies of work.

3) **METHOD OF RECRUITMENT, AGE LIMIT, QUALIFICATIONS ETC:**

The method of recruitment to the said posts, age limit, qualifications and other matters connected therewith shall be as specified in columns 5 to 13 of the aforesaid schedule.

4) **DISQUALIFICATION:**

No person (a) who has entered into or contracted a marriage with a person having a Spouse living, or (b) who, having a spouse living, has entered into or contracted a Marriage with any person shall be eligible for appointment to the service provided that, the Administrator of Daman & Diu, may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

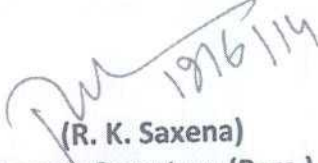
5) **POWER TO RELAX:**

Where the Administrator of Daman & Diu is of the opinion that, it is necessary or expedient so to do, he may, by order, and for reasons to be recorded in writing, relax any of the provision of these rules with respect to any class or category of persons.

6) **SAVING:**

Nothing in these rules shall affect reservation, relaxation of age limit and other concession required to be provided for Scheduled Castes and Scheduled Tribes, and Other special categories or persons in accordance with the orders issued by the Central Government from time to time in this regard.

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


(R. K. Saxena)
Deputy Secretary (Pers.)

To,

- 1) The Deputy Director, Government Printing Press, Daman with a request publish in the Extra Ordinary Official Gazette.
- 2) Asstt. Director (OL) Secretariat, Daman for translation in to Hindi
- 3) The S.I.O., NIC, Secretariat, Daman for uploading on Govt. Website.
- 4) The Deputy Secretary (Personnel), Secretariat, DNH.
- 5) Guard file/Office copy.

SCHEDULE

ANNEXURE-I

**File No. 1/23/89-DPAR/10/
RECRUITMENT RULES FOR THE POST OF LOWER DIVISION CLERK / STUDENT SECTION CLERK / HOSTEL RECTOR / CASHIER**

Name of the Post	No. of Post	Classification	Pay Band & Grade Pay/Pay Scale	Whether Selection post or non selection post	Age limit for direct recruitments	Educational and other qualification required for direct recruitment
1.	2.	3.	4.	5.	6.	7.
Lower Division Clerk / Student Section Clerk / Hostel Rector / LDC-cum-Cashier	173 (2014) Subject to variation dependent on work load	General Central Service Group 'C' Non Gazetted Ministerial	Pay Band - 1 Rs. 5,200-20,200 + Grade Pay Rs. 1900/-	Non Selection	Between 18 and 27 years (Relaxable for Government Servant upto 40 years in accordance with the instructions or order issued by the Central Government)	ESSENTIAL: i) 12 th Class or equivalent qualification from recognized Board or University ii) SKILL TEST NORMS ON COMPUTER : English Typing @ 35 w.p.m. OR Hindi Typing @ 30 w.p.m. (Time allowed 10 mts.) (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression for each word).

Whether age and educational qualification prescribed for direct recruits will apply in case of promotees.	Period of probation, if any	Method of Recruitment whether by direct recruit or by promotion or by deputation & Percentage of the posts to be filled by various methods.	In case of recruitment by Promotion /deputation/absorption grade from which promotion/deputation absorption to be made	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment.
8.	9.	10.	11.	12.	13
To the extent indicated in Col. 11	Two Years	i) 85% by direct recruitment. ii) 15% by Promotion	Promotion from Group 'C' Staff in GP - Rs. 1800 and who possess 12 th Class Pass or equivalent and have rendered 3 years regular service in the Grade on the basis of departmental qualifying examination. The maximum age limit for Eligibility is 45 years (50 years for SC/ST).	Group 'C' DPC	Not Applicable

(R. K. Saxena)
 Deputy Secretary (Pers.)