

No.BDO/DMN/RR/2011-12/ 696
 Administration of Daman & Diu
 Department of Personnel &
 Administrative Reforms,
 Secretariat, Daman 396220.

Dated:- 3/1/2012.

NOTIFICATION

In exercise of the powers conferred by the proviso 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, the Administrator of Daman & Diu is pleased to make the following Rules relating to recruitment to the General Central Service Group 'C' (Non-Gazetted, Non - Ministerial) posts of (1) Extension Officer (Village Panchayat), (2) Village Panchayat Secretary and (3) Gram Sevak 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 / Non Ministerial Services Recruitment Rules 2011.
- (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, it 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.

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(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

(P. S. Jani)

Joint Secretary (Pers.)

To,

- 1) The Deputy Director, Government Printing Press, Daman with a request publish in the Extra Ordinary Official Gazette.
- 2) The Assistant Director (OL), Official Language Department for translation in Hindi.
- 3) The D.I.O., N.I.C., Daman with a request to upload the same on the website.

SCHEDULE - I

Name of Post	No. of Post	Classification	Pay Band and Grade Pay/Pay Scale	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other Qualifications required for direct recruits	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation if any	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by various methods	In case of recruitment, by promotion/deputation/absorption which grades from which promotion/deputation/absorption to be made	If a DPC exists, what is the composition	Circumstances in which UPSC to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13
Extension Officer (Village Panchayat)	02 (2011) Subject to variation dependent on work load.	General Central Service "C" (Non Gazetted / Non Ministerial)	P.B.-1 Rs.5200-20200 G.P. Rs.2800	Selection-cum-seniority	18 to 30 years (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by Central Government)	For Direct Recruitment : I) Degree from a recognized University. II) 3 years experience in Community Development / Panchayat work. III) Diploma or Certificate of Computer course of at least 3 months duration from a reputed institute. Desirable : Knowledge of reading, writing and speaking of local language i.e. Gujarati and Hindi.	Age : No Education qualification : Yes.	2 years	By promotion failing which by direct recruitment	Village Panchayat Secretary with 10 years service in the grade failing which from Gram Sevak with 10 years service in the grade.	Group "C" DPC	N.A.

संयुक्त सचिव (कार्मिक)
Joint Secretary (Per.)

सचिवालय, दमण.

Secretariat, Daman.

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1	2	3	4	5	6	7	8	9	10	11	12	13
Village Panchayat Secretary	10 (2011) Subject to variation dependent on work load.	General Central Service Group "C" (Non Gazetted / Non Ministerial)	P.B.-1 Rs.5200-20200 G.P. Rs.2000	N.A.	18 to 30 years (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by Central Government)	I) H.S.C.E. (XII) with 50% from a recognized board. II) Diploma or Certificate of Computer course of at least 3 months duration from a reputed institute. Desirable : 1) Diploma in Rural Work from any recognized University. 2) Degree from any recognized University 3) Knowledge of reading, writing and speaking local language i.e. Gujarati & Hindi.	N.A.	2 years	100% by direct recruitment	N.A.	Group "C" DSC	N.A.

संयुक्त सचिव (कार्यक)
Joint Secretary (Per.)

संयुक्त सचिव

Secretary

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1	2	3	4	5	6	7	8	9	10	11	12	13
Gram Sevak	08 (2011) Subject to variation dependent on work load.	General Central Service Group "C" (Non Gazetted / Non Ministerial)	P.B.-1 Rs.5200-20200 G.P. Rs.2000	N.A.	18 to 30 years (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by Central Government)	I) H.S.C.E. (XII) with 50% from a recognized board. II) Diploma or Certificate of Computer course of at least 3 months duration from a reputed institute. Desirable : 1) Graduate in any subject from a recognized University. 2) Diploma in Rural Work from any recognized Institution / University. 3) Knowledge of reading, writing and speaking local language i.e. Gujarati & Hindi. NOTE: Successful completion of training as Gram Sevak from recognized centre before clearance of probation period is compulsory.	N.A.	2 years	100% by direct recruitment	N.A.	Group "C" DSC	N.A.

संयुक्त सचिव (कार्यिक)
Joint Secretary (Per.)

21/01/2014 2011,
Secretary, U.P.S.C.