

No.1/307/93-PER/Vol.V/1903
Administration of Daman & Diu,
Department of Personnel &
Administrative Reforms,
Secretariat,
Daman – 396 220.

Dated:- 21/06/2011.

CIRCULAR

Sub:-Filling up the post of in the cadre of Mamlatdar/Block
Development Officer/Enquiry Officer (City Survey) under the
Administration of Daman & Diu by Deputation.

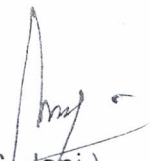
It is proposed to fill up two (02) posts in the cadre of Mamlatdar/Block
Development Officer/Enquiry Officer (City Survey) in the Administration of Daman &
Diu by Deputation from amongst the Officers of the Central/State Government
/Union Territories.

The PB, GP (Pre-Revised Scale of Pay) eligibility condition, qualification,
experience and the period of deputation prescribed for the post are indicated in the
ANNEXURE – I

The pay of the candidate selected for appointment on deputation basis will be
regulated in accordance with the general orders on the subject.

The vacancy may be circulated amongst the officers working in your
Ministries/Departments of Government of India/State Governments/Union
Territories.

It is requested that the Bio-Data (in the Proforma attached) Integrity
Certificate and Vigilances Certificate, Annual Confidential Reports dossier of willing
and suitable Officers in the Central Government/State Government/Union Territories
who can be relieved, if selected, may be sent to the Joint Secretary (Personnel),
U.T. Administration of Daman & Diu, Department of Personnel & Administrative
Reforms, Secretariat, Moti Daman – 396 220 for consideration within **sixty days**
from the date of issue of this Circular and advertisement in Employment News at the
latest.


(P. S. Jani)
Joint Secretary (Pers)

To,

- 1) All Ministries/Department of Central Government, New Delhi
- 2) The Chief Secretaries, All State Government/Union Territories
- 3) The Assistant Public Prosecutor, Diu
- 4) All the Heads of Offices, Daman/Diu
- 5) The D.I.O., NIC, Daman for uploading on Website.

ANNEXURE – I

1. Name of the post : Mamlatdar/Block Development Officer/Enquiry Officer
(City Survey)
2. Number of post : 2 (Two)
3. Pay : PB-2 Rs.9300-34800- with Grade Pay Rs.4200/-
(Pre-Revised Scale of Pay Rs.5500-175-9000)
4. Eligibility : Officer under the Central/State Govt./Union Territories
- a) i) Holding Analogous post on regular basis in the parent cadre/Department or ;
- ii) With six years service in the grade rendered appointment thereto on regular basis in the scale of pay of Rs.5200-20200 with Grade Pay of Rs.2800/- in PB-1 or equivalent in the parent Cadre/Department : and
- b). Possessing :-
- i) Degree of a Recognized University or equivalent
- ii) 3 years experience in Revenue/Survey and Settlement work (Land Revenue & Land Survey & Settlement) under any State Government/ Union Territory.
- iii) Working knowledge of Local Language. (i.e. Gujarati)
- (Departmental Officers in the feeder Category who are in the direct line of promotion shall not be eligible for consideration for appointment by promotion. Similarly, deputationist shall not be eligible for consideration for appointment on promotion. Period of deputation (ISTC) including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.)

ANNEXURE-A

BIO DATA PRO FORMA

1. Name and Address in Block letters.
2. Dated of Birth (in Christian era)
3. Date of retirement under Central/
State Government Rules.
4. Educational Qualifications
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).

	Qualifications/ Experience required	Qualifications/ Experience possessed by the officer.
Essential (1) (2) (3)		
Desirable (1) (2)		

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post
7. Details of Employment in chronological order, Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Institution/ Organisation	Post held		List of Pay and last basic pay	Nature of duties
	From	To		

8. Nature of present employment (i.e.)
ad hoc, temporary or permanent
9. In case the present employment is held on
deputation/contract basis, please state---
 - (a) The date of initial appointment
 - (b) Period of appointment on deputation/contract
 - (c) Name of the parent office/organization to which
you belong.

10. Additional details about present employment :
Please state whether working under:

- (a) Central Government
- (b) State Government
- (c) Autonomous Organisations
- (d) Government Undertakings
- (e) Universities.

(2)

11. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
12. Total emoluments per month now drawn
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is in sufficient
14. Whether SC/ST
15. Remarks.

Date

Signature of the Candidates.
Address:

To be certified by the Employer / Forwarding Authority.

Certified that the particulars furnished by the Applicant have been verified with reference to his service records and found correct. No Vigilance / disciplinary proceedings either pending or contemplated against the Officer.

Dated:-

Signature of the Employer/
Forwarding Authority with
Office Seal.