

No.AB-14017/61/2008-Estt.(RR)
Government of India
Ministry of Personnel P.G.& Pensions
Department of Personnel & Training

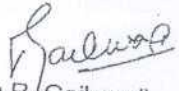
North Block, New Delhi
Dated: 13/10/2015

OFFICE MEMORANDUM

Attention is invited to this Department's O.M. No. AB.14017/48/2010-Estt (RR) dated 31st December, 2010 vide which Guidelines on framing / amendment/relaxation of Recruitment Rules and Service Rules were issued.

2. In this context it has been decided that before referring any proposal for framing/amendment in the Recruitment Rules of any post in Ministries/Departments and their subordinate and attached office, the proposed amendments/revision in the Recruitment Rules would be put up on the website of respective Ministries/Departments for 30 days for inviting comments from the stakeholders. Thereafter, taking into account the comments so received, the proposal would be sent to DoPT, UPSC and Ministry of Law for finalisation.

4. All the Ministries/Departments are, therefore, requested to adhere to these instructions scrupulously. Proposal referred to this Department without following the aforesaid procedure, would not be entertained.


(Jitendra R. Gaikwad)
Under Secretary (RR)

To

All Ministries/Departments of Government of India

Copy to:

1. The President's Secretariat, New Delhi.
2. The Prime Minister's Office, New Delhi.
3. The Cabinet Secretariat, New Delhi.
4. The Rajya Sabha Secretariat, New Delhi.
5. The Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi.
8. The Staff Selection Commission, New Delhi.
9. All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
10. Establishment Officer and Secretary, ACC
11. All Officers and Sections in the Department of Personnel
12. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
13. All Staff Members of National Council (JCM)
14. All Staff Members of the Departmental Council (JCM),
15. Ministry of Personnel, PG and Pensions
16. Establishment (RR Division) (20 copies)
17. NIC for uploading on the Department's website.

ANNEXURE - I
RECRUITMENT RULES FOR THE POST OF SUPERINTENDING ENGINEER IN THE PUBLIC WORKS DEPARTMENT, U. T. ADMINISTRATION OF DAMAN & DIU.

SCHEDULE

Name of Post	Number 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 & educational qualification prescribed for direct recruits will apply in the case of promotees
1 Superintending Engineer (Civil)	2 01 (2015) Subject to variation depending on workload	3 General Central Service Group "A" Gazetted Non Ministerial	4 PB-3 ₹15600-39100 + Grade Pay ₹ 7600/-	5 Selection	6 Not exceeding 50 years (Relaxable for Govt. servants up to 5 years in accordance with the instructions or orders issued by the Central Government Note : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in Andaman and Nicobar Islands and Lakshadweep)	7 ESSENTIAL i) Degree in Civil Engineering from a recognized University or equivalent ii) Ten years experience in civil Engineering Works/projects Note 1: Qualifications are relaxable at the discretion of the UPSC in case of candidate otherwise well qualified. Note 2: The Qualification(s) regarding experience is/are relaxable at the discretion of the UPSC in the case of candidate belonging to scheduled castes and scheduled Tribes if, at any stage of selection, the UPSC is of the opinion that sufficient number of candidates from these communities possessing the required experience are not likely to be available to fill up the vacancies reserved for them.	8 Age : No EQ : Yes

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SCHEDULE

<p>Period of probation if any</p>	<p>Method of recruitment whether by Direct recruitment or by promotion or by deputation /absorption and percentage of the vacancies to be filled by various methods</p>	<p>In case of recruitment by promotion /deputation/absorption grades form which promotion/Deputation /Absorption is to be made</p>	<p>Circumstances in which UPSC is to be consulted in making recruitment</p>
<p>9</p>	<p>10</p>	<p>11</p>	<p>12</p>
<p>N.A.</p>	<p>By promotion falling which by deputation & falling both by direct recruitment</p>	<p>Promotion : Executive Engineer (Civil) / Surveyor of works (Civil) in the PWD with five years regular service in the grade possessing Degree in Civil Engineering from a recognized University or equivalent. Note: "Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying /eligibility service by more than half of such qualifying /eligibility or two years, whichever is less and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service." Deputation : Offices under the Central/state Govt. / Union Territories. a). (i) holding analogous posts on regular basis in the parent Cadre/Department ; or (ii) With 5 years service in the grade rendered after appointment thereto on regular basis in the scale of Rs. 15600-39100 + Grade pay Rs 6600 or equivalent in the parent Cadre / Department ; and b). Possessing the following educational qualification and experience: ESSENTIAL i) Degree in Civil Engineering from a recognized University or equivalent ii) Ten Years experience in Civil Engineering Works/ Project</p>	<p>13</p>
		<p>12</p>	<p>13</p>
		<p>If a Departmental Promotion Committee exists what is its composition</p>	<p>Group 'A' DPC (for consideration promotion to functional grade) 1. Chairman or Member of the UPSC - Chairman 2. Development Commissioner, Daman & Diu and DNH - Member 3. Finance Secretary, Daman & Diu and DNH - Member 4. Collector, Daman - Member 5. Conservator of Forests, Daman & Diu and DNH -Member Note: "The proceeding of the DPC relating to confirmation of a direct recruit shall be sent to the commission for approval. If however, these are not approved by the commission a fresh meeting of the DPC to be presided over by the Chairman or a Member of the UPSC shall be held".</p>
			<p>Selection on each occasion shall be made in consultation with the UPSC.</p>



ANNEXURE – II

1	(a)	Name of the posts	:	Superintending Engineer.
	(b)	Name of the Ministry/ Department	:	Public Works Department, UT Administration of Daman & Diu.
	(c)	Number of Posts	:	01 (One)
	(d)	Scale of pay	:	PB - 3 ₹ 15600-39100/- + Grade pay ₹ 7600/-
	(e)	Class and service to which the posts belong	:	General Central Service Group "A" Gazetted
	(f)	Ministerial or Non- Ministerial (of F.R.9 (17))	:	Ministerial
2		Appointing Authority	:	Administrator, UT Administration of Daman & Diu
3		Duties of the post in detail	:	Direction and Administration of PWD works as per CPWD Manual i.e. overall Supervision and Control of Civil Works under PWD etc.
4		Described briefly the method(S) adopted for filling the posts hitherto	:	After delinking the post was filled up by ad-hoc promotion pending approval of Recruitment Rules from the UPSC.
5		Methods of recruitment proposed	:	By promotion failing which by deputation & failing both by direct recruitment.
6		If promotion is proposed as a method of recruitment	:	
	(a)	Designation and number of the posts proposed to be included in the field of promotion	:	Executive Engineer (Civil) / Surveyor of Works (Civil). 03 (Three).
	(b)	Number of years of qualifying : service proposed to be fixed before persons in the field become eligible for promotion (As per extent GOI instruction).	:	5 years regular service in the Grade of the Executive Engineer / Surveyor of Works
	(c)	Percentage of vacancies in the grade proposed to be filled by promotion.	:	100%
	(d)	Have Recruitment Rules been framed for the post proposed in the field of the promotion? If, framed in consultation with the Commission, please Quota commission's reference No. If, consultation with the Commission was not required please attached a copy of Rules framed. A copy of the rules should be sent DOPT along with the proposal.	:	Yes, in consultation with the UPSC vide its letter No. F.3/29(7)/79-RR dated 18-7-1986, during the regime of erstwhile Union Territory of Goa, Daman and Diu
	(e)	If recruitment rules were not framed for the post in the field of promotion;	:	N.A

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	(i) Please indicate briefly the method of Recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the method.	:	By promotion failing which by deputation & failing both by direct recruitment.
	(ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion	:	Degree in Civil Engineering from a recognized University or equivalent Ten years experience in Civil Engineering Works / Projects.
	(iii) In case the feeder posts are filled by promotion, the Recruitment Rules for the still lower posts including the lowest post to which direct Recruitment is one of the methods of recruitment may be furnished.	:	Assistant Engineer (Civil)
(f)	(i) Is the promotion to be made on selection or non selection basis?	:	On Selection basis
	(ii) Reasons for the proposal (i) above	:	N.A.
(g)	If DPC exists, what is its composition	:	Yes, copy of exists DPC of Group "A" is enclosed.
(h)	Indicate if the feeder posts are having promotion channels other than the one under consideration.	:	No
7	If promotion is not proposed as a method, please state why it is not considered desirable / possible / necessary	:	N.A
8	If direct recruitment is proposed as a method of recruitment please state	:	N.A
(a)	The percentage of vacancies proposed to be filled by direct recruitment	:	N.A. (failing which by deputation & failing both by direct recruitment.)
(b)	Indicate if there are any promotional avenues for the direct recruitment?	:	No.
(c)	(i) Age for direct recruitment (as per extant GOI instruction)	:	Not exceeding 50 years (Relaxable for Govt. servants up to 5 years in accordance with the instructions or orders issued by the Central Government).
	(ii) Is age relaxable for Government servants?	:	Yes
(d)	Educational and other qualifications required for direct recruits (if may please be noted that the essential qualifications prescribed are relaxable at commission's discretion in case of candidate otherwise well qualified	:	N. A.
	<u>ESSENTIAL :</u>	:	(i) Degree in Civil Engineering from a recognized University or equivalent (ii) Ten years experience in Civil Engineering Works / Projects

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		DESIRABLE:	
	(e)	Whether essential qualifications to be prescribed are in accordance with any Act(s)? If so please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s).	: N.A
	(f)	Has the post been advertised by the commission in the past? Is so, please quote commission's reference No.	: NO
9		If direct recruitment is not proposed as a method please state why it is not considered desirable/possible/necessary.	: N.A.
10		If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotions?	: Yes
		If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions	: N.A
11	(a)	Is deputation/absorption proposed as a method of recruitment? If so, please state clearly whether deputation or absorption is proposed	: The method of recruitment is by promotion failing which by deputation and failing both by direct recruitment
	(b)	The percentage of vacancies proposed to be filled by this method	: 100%
	(c)	The period to which deputation will be limited	: Period of deputation including period of deputation in another ex-cadre post in the same organization / department shall not exceed 1 year.
	(d)	The name of the posts of grades or services etc. from which deputation /absorption is proposed	: Deputation: Officers under the Central / State Govt. / Union Territories (i) holding analogous posts on regular basis in the parent cadre /Department ; or (ii) With 5 years service in the grade rendered after appointment thereto on regular basis in the scale of ₹ 10000 – 15200 or equivalent in the parent cadre/ Department ; and Possessing the following educational qualifications and experience ; ESSENTIAL : Degree in Civil Engineering from a recognized University or equivalent Ten years experience in Civil Engineering Works/ Projects
12	(a)	If any of the methods is proposed fails, by what methods are such vacancies proposed to be filled	: By Direct Recruitment

	(b)	Whether the recruitment rules relate to a post which has been upgraded from Group " C " to Group " B " or Group " B " To Group " A " or within the same group? If so, whether the necessary provision for initial construction has been proposed.	:	N.A.
	(c)	Whether the recruitment rules relate to a post which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of the post?	:	N.A.
13	(a)	Special circumstances if any, other than those covered by the rules, in which the commission may be required to be consulted.	:	Consultation with UPSC
	(b)	Whether the Deptt. Of Personnel and training have concurred in the proposal?	:	No.
14		If these proposals are being sent in response to any reference from the commission, please quota commissions reference No.	:	F.5/33(1)/2003-RR dated 08/12/2004
15		Name, Address and Telephone Numbers of the Ministry's Representatives with whom proposals may be discussed if necessary , for clarification /early decision	:	Shri J. B. Singh, IAS, Secretary (PWD), Secretariat, Daman. Phone No. 0260 - 2230473 Fax No. 0260 - 2230771


 (Sanjay Kumar)
 Chief Engineer
 0260-2230468

ANNEXURE-III

Form to be filled by the Ministry / Department while forwarding proposals to the Department of Personnel and Training and the Union Public Service Commission for amendment of approved Recruitment Rules.


1. (a) Name of the post : **Superintending Engineer (Civil).**
 (b) Name of the Ministry / Deptt. **Public Works Department,
 UT of Daman & Diu, Daman.**
2. Reference No. in which Commission's advice on Recruitment Rules was conveyed. **N.A.**
3. Date of notification of the original rules and subsequent Amendments (copy of the original Rules & subsequent Amendments should be enclosed, duly flagged and reference) **Copy of the Notification enclosed.**

Col. No. of the Schedule (Annexure I)	Provision in the Approved / existing rules	Revised Provisions proposed	Reasons for the Revision proposed
1.	Superintending Engineer (Civil)	Superintending Engineer (Civil)	No change.
2.	08 (1986) Subject to variation dependent on work load.	01 (2015) Subject to variation dependent on work load.	The Recruitment Rules was notified by the erstwhile Govt. of Goa, Daman & Diu. There is only single sanctioned post for UT of Daman & Diu after delinked from Goa.
3.	General Central Service Group " A" Gazetted Non Ministerial	General Central Service Group "A" Gazetted Non Ministerial.	No change.
4.	₹ 10000 - 325 - 15200	PB- 3 ₹ 15600-39100 Grade Pay ₹ 7600	As per the recommendation of Sixth Central Pay Commission.
5.	Selection	Selection	No change.
6.	Not exceeding 45 years (Relaxable for Govt. Servants up to 5 years in accordance with the instructions or orders issued by the Central Government). Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in Andaman and Nicobar Islands and Lakshadweep).	Not exceeding 50 years (Relaxable for Govt. Servants up to 5 years in accordance with the instructions or orders issued by the Central Government). Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in Andaman and Nicobar Islands and Lakshadweep).	As per the recommendation of Sixth Central Pay Commission.
7.	ESSENTIAL: (i) Degree in Civil Engineering from a recognized University or equivalent. (ii) Ten Years experience in Civil Engineering Works / Projects Note 1: Qualifications are relaxable at the discretion of the UPSC in case of candidate otherwise well qualified Note 2: The Qualification(s) regarding experience is/are	ESSENTIAL: (i) Degree in Civil Engineering from a recognized University or equivalent. (ii) Ten Years experience in Civil Engineering Works / Projects Note 1: Qualifications are relaxable at the discretion of the UPSC in case of candidate otherwise well qualified Note 2: The Qualification(s) regarding experience is/are	No change.

	relaxable at the discretion of the UPSC in the case of candidate belonging to scheduled castes and scheduled Tribes if, at any stage of selection, the UPSC is of the opinion that sufficient number of candidates from these communities possessing the required experience are not likely to be available to fill up the vacancies reserved for them.	relaxable at the discretion of the UPSC in the case of candidate belonging to scheduled castes and scheduled Tribes if, at any stage of selection, the UPSC is of the opinion that sufficient number of candidates from these communities possessing the required experience are not likely to be available to fill up the vacancies reserved for them.	
8.	Age : No EQ : Yes	Age : No EQ : Yes	No change.
9.	N.A	N.A	No change.
10.	By promotion failing which by transfer on deputation & failing both by direct recruitment	By promotion failing which by deputation & failing both by direct recruitment.	No change.
11.	<p>Promotion: Executive Engineer (Civil) / Surveyor of Works (Civil) in PWD, with five years regular service in the grade</p> <p>Deputation: (i) Officers under the Central / State Govt./ Union Territories (a) (i) post of the rank of Superintending Engineer on regular basis or (ii) With 5 years regular service of the rank of Superintending Engineer and (b) Possessing degree in civil Engineering of a recognized university or equivalent (The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly Deputationist shall not be eligible for consideration for appointment by promotion. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Govt. shall not be exceed four years.</p>	<p>Promotion: Executive Engineer (Civil) / Surveyor of Works (Civil) in PWD, with five years regular service in the grade possessing Degree in Civil Engineering from a recognized University or equivalent.</p> <p>Note: "Where juniors who have completed their qualifying /eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying /eligibility service by more than half of such qualifying /eligibility or two years, whichever is less and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying /eligibility service"</p> <p>Deputation : Officers under the Central / State Govt. Union Territories (a) (i) holding analogous posts on regular basis in the parent Cadre/Department ; or (ii) With 5 years service in the grade rendered after appointment thereto on regular basis in the scale of 15600 - 39100 + Grade pay 6600 or equivalent in the parent cadre/ Department; and (b) (Possessing the following educational qualifications and experience ; ESSENTIAL: (i) Degree in Civil Engineering from a recognized University or equivalent (ii) Ten years experience in Civil Engineering works/projects.</p>	As per the recommendation of Sixth Central Pay Commission.

12.	<p>Group 'A' DPC (For promotion)</p> <ol style="list-style-type: none"> 1. Chairman / Member, UPSC – Chairman 2. Chief Secretary Goa - Member 3. Administrative Secretary Goa- Member. <p>Group 'A' DPC (For confirmation)</p> <ol style="list-style-type: none"> 1. Chief Secretary Goa- Chairman 2. Administrative Secretary Goa- Member <p>Note: "The proceeding of the DPC relating to confirmation shall be sent to the commission for approval. If however, these are not approved by the commission a fresh meeting of the DPC to be presided over by the Chairman or a Member of UPSC shall be held."</p>	<p>Group 'A' DPC (for promotion)</p> <ol style="list-style-type: none"> 1. Chairman or Member of the UPSC – Chairman 2. Development Commissioner, Daman & Diu – Member 3. Finance Secretary, Daman & Diu - Member 4. Collector, Daman - Member 5. Conservator of Forests, Daman - Member 	<p>The U. T. of Daman & Diu is delinked from Goa in 1987. Therefore, in place of Chief Secretary and Adm. Secretary of Goa, the senior officers of U. T. of Daman & Diu are proposed as members of DPC.</p>
13.	<p>Consultation with UPSC necessary while selection an officer for appointment on deputation.</p>	<p>Selection on each occasion shall be made in consultation with the UPSC</p>	<p>Since it is Group "A." post, consultation with UPSC necessary on all occasion. As per instructions of UPSC.</p>

	Name	Sanjay Kumar.
	Address	Office of the Superintending Engineer, Public Works Department, U. T. of Daman & Diu, Moti Daman, Daman. 396 220.
	Telephone No.	0260 2230468.


 Sanjay Kumar
 Chief Engineer,
 Public Works Department,
 Daman.