

Administration of Daman & Diu,  
Department of Personnel &  
Administrative Reforms,  
Secretariat,  
Daman – 396 220.

No.ATP/DMN/Apptt./JTP/3028/2012/220

Dated:-21/06/2012.

**C I R C U L A R**

Sub:-Filling up the post of Junior Town Planner under the Administration of Daman & Diu by transfer on Deputation (including short term contract)/transfer.

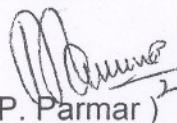
It is proposed to fill up one (01) post of Junior Town Planner by transfer on deputation (including short term contract)/transfer in the office of the Junior Town Planner, Diu under UT Administration of Daman & Diu.

The Pay Band and Grade Pay (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/Autonomous Bodies/Public undertakings.

It is requested that the Bio-Data (in the Proforma attached) alongwith Integrity Certificate and Vigilances Certificate, Annual Confidential Reports of last five years of willing and suitable Officers in the Central Government/State Government/Union Territories/ Autonomous Bodies/Public undertakings who can be relieved, if selected, may be sent to the **Chief Town Planner, Town and Country Planning Department, Moti Daman – 396 220** for consideration within **sixty days** from the date of issue of this Circular and advertisement in Employment News.

  
( P. P. Parmar ) 21/06/12  
Chief Town Planner,  
Daman

To,

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

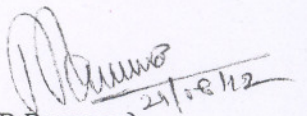
**ANNEXURE-I**

1. Name of Post : Junior Town Planner
2. Number Post : 01(One)
3. Pay: : PB-3Rs.15600-39100 with Grade Pay Rs.5400/-
4. Eligibility : Officer under the Central / State Govt./Union Territories/  
Autonomous bodies /Public undertakings

- (a)(i) Holding analogous posts on a regular basis ; or  
(ii) with 3 years regular service in posts in the Pay Band  
PB2- Rs.9300-34800 Grade Pay Rs.4600 or  
equivalent ;  
(iii) with 8 years regular service in posts in the Pay Band  
PB2 Rs.9300-34800 Grade Pay Rs.4200 or equivalent.

- (b) Possessing the educational qualifications as under:  
(i) Degree in Architectural or Civil Engineering from a  
recognized university or equivalent;  
(ii) Degree or Diploma in Town/City/Regional Planning  
from a recognized university or equivalent. And  
(iii) Two years experience in Town Planning in  
Architectural office in a responsible capacity

(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 ordinarily not to exceed 3 years. The maximum age limit for appointment by transfer on deputation (including short term contract) /transfer shall be not exceeding 56 years as on the closing date of receipt of applications.)

  
(P.P. Parmar) 24/08/12

Chief Town Planner  
Town & Country Planning  
Department, Moti Daman.

**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.
<b>Essential (1)</b> <b>(2)</b> <b>(3)</b>		
<b>Desirable (1)</b> <b>(2)</b>		

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 ...  
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.

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.