



**OMNIBUS INDUSTRIAL DEVELOPMENT CORPORATION OF
DAMAN & DIU AND DADRA and NAGAR HAVELI LIMITED.**
Camp Office : Near Secretariat, Fort Area, Moti Daman 396 220.
Telefax: (0260) 2230739.

No. OI DC/2/GM/2011/96/2013-2014/

Date:- 29/01/2014

C I R C U L A R

Sub:- Filling up the post of General Manager in Omnibus Industrial Development Corporation of Daman & Diu and Dadra & Nagar Haveli under the U. T. Administration of Daman & Diu by deputation.

It is proposed to fill up one post of General Manager in Omnibus Industrial Development Corporation of Daman & Diu and Dadra & Nagar Haveli Ltd. (OIDC), a Govt. undertaking under the U.T. Administration of Daman, Diu and Dadra & Nagar Haveli by deputation from amongst the eligible Officers of the Central/State Government/ Union Territories/ Autonomous undertaking.

2. The PB, GP, eligibility condition, qualification, experience and the period of deputation prescribed for the post are indicated in the **ANNEXURE – I.**
3. The pay of the candidate selected for appointment on deputation basis will be regulated in accordance with the general orders on the subject.
4. The vacancy may kindly be circulated amongst the Officers working in your Ministries/Departments of Government of India/State Governments/Union Territories/ Autonomous Undertaking.
5. The Bio-Data (in the Proforma attached), Integrity Certificate and Vigilance Certificate, Annual Confidential Reports dossier of last 5 years, Statement giving details of major or minor penalties, if any imposed on the officer during the last 5 years of willing and suitable Officers in the Central Government/State Government/Union Territories/Autonomous Undertaking who can be relieved, if selected, may be sent to the **Managing Director, OI DC, Camp Office, Fort Area, Near Secretariat, Moti Daman – 396 220** for consideration within **thirty days** from the date of issue of this circular.

(Tanvir Ahmad)
General Manager

1. The Chief Secretary, All State Government / Union Territories.
2. To All the Secretaries of all Ministries in Govt of India.
3. The D.I.O., NIC, Daman for uploading on Website.
4. The Guard file.

ANNEXURE – I

1 Name of the post : General Manager

2 Number of post : 1 (One)

3 Pay : PB-3 Rs.15,600-39,100 with Grade Pay Rs.6600/-.

4 Eligibility : Officer under the Central/State Govt./Union Territories

(a) **Mandatory:**

i. holding analogous post on regular basis in the parent cadre / Department ; **or**

ii. with two years regular service in the grade rendered after appointment thereto on regular basis in the Pay Band- 3 of Rs. 15600-39100 with Grade Pay Rs. 5400/- or equivalent in parent Cadre / Department; and ;

iii Graduation from Govt. recognized university; and ;

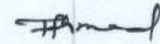
(b) **Desirable:**

i. Degree in Law from a Govt. recognized University/Institute.

OR

ii. M. B. A. from a Govt. recognized University/Institute.

: (Departmental Officers in the feeder category who is in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion).



(Tanvir Ahmad)
General Manager

PROFORMA

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. Experience :
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		Pay Scale / Pay Band + Grade Pay	Nature of Duties
	From	To		

8. Nature of present employment (i.e.)
ad hoc, or regular.
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.

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 belongs to SC/ST/OBC
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.

Signature of the Employer/
Forwarding Authority with
Office Seal.