

No.PWD/DMN/F-30/2014-15/1858  
Administration of Daman & Diu,  
Department of Personnel &  
Administrative Reforms,  
Secretariat,  
Daman – 396 220.

Dated:-14/10/2014.

## CIRCULAR

**Sub:-Filling up the post of Executive Engineer (Civil)/Surveyor of Works, Public Works Department under the UT Administration of Daman & Diu by Deputation.**

It is proposed to fill up one post of Executive Engineer(Civil)/Surveyor of Works(Civil), Public Works Department, under the U.T. Administration of Daman & Diu by Deputation (including Short Term Contract) from amongst the Officers of the Central/State Government/Union Territories/Autonomous Bodies/Public undertaking.

2. 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

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 please be circulated amongst the Officers/Engineers working in your Ministries/Departments of Government of India/State Governments/Union Territories/Autonomous Bodies/Public undertaking.

5. It is requested that the Bio-Data (in the Proforma attached), Integrity Certificate and Vigilances 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 ten years, of willing and suitable Officers in the Central Government/State Government/Union Territories who can be released, if selected, may be sent to the Deputy 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.



( Asha Chaudhary )  
Deputy Secretary (Pers)

To,

- 1) All Ministries/Department of Central Government, New Delhi
- 2) The Chief Secretaries, All State Government/Union Territories.
- 3) The Chief Engineer, CPWD., New Delhi
- 4) The Chief Engineer, PWD, Govt. of Maharastra, Mumbai
- 5) The Chief Engineer, PWD, Govt. of Gujarat, Gandhinagar.
- 6) The Chief Engineer, PWD, Govt. of NCT of Delhi, New Delhi.
- 7) All the Heads of Office, Daman/Diu
- 8) The S.I.O., NIC, Daman for uploading on Website.
- 9) The Guard file.

### ANNEXURE – I

1. Name of the post : Executive Engineer (Civil)/Surveyor of Works(Civil).  
2. Number of post : One  
3. Pay : PB-3 Rs.15600-39100-GP Rs.6600  
4. Eligibility : Officer of the Central/State Govt./Union Territories/  
Autonomous Bodies/Public undertaking

a) i) Holding analogous posts on regular basis  
or

ii) With 5 year's regular service in post in the  
Scale of pay of PB-2 of Rs.9300-34800 with  
Grade Rs.5400/- or equivalent; or

(iii) With 7 year's regular service in posts in the  
scale of pay of PB-2 Rs.9300-34800+ Grade  
Pay Rs.4600/- or equivalent; and

b) Possessing following Education qualification  
and Experience:-

i) Degree in Civil Engineering from a Recognized  
University or equivalent

ii) 5 years experience in Civil Engineering  
Works.

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 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 3 years. The maximum age limit for appointment by deputation (including short-term contract) 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 ....
  - (c) 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 Organizations
  - (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
16. 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.