

No.1-1-87-CS/PF/1759  
Administration of Daman & Diu,  
Department of Personnel &  
Administrative Reforms,  
Secretariat, Daman – 396 220  
e-mail : [pers-dd@nic.in](mailto:pers-dd@nic.in)

Dated : 29/09/2015

**OFFICE MEMORANDUM**

Read: (i) Office Memorandum No. 1-1-87-CS/PF/2823 dated 16-12-2013  
(ii) Office Memorandum No. 1-1-87-CS/PF/2173 dated 14-11-2014

In partial modification to the O.M. quoted in the preamble (i) & (ii) above, the Administrator of Daman & Diu and Dadra & Nagar Haveli is pleased to order as under:

(i) Para 2 (a) & (b) of the O.M. quoted in preamble (ii) shall be replaced as under:

Allocation of Marks:

2.(a)

Category of Post	Written Test Marks	Educational and other Qualification Marks	Knowledge of ICT Skills *	Total
Group 'B' (Gazetted)	85	10	05	100

2. (b)

Category of Post	Written Test Marks	Educational and other Qualification Marks	Knowledge of ICT Skills *	Weightage for local candidates**	Total
Group "B" (Non-Gazetted) – Teacher / Other	65	10	05	20	100

(ii) Para 2 (c) & (d) of the O.M. quoted in preamble (i) shall be replaced as under:

2. (c) For posts where skill test is not required as per the Recruitment Rules:

Category of Post	Written Test Marks	Educational and other Qualification Marks	Knowledge of ICT Skills *	Weightage for local candidates**	Total
Group "C" (excluding Multi Tasking Staff)	65	10	05	20	100

2. (d) For the posts where Skill test is prescribed in Recruitment Rules:

Category of Post	Written Test Marks	Educational and other Qualification Marks	Skill Test Marks	Knowledge of ICT Skills *	Weightage for local candidates **	Total
Group "C" (excluding Multi Tasking Staff)	55	10	10	05	20	100

(iii) Para 2 (e) shall be added to the O.M. quoted in preamble (i) as under:

2. (e)

Category of Post	Written Test Marks	Educational and other Qualification Marks	Weightage for local candidates**	Total
Group "C" Multi Tasking Staff	70	10	20	100

\* ICT Skills- Information and Communication Technology Skills. The details of ICT Skills is annexed as Annexure.

\*\* Local candidate will be required to furnish Domicile Certificate of U.T. of Daman & Diu issued by respective Mamlatdar, along with other documents required for the post.

By order and in the name of the  
Administrator of Daman & Diu

(P.S. Jani)

Additional Secretary (Pers.)

Copy to:

1. The Staff Officer to Administrator, Secretariat, Daman.
2. The Development Commissioner, Secretariat, Daman.
3. The Finance Secretary, Secretariat, Daman.
4. The Collector, Daman / Diu.
5. All Secretaries, Daman.
6. All Heads of Office, Daman / Diu.
7. The SIO, NIC, Daman for uploading in Administration Website.
8. The Government Printing Press, Daman for publication in the Official Gazette.
9. Office copy / Guard file.

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[ Annexure ]

**ICT skill for Direct Recruitment to Group B and C posts:**

Sr. No.	ICT Skill	Marks to be allotted out of 5
1	Has studied and passed Computer Science / Information Technology as a subject at Std. 12 <sup>th</sup> level or at any higher level or BCC or any higher level course of NIELIT.	2 marks
2	CCC course of NIELIT or any higher level course of NIELIT.	2 marks
3	B.Sc in Computer Science / Information Technology / BCA	3 marks
4	B.Tech in Computer Science / Information Technology / M.Sc in Computer Science	4 marks
5	M.Tech in Computer Science / Information Technology / MCA	5 marks

  
(P.S. Jani)

Additional Secretary (Personnel)