


Dated : 03 / 12 / 2015

C I R C U L A R

Sub : Furnishing of Information to Controller of Examination for Direct Recruitment.

It has been observed by the Competent Authority that concerned Departments do not provide necessary details to the Controller of Examination in time as a result of which the recruitment process gets delayed Hence, the following instruction which are detailed below are to be strictly followed.

01. After applications have been received from the Employment Exchange / directly from applicant, the department must with the approval of concerned Secretary constitute a Committee to scrutinize the applications to decide the eligibility of candidates as per Recruitment Rules.
02. Proposal for appointment of Controller of Examination be put up thereafter to the Appointing Authority.
03. A copy of Recruitment Rules, advertisement issued and Information about number of eligible candidates be made available immediately thereafter by the department to the Controller of Examination to enable him / her to appoint the Resource Persons / Supervisor / Invigilator etc., and make necessary arrangements for holding the written test within one month of receipt of communication from the department.
04. The result of written test be conveyed in a sealed cover by the Controller of Examination to the concerned Department. Details of Resource Persons / Supervisor / Invigilator / Support Staff be also furnished to enable the Department to sanction honorarium.
05. On receipt of the result, the concerned Department must immediately process for sanction of the due amount of honorarium.


(P. S. Jani)
Addl. Secretary (Pers.)

To,

All Heads of Office,
Daman & Diu.

Copy to:

1. The Development Commissioner, Secretariat, Daman.
2. The S.I.O., NIC, Daman for uploading in the website.
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