

U.T. Administration of Daman & Diu
Department of Personnel & Administrative Reforms,
Secretariat, Daman – 396220.
e-mail : pers-dd@nic.in

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No. 1-1-87-CS/PF/1720

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Date :- 17/08/2016

OFFICE MEMORANDUM

The President of India, vide "the Constitution (Goa, Daman & Diu), Scheduled Castes Order, 1968" and "the Constitution (Goa, Daman & Diu), Scheduled Tribes Order, 1968" as amended in pursuance of Goa, Daman & Diu Reorganization Act, 1987 and placed under the Constitution (Scheduled Castes) (Union Territories) Order, 1951 and (Scheduled Tribes) (Union Territories) Order, 1951, specified various Castes and Tribes under the Article 341 & Article 342 of the Constitution of India respectively, for the UT Administration of Daman & Diu.

2. The UT Administration of Daman & Diu vide Notification No.DC/10/201/92/2490, dated 27/01/1994 and vide Notification No.AS/SW/519(2)/02-03/260, dated 31/01/2003, notified various Castes and Communities, as other Backward Classes for UT of Daman & Diu.

3. The Department of Personnel and Training, Government of India, New Delhi vide Office Memorandum No.35017/1/2004-ESTT.(Res), dated 05/07/2005, fixed the quantum of Reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes in case of direct recruitment of Group-'C' and 'D' Posts normally attracting candidates from a locality or a region. The percentage of reservation for Daman & Diu fixed by Department of Personnel and Training is 3% for SC, 9% for ST and 27% for OBC.

4. The UT Administration of Daman & Diu decided in principle vide Office Memorandum No.6/14/94-PER/404, dated 28/08/2006 that for the reserved category of Group-'C' & Group-'D' posts, in direct recruitment, the candidates belonging to the Castes / Tribes and Other Backward Classes notified by the UT Administration of Daman & Diu in respect of SC/ST/OBC are only to be considered.

5. In view of the above, it has been decided that benefit of reservation for SC / ST / OBC in direct recruitment for Group-'C' and 'D' posts, should be available only to those candidates who belong to SC / ST category as notified in the Re-organization Act,1987 in respect of SC and ST, and as notified by the UT Administration of Daman & Diu for OBC, in so far as members thereof are resident of UT of Daman & Diu.

6. It is to bring to the notice of all the Heads of Offices, Daman & Diu, that while advertising the vacancy for direct recruitment of Group-'C' & Group-'D' posts the criteria specified in the Para-5 shall be mentioned in the advertisement.

7. A specimen of Advertisement is attached as Annexure-'A', along with specimen of application form.

This is issues with the approval of the Administrator vide diary No.111678 dated 16.08.2016.


(Rakesh Kumar)
Deputy Secretary (Pers.)

To.

All Head of Offices
Daman & Diu.

Copy to :-

- 1)All Secretaries in the U.T. Administration of Daman & Diu.
- 2)Office Copy / Guard file.

UNION TERRITORY ADMINISTRATION OF DAMAN & DIU

ANNEXURE - A

<Name of Post>
Administration of Daman & Diu
<Name of Department >
<e-mail id>

No.<File No.>

Dated : / 06 /2016

ADVERTISEMENT

Applications are invited for filling up of post of _____ in the Administration of Daman & Diu as under :

Sr. No.	Name of the Post & Pay Scale	No. of Vacancy	Educational Qualifications	Age Limit	Reservation (If any)
1	<Name of Post> <Pay Band + Grade Pay> <Group>		<As prescribed in the RR>	<As prescribed in the RR>	

The candidates should submit applications in prescribed application form giving full details regarding Educational and other Qualifications, Date of Birth, Experience, etc. accompanied with self attested copies of each certificate so as to reach the <Name of Department>, Daman within time and date shown in Serial No.6 as below :

1. **Age Limit** : Age as on <dd-mm-yyyy> (Closing date of receipt of application) should be 18 to 27 years (or, as prescribed in RR) (Relaxation upto five years for Government Servant in accordance with the instructions / orders issued by the Government of India from time to time).
2. **Age Relaxation** : For **Reserved Post for SC / ST** relaxation upto 05 years and **OBC** upto 03 years in accordance with the instructions / orders issued by the Government of India from time to time.
3. **Reservation** : Benefits of Reservation of SCs / STs / OBCs should be given only to those candidates who belongs to the SC / ST / OBC category as notified by the UT Administration of Daman & Diu and are resident of UT of Daman & Diu.
4. The candidate who does not possess the required qualification as on <dd-mm-yyyy> (i.e., Closing date of receipt of application) need not to apply.
5. The submission of any fake / forged documents shall entail the registration of a criminal case against the candidate in accordance with the law besides cancellation of candidature.
6. Application should be submitted to the _____ latest by _____ hours on _____ (Closing date of receipt of application).

APPLICATION FOR THE POST OF
<Name of Post>
Administration of Daman & Diu
<Name of Department >

Paste recent
 Passport size
 Photograph duly
 Self Attested

1.	Applicant's Name (In Block Letters)						
		(FIRST NAME)	(SURNAME)				
2.	Father's / Husband's Name (In Block Letters)						
		(FIRST NAME)	(SURNAME)				
3.	Residential Address for correspondence: (In Block Letters)						
4.	Mobile Number: (Enter 10 digit Mobile number without '0' in the prefix.)						
5.	e-mail id:						
6.	Date of Birth (DD/MM/YYYY)						
(Tick <input checked="" type="checkbox"/> in the below boxes as applicable)							
7.	Gender:	Male	Female				
8.	Caste Category: (Whether belongs to SC / ST / OBC / UR)	SC	ST	OBC	General / Un-reserved		
9.	Whether belongs to Physically Handicapped category or other special category.	YES	NO				
10.	Whether availing age relaxation as per Daman & Diu Circular. (Only for employees working on Daily Wages / Ad-hoc / Contract / Workcharged basis in the UT of Daman & Diu)	YES	NO				
11.	Domicile of Daman & Diu	YES	NO				
12.	Educational Qualification						
	Please specify the qualifications as per the existing notified Recruitment Rules for the post.	Board / University	Year of Passing	Percentage			

13 (a) Information / documents regarding Educational and other Qualifications: (√ as appropriate)

i. Essential:	<Please state here the "Essential qualification(s)" as per the existing notified Recruitment Rules for the post.>	<input type="checkbox"/>
ii. Desirable:	<Please state here the "Desirable qualification(s)" as per the existing notified Recruitment Rules for the post.>	<input type="checkbox"/>

13 (b) Information regarding Knowledge of Information & Communication Technology Qualification:

Sr. No.	<input checked="" type="checkbox"/> ICT Qualification in the next column as applicable)	
(1)	Has studied and passed Computer Science / Information Technology as a subject at Std. 12 th level or at any higher level or BCC or any higher level course of NIELIT.	<input type="checkbox"/>
(2)	CCC course of NIELIT or any higher level course of NIELIT.	<input type="checkbox"/>
(3)	B.Sc in Computer Science / Information Technology / BCA	<input type="checkbox"/>
(4)	B.Tech in Computer Science / Information Technology / M.Sc in Computer Science	<input type="checkbox"/>
(5)	M.Tech in Computer Science / Information Technology / MCA	<input type="checkbox"/>
(6)	None of the above	<input type="checkbox"/>

14. Experience, if any

Name of Organisation	Designation	Nature of Duty	Period of Service	
			From	To

15. Declaration:

I, declare that I fulfill all the conditions of eligibility regarding age limit and Education Qualification and other qualification etc., for the post of **<Name of post>**.

I declare that all statements made in this application form are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed / false or incorrect or ineligibility being detected before or after the examination, my candidature / appointment is liable to be cancelled.

Dated: ___/___/___

(Signature of Candidate)
 Unsigned application will be rejected

Note : Attach self attested copy of Birth / Educational / Experience Certificate (if relevant) / Caste / Tribe Certificate (if of Daman / Diu) (if relevant), Domicile Certificate (if of Daman / Diu), Physically Handicapped Certificate (if relevant) failing which the application will be summarily rejected.