

No. DNHPDA/102(1)/2008/013

Date: 06 /01/2012

**ADVERTISEMENT**

The Member Secretary, Dadra & Nagar Haveli Planning & Development Authority invites application from eligible persons for various posts as detailed below, to be filled up on Deputation/Regular/Contract basis as mentioned therein for Dadra & Nagar Haveli Planning & Development Authority, Silvassa.

Sl. No.	Name of the Post & Mode of appointment	Pay Scale	Grade Pay	Consolidated Pay	No. of Posts	Category
1.	Executive Engineer (Civil)	PB-III (Rs. 15,600-39,100)	Rs. 6,600/-	----	01	On Deputation
2.	Junior Town Planner	PB-III (Rs. 15,600-39,100)	Rs. 5,400/-	----	01	On Deputation
3.	GIS Specialist	PB-III (Rs. 15,600-39,100)	Rs. 5,400/-	----	01	Regular
4.	Deputy Engineer (Civil)	PB-II (Rs. 9,300-34,800)	Rs. 4,600/-	----	01	On Deputation
5.	Junior Engineer (Electric)	PB-II (Rs. 9,300-34,800)	Rs. 4,200/-	----	01	Regular
6.	Junior Engineer (Civil)	PB-II (Rs. 9,300-34,800)	Rs. 4,200/-	Rs. 22,000/-	02	01 Regular Basis 01 Contract Basis
7.	Field Inspector	----	----	Rs. 22,000/-	03	Contract Basis
8.	Technical Assistant (Architect)	PB-II (Rs. 9,300-34,800)	Rs. 4,200/-	----	01	Regular
9.	Accountant	PB-II (Rs. 9,300-34,800)	Rs. 4,200/-	----	01	Regular
10.	Surveyor	----	----	Rs. 16,200/-	02	Contract Basis
11.	Junior Stenographer	PB-I (Rs. 5,200-20,200)	Rs. 2,400/-	----	01	Regular
12.	Upper Division Clerk	PB-I (Rs. 5,200-20,200)	Rs. 2,400/-	----	01	Regular
13.	Lower Division Clerk	----	----	Rs. 12,800/-	01	Contract Basis

**Note:**

- 1) The Recruitment Rules and other eligibility criteria and conditions for Recruitment are posted in the website [www.dnh.nic.in](http://www.dnh.nic.in). The last date for submitting application in the prescribed format only can be sent to the office of the Planning & Development Authority on or before 20<sup>th</sup> January, 2012. The prescribed format can be downloaded from the website.
- 2) Incomplete applications, without the required documents and also the applications received after 20<sup>th</sup> January, 2012 shall not be entertained.
- 3) The candidates applying for the above posts on Regular / Contract basis from Sl. No. 5 to 13 shall have to furnish the Domicile Certificate of U.T. of Dadra & Nagar Haveli issued by the Mamlatdar, DNH.

Sd/-  
(K.S. Chandrashekar)  
Member Secretary  
Dadra & Nagar Haveli Planning &  
Development Authority,  
Dadra & Nagar Haveli,  
Silvassa

To,

1. All Heads of Offices, Dadra & Nagar Haveli, Silvassa.
2. The Director I.T., Secretariate, Silvassa with a request to upload the above advertisement in the official website of D&NH.
3. The Chief Publicity Officer, D&NH with a request to publish the above advertisement in one Hindi, one Gujarati and one English local newspaper.

**Dadra and Nagar Haveli  
Planning and Development Authority**

First Floor, Right Wing,  
New Collectorate Building, Amli,  
Silvassa- 396 230.

0260-2630147, email: dnhpdda@gmail.com

**RECRUITMENT RULES & OTHER ELIGIBILITY CRITERIA.**

**I. Posts to be filled up on Regular Basis:**

<b>Sl. No.</b>	<b>Name of the Post &amp; Mode of appointment</b>	<b>Pay Scale</b>	<b>Grade Pay</b>	<b>No. of Posts</b>	<b>Educational Qualification &amp; Experience</b>
1.	Executive Engineer (Civil)	PB-III (Rs. 15,600-39,100)	Rs. 6,600/-	01	<p>I. Degree or Equivalent in Civil Engineering from a recognized University or Institution.</p> <p>II. Five (5) Years experience in Civil Engineering Works.</p> <p>III. Age not exceeding 40 years. Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by Central Government and the upper age limit is relaxable upto 40 Years in case of SC/ST.</p>
2.	Junior Town Planner	PB-III (Rs. 15,600-39,100)	Rs. 5,400/-	01	<p>I. Degree in Architecture or Civil Engineering or Post Graduation in Geography, Geology, Economics or Sociology from a recognized University or Equivalent.</p> <p>II. Degree in Urban/Regional Planning from a recognized University or Equivalent.</p> <p>III. Should have adequate knowledge of computer and software such as AutoCAD, MS Excel, MS Word, MS Power Point, GIS, etc.</p> <p>IV. Not exceeding 35 years. Upper age limit is relaxable upto 40 years in case of SC/ST.</p>
3.	GIS Specialist	PB-III (Rs. 15,600-39,100)	Rs. 5,400/-	01	<p>I. Post Graduate Degree in Science from recognized university with at least 5 years of experience in GIS/RS application softwares like ArcGIS, Erdas, etc. and having the ability to undertake utility mapping and preparing project reports.</p> <p>II. Not exceeding 35 years. Upper age limit is relaxable upto 40 years in case of SC &amp; ST and departmental candidates.</p>

4.	Deputy Engineer (Civil)	PB-II (Rs. 9,300-34,800)	Rs. 4,600/-	01	<p>I. Degree in Civil Engineering from a recognized University or equivalent.</p> <p>II. Minimum 3 years professional experience in Civil Engineering works.</p> <p>III. Not exceeding 30 years of age. Upper age limit is relaxable upto 35 years in case of SC/ST and departmental candidate.</p>
5.	Junior Engineer (Electric)	PB-II (Rs. 9,300-34,800)	Rs. 4,200/-	01	<p>I. A Degree/Diploma in Electrical Engineering from a recognized institute of State Govt./Union Territory.</p> <p>II. Minimum 2 Years professional experience in Electrical Engineering works.</p> <p>III. Not exceeding 30 years of age. Upper age limit is relaxable for departmental candidate upto 40 years / 45 years in case of SC &amp; ST.</p>
6.	Junior Engineer (Civil)	PB-II (Rs. 9,300-34,800)	Rs. 4,200/-	01	<p>I. A Degree/Diploma in Civil Engineering from a recognized institute of State Govt./Union Territory.</p> <p>II. Minimum 2 Years professional experience in Civil Engineering works.</p> <p>III. Not exceeding 30 years of age. Upper age limit is relaxable for departmental candidate upto 40 years / 45 years in case of SC &amp; ST.</p>
7.	Technical Assistant (Architect)	PB-II (Rs. 9,300-34,800)	Rs. 4,200/-	01	<p>I. Degree/Diploma in Architecture Engineering from recognized University with 2 Years Experience in Planning and Designing.</p> <p>II. Should have adequate knowledge of computer and usage of software such as AutoCad, MS Office etc.</p> <p>III. Not exceeding 30 years of age. Upper age limit is relaxable upto 35 years in case of SC / ST and departmental candidate</p>
8.	Accountant	PB-II (Rs. 9,300-34,800)	Rs. 4,200/-	01	<p>I. B.Com from a recognized University with Advanced Accountancy and Auditing with minimum 5 years of experience.</p> <p>II. Should have knowledge of computer and application of accounting software package.</p> <p>III. Should have the knowledge of working in Double Entry Accounting System.</p> <p>IV. Not exceeding 30 years of age. Relaxable upto 40 years in the upper age limit for SC / ST and Departmental Candidate.</p>

9.	Junior Stenographer cum Office Assistant	PB-I (Rs. 5,200-20,200)	Rs. 2,400/-	01	<p>I. S.S.C. Pass</p> <p>II. 100 w.p.m. in Stenography (English) and 40 w.p.m. in typewriting.</p> <p>III. Should have adequate knowledge of computer and usage of software such as MS Office etc.</p> <p>IV. Should have good working knowledge in English.</p> <p>V. Not exceeding 30 years of age. Relaxable upto 40 years of age in the upper age limit for SC / ST and Departmental candidate.</p>
10.	Upper Division Clerk	PB-I (Rs. 5,200-20,200)	Rs. 2,400/-	01	<p>I. Graduation from a recognized University with minimum 5 years experience.</p> <p>II. Knowledge of computer and application of software packages such as MS Excel, MS Word, MS Power Point etc.</p> <p>III. Should have the knowledge of Government Departmental procedures and rules.</p> <p>IV. Good working knowledge in English and Hindi.</p> <p>V. Not exceeding 30 years of age. Relaxable upto 40 years of age in the upper age limit for SC / ST and Departmental candidate.</p>
	<b>Total Posts on Regular basis</b>			<b>10</b>	

**II. Posts to be filled up on Contract Basis (For an initial period of six months which may be extendable if required):**

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>Consolidated Pay</b>	<b>No. of Posts</b>	<b>Educational Qualification &amp; Experience</b>
1.	Junior Engineer (Civil)	Rs. 22,000/-	01	<p>I. A Degree/Diploma in Civil Engineering from a recognized institute of State Govt./Union Territory.</p> <p>II. Minimum 2 Years professional experience in Civil Engineering works.</p> <p>III. Not exceeding 30 years of age. Upper age limit is relaxable for departmental candidate upto 40 years / 45 years in case of SC &amp; ST.</p>
2.	Field Inspector	Rs. 22,000/-	03	<p>I. Diploma in Civil Engineering from a recognized University.</p> <p>II. Minimum 2 Years of experience in Civil related field.</p> <p>III. Not exceeding 30 years of age. Relaxable upto 35 years in the upper age limit for SC/ST.</p>

3.	Surveyor	Rs. 16,200/-	02	<p>I. S.S.C. or equivalent.</p> <p>II. Two years course in Surveyor from recognized I.T.I.</p> <p>III. 3 years of regular service on Analogous post of Asst. Surveyor with 5 years experience.</p> <p>IV. Not exceeding 30 years of age. The upper age is relaxable for Departmental Candidate upto 40 years / 45 years in the upper age limit for SC/ST.</p>
4.	Lower Division Clerk	Rs. 12,800/-	01	<p>I. S.S.C. or equivalent with minimum 5 years of experience.</p> <p>II. Knowledge of computer and application of software packages such as MS Office.</p> <p>III. Knowledge of typing of 30 w.p.m. in English and 25 w.p.m. in Hindi/Gujarati language. (<u>Note:</u> Candidates who do not have a certificate in typewriting shall be initially taken up however no increment shall be released till he/she acquires a certificate and proficiency in typewriting)</p> <p>IV. Should have the knowledge of Governmental departmental procedures and rules.</p> <p>V. Should have a good working knowledge in English and Hindi.</p> <p>VI. Not exceeding 30 years of age. Relaxable upto 40 years of age in the upper age limit for SC / ST.</p>
	<b>Total Posts on Contract basis</b>		<b>07</b>	

Sd/-  
(K.S. Chandrashekar)  
Member Secretary  
Dadra & Nagar Haveli Planning &  
Development Authority,  
Dadra & Nagar Haveli,  
Silvassa



**Dadra and Nagar Haveli  
Planning and Development Authority**  
First Floor, Right Wing,  
New Collectorate Building, Amlī,  
Silvassa- 396 230.  
0260-2630147, email: dnhpdda@gmail.com

**APPLICATION FORM**

Paste duly  
attested recent  
passport size  
photograph

**POST APPLIED FOR:** \_\_\_\_\_

**NATURE OF POST: ON DEPUTATION / REGULAR / CONTRACT BASIS.**

1.	<b>NAME IN FULL (IN BLOCK LETTERS)</b>			
2.	<b>(a) Date of Birth (In figures)</b>	Date	Month	Year
	<b>(b) Date of Birth (In words)</b>			
	<b>(c) Age as on 20/01/2012</b>			
3.	<b>FATHER'S / HUSBAND'S NAME</b>			
4.	<b>Marital Status</b>			
5.	<b>Sex</b>			
6.	<b>Nationality</b>			
7.	<b>Religion</b>			
8.	<b>Category</b>			
9.	<b>Permanent address</b>			

10.	<b>Address for correspondence (In block letters with Pin Code, Tel. No., Mobile No., Email.</b>	
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**11. Educational Qualification: (All attested copies of the certificates have to be attached along with the application. The original shall be verified at the time of test/interview).**

Qualification	Year of passing	Institution	Board / University	% Marks	Division

**12. Additional qualification:**

**13. Work Experience:**

**SIGNATURE OF THE CANDIDATE**

**DECLARATION**

I certify that the above information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. If at any time, it is found that any material information, concealed / distorted the engagement shall be liable to be terminated without any notice.

Place:-

Date:-

**SIGNATURE OF THE CANDIDATE**