

Administration of
Dadra and Nagar Haveli, U.T,
Secretariat – Silvassa,
(Personnel Section)

No.1-2(B)(57)/90-ADM/83

Dated 20/1/2004

OFFICE MEMORANDUM

Subject :- Filling up of the post of Associate Town Planner in the Administration of Dadra and Nagar Haveli.

The undersigned is directed to stat that one post of Associate Town Planner (Group 'A' Gazetted) in the pay scale of Rs.10,000-325-15,200 in the Administration of Dadra and Nagar Haveli is proposed to be filled up by transfer on deputation.

2. The selection for the appointment to the aforesaid post will be made from the officer under the Central/State Government/Union Territory Administration fulfilling the following criteria.

- (a) (i) Holding analogous post on a regular basis; or
- (ii) With five year regular service in posts in the scale of Rs.8000-13500, and
- (b) (i) Possessing post – Graduate Degree/Diploma in Town/City/Urban/Regional Planning from a recognised University/Institution or equivalent.
- (ii) Five year's experience in the field of Town and Regional planning.

3. It is requested that the vacancy may be circulated among eligible officers who could be spared and their applications along with bio-data in the enclosed proforma obtained and forwarded to the following address up to 22/03/2004.

Shri K.s. MEENA,
Deputy Secretary (Personnel)
Secretariat
Dadra and Nagar Haveli,
Silvassa – 396230

4. Up-to-date A.C.R dossiers for the last five years may also be furnished. While forwarding the applications, it may be verified and certified that the particulars, furnished by the officer are correct and no disciplinary case/vigilance case is either pending or contemplated against them.
5. The terms and conditions of the officers selected for deputation will be regulated in accordance with orders issued by the Central Govt. from time to time.

Sd/-
(K.S. MEENA)
Deputy Secretary (Personnel)

To

1. All Ministries in the Govt. of India
2. Chief Secretary of all State Governments.

PROFORMA

1. Name
2. Date of Birth
3. Date of retirement
4. Educational qualification and Training
5. Date of entry into Central Government Service
6. Experience
7. Service

Name	Employer	From	To	Scale of pay and its Classification	Nature of appointment/ regular ad-hoc deputation	Whether recruited through U.P.S.C. or otherwise	Nature of duties performed
1	2	3	4	5	6	7	8

8. Name of the post held substantively
9. Present post, pay, scale date from
Which held and nature of appointment
10. Details of experience in the filed of selection
11. Whether belongs to SC/ST.
12. Remarks.

Signature of Candidate

Certified that the particulars furnished by the officer above
have been found correct on verification.

*Signature with seal of
Forwarding authority*