

No.PHQ/ESTT-I/RRs/HQ/2021/ 468

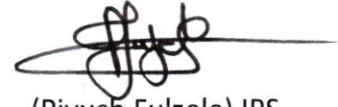
Dated:-06/07/2022

**OFFICE MEMORANDUM**

The Police Department of Dadra and Nagar Haveli and Daman and Diu has decided to amend the Recruitment Rules for the post of Head Constable, Group "C" (Non- Gazetted/ Non Ministerial).

The draft Notifications along with the Schedule (Annexure-I) for proposed amendment of the said recruitment Rules is attached herewith.

The said draft amendment of recruitment rules is hereby placed on the official website of the UT Administration inviting comments from the stakeholders within 30 days from the date of issue of this O.M. The stakeholders may give their comments in the office of the undersigned within prescribed time limit.



(Piyush Fulzele) IPS,  
Superintendent of Police (HQ)  
DNH & DD

**Encl.:-** As above.

To,

The State Information Officer, NIC, DNH & DD, Daman with request to kindly upload the same on the official website of the UT Administration for wide publicity.

Copy to: -

1. SO to DIGP, DNH & DD, Daman
2. Establishment Branch, PHQ, Daman.
3. Records Branch, PHQ, Daman.

UT ADMINISTRATION OF DADRA AND NAGAR HAVELI AND DAMAN AND DIU  
HOME DEPARTMENT, SECRETARIET,  
DAMAN

No.PHQ/Estt-I/RRs/HC/2021/

Dated: /07/2022

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the constitution, read with Government of India, Ministry of Home Affairs order No. 7/1/65-Estt(A) dated 16<sup>th</sup> February 1965 and Ministry of Home Affairs Notification No.3(4)/65-GP, dated 27<sup>th</sup> January, 1965 and in supersession of the existing Recruitment Rules for the posts and all other powers enabling him in this behalf, the Administrator of Dadra and Nagar Haveli and Daman and Diu hereby makes the following rules relating to the recruitment of General Central Services, Groups 'C' (Non-Gazetted/Non Ministerial) posts of **Head Constable** in the Police Department, Administration of Dadra and Nagar Haveli and Daman and Diu namely.

**1. Short title, application and commencement :**

- (i) These rules may be called the Administration of Dadra and Nagar Haveli and Daman and Diu, Group 'C' (Non-Gazetted/Non-Ministerial) posts of **Head Constable** Recruitment Rules, 2021.
- (ii) These rules shall apply to the posts specified in column 1 of the Schedule to these rules (hereinafter called the said schedule).
- (iii) These rules will come into effect from the date of publication of this notification in the Official Gazette and will relate to appointment to the various posts made on or after this date.

**2. Number of posts, classification and level in the of Pay Matrix :-** The number of posts, classification and the level of pay matrix attached thereto shall be as specified in columns 2 to 4 of the Schedule annexed to these rules.

Provided that, the Administrator of Dadra and Nagar and Daman and Diu may vary the number of posts in Column 2 of the said Scheduled from time to time subject to exigencies of work.

**3. Method of recruitment, age limit and other qualification etc.:** The methods of recruitment to the said posts, age limit, qualification and other matters connected there with shall be as pacified in Columns 5 to 13 of the aforesaid schedule.

4. **Disqualification :**

No person (a) who has entered into or contracted a marriage with a person having a spouse, living or (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service.

Provided that the Administrator of Dadra & Nagar Haveli and Daman & Diu, may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there other grounds for so doing, exempt any person from the operation of this rule.

5. **Power to relax :**

Where the Administrator of Dadra and Nagar Haveli and Daman and Diu is of the opinion that, it is necessary or expedient so to do it may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. **Saving :**

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Other backward Class, Ex-Servicemen and other special of persons in accordance with the orders issued by Central Government from time to time in this regard.

By Order and in the name of  
the Administrator of Dadra and Nagar Haveli and  
Daman and Diu

Director-cum-Joint Secretary (Home)  
Dadra and Nagar Haveli and Daman and Diu

To,

- 1) The Deputy Director, Government Printing Press, Daman with a request publish in the Extra Ordinary Official Gazette.
- 2) The Assistant Director (OL), Official Language Department for translation in Hindi.
- 3) The D.I.O., N.I.C., Daman with a request to upload the same on the website.
- 4) The concerned file.



## DRAFT RECRUITMENT RULES FOR THE POST OF HEAD CONSTABLE IN THE POLICE DEPARTMENT, DADRA AND NAGAR HAVELI AND DAMAN AND DIU, (UT) SCHEDULE

Name of Post	No. of posts	Classification	Pay Band and Grade Pay / Pay Scale	Whether Selection or Non – Selection post	Age limit for direct recruitment	Educational and other qualifications required for direct recruits
1.	2.	3.	4.	5.	6.	7.
Head Constable	188 (2022) (DNH-85, DD-103) Subject to variation dependent on work load.	General Central Services Group "C" (Non-Gazetted, Non-Ministerial)	Pay Matrix Level-4 (25,500-81,100)	Selection- Cum Seniority	Not Applicable	Not Applicable

Whether age & education qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation if any	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various method.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	If a Departmental promotion committee exists what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
8.	9.	10	11.	12.	13.
Not Applicable	Not Applicable	75% promotion by Seniority-cum-Selection.  25% promotion by Efficiency Test.	<b><u>1. Promotion by Seniority-cum-Selection:-</u></b> Police Constable in Pay Matrix Level-3 (21,700-69,100) with 5 years regular service in the grade and having undergone the prescribed Training course for Police Constable.  <b><u>2. Promotion by Efficiency Test:-</u></b> As per guidelines /notification issued by the UT Administration of Dadra and Nagar Haveli and Daman and Diu from time to time.	Group "C" Departmental Promotion Committee (DPC)	Not Applicable

Director-cum-Joint Secretary (Home)  
Dadra and Nagar Haveli and Daman and Diu

No.PHQ/ESTT-I/RRs/HC/2021/

Dated:- /07/2022

Read:- No. PHQ/ESTT-I/RRs/HC/2021/

Dated:- /06/2022

**N O T I F I C A T I O N**

In view of the amendment in the Recruitment Rules referred to above, wherein the post of Head Constable will be filled up by promotion from Police Constable on the basis of 75% promotion by Seniority-cum-Selection and 25% promotion by Efficiency Test, the Administrator of Dadra and Nagar Haveli and Daman and Diu is pleased to make following norms to conduct examination for promotion on the basis of Efficiency Test:-

**1. Eligibility:-**

(i) Police Constable having minimum 05 years of regular service in Police Department of Dadra and Nagar Haveli and Daman and Diu.

**2. Committee / Agency for conducting the Efficiency Test:-**

(i) A Committee comprising of Dy. Inspector General of Police, Superintendent of Police (HQ) or Senior most Superintendent of Police, senior most Sub-Divisional Police Officer & Dy. Secretary (Home) constituted by name, **OR;**

(ii) Staff Selection Board (SSB) of the UT Administration, **OR;**

(iii) Any other Agency.

As decided by the Police Department from time to time.

**3. Physical Test :-**

(i) The Physical test shall be qualifying in nature and no marks will be given for outdoor test.

(ii) The physical test shall consist of 800 meter run for both male and female candidate within the following time duration shown against the concerned age group.

**(a) For Male Candidates:-**

Sr.No.	Age Group	Maximum Time duration
1	Up to 35 years	4 minutes.
2	Above 35 and upto 45 years	4 minutes 50 seconds.
3	Above 45 years	5 minutes 30 seconds

**(b) For Female Candidates:-**

Sr.No.	Age Group	Maximum Time duration
1	Up to 35 years	4 minutes 50 seconds.
2	Above 35 and upto 45 years	5 minutes 30 seconds.
3	Above 45 years	6 minutes

(iv) The age of the candidate will be considered as on the day Circular/Notification to conduct the Efficiency Test is issued/published.



#### **4. Written Test.**

- (i) Only eligible candidates who shall pass the physical test successfully shall be called for the Written Test.
- (ii) The written test shall consist of 50 Multiple Choice Questions; maximum duration for the test shall be 90 minutes.
- (iii) Passing criteria will 35% of total marks i.e. 17.5 marks.
- (iv) The Committee or any other mode as decided by the Police Department shall conduct examination and prepare merit list according to marks secured in written examination and declare the result as per merit. The merit list shall be valid for one year from the date of publication.
- (v) The syllabus of written test shall be as specified in Appendix A.

#### **"Appendix A"**

Sr.No.	Subject	Marks
1	General Knowledge	15
2	Legal Matters	25
3	Crime and Criminal Tracking Network & System (CCTNS) and Basic computer Knowledge.	10

#### **The syllabus for Legal Matters**

Sr.No.	Subject
1	Constitution of India
2	Code of Criminal procedure 1973
3	Indian Penal Code 1860
4	Indian Evidence Act, 1872
5	1. The Motor Vehicles Act, 1988 2. Public Gambling Act as extended in the UT. 3. Immoral Trafficking (Prevention) Act, 1956 4. Juvenile Justice (Care and Protection of Children Act, 2000. 5. Protection of Children from Sexual Offences (POCSO) Act 2012. 6. Local & Special Laws.

The list of short listed candidates shall be put up before Department Promotion Committee constituted by the UT Administration of Dadra and Nagar Haveli and Daman and Diu. The DPC shall assess service record such as ACR/APAR, Integrity, Vigilance clearance etc and subsequently recommend suitable names to the Head of Office/Appointing authority for promotion.

This is issued in suppression of earlier Notification No.DD/Police/Estt/RR/Hc/2018/621,  
Dated: 05/06/2018.

By Order and in the name of  
the Administrator of Dadra and Nagar Haveli and  
Daman and Diu

Director-cum-Joint Secretary (Home)  
Dadra and Nagar Haveli and Daman and Diu

To,

1. The Deputy Director, Government Printing Press, Daman with a request publish in the Extra Ordinary Official Gazette.
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