

**UNION TERRITORY ADMINISTRATION OF  
DADRA AND NAGAR HAVELI & DAMAN & DIU,  
DIRECTORATE OF EDUCATION (HIGHER & TECHNICAL)  
SECRETARIAT, VIDYUT BHAVAN, KACHIGAM-396210**

No.1.0-DH&TE /DN&DD-PRI(Poly)/RR (Group 'A')/2023-24/74

Dated: - 24/11/2023

**OFFICE MEMORANDUM**

Subject: Regarding proposed amendment in Existing Recruitment Rules for the post of Principal of Technical Educational Institutions (Diploma) under the U.T. Administration of Dadra & Nagar Haveli and Daman & Diu.

As per the Office Memorandum No. AB-14017/61/2008-Estt (RR) dated 13/10/2015 issued by the Department of Personnel & Training (DOP&T), New Delhi regarding the proposed amendment / revision of Recruitment Rules (RR) should be uploaded for 30 days on the website of respective Ministries/Departments for inviting comments/suggestions from the stakeholders.


2. The Directorate of Education (Higher & Technical), U.T. Administration of Dadra & Nagar Haveli and Daman & Diu has decided to amend in existing Recruitment Rules for the post of Principals of Technical Educational Institutions (Diploma) after merging of two UT's of Dadra & Nagar Haveli and Daman & Diu and as per Notifications No.61-1/RIFD/7<sup>th</sup> CPC/2016-17 dated 1<sup>st</sup> March, 2019 & No.61-3/RIFD/7<sup>th</sup>CPC/2016-17 dated 20<sup>th</sup> May, 2020 issued by the Vice Chairman/ Member Secretary, AICTE, New Delhi regarding revision of Pay Scales and Service conditions in Technical Educational Institutions (Diploma) based on 7<sup>th</sup> CPC recommendations.

3. The proposed draft amendment of Recruitment Rule, Annexure-I (Schedule) for the said posts are hereby uploaded on official website "[www.ddd.gov.in](http://www.ddd.gov.in)".

4. In view of the above, the Directorate of Education (Higher & Technical), U.T. Administration of Dadra & Nagar Haveli and Daman & Diu is hereby requests to all stakeholders to go through the aforesaid proposed amendment of draft **Recruitment Rules and furnish their comments/suggestions (if any)** to the undersigned within a period of 30 days with effect from 24/11/2023 to 23/12/2023. Thereafter, the Directorate of Education (Higher & Technical) will rectify the aforesaid proposed amendment in the draft Recruitment Rules only.

5. In case, no comments/suggestions received within 30 days from date of issuance of the said O.M., the Directorate of Education (Higher & Technical), U.T. Administration of Dadra & Nagar Haveli and Daman & Diu will proceed for taking further necessary action for amendment of aforesaid draft Recruitment Rules with the Union Public Service Commission (UPSC), New Delhi after obtaining approval of the Hon'ble Administrator of Dadra & Nagar Haveli and Daman & Diu.

Encl: - As above



(SHIVAM TEOTIA)  
DIRECTOR- CUM-JOINT SECRETARY (H& T.E)  
DNH AND DAMAN & DIU

Copy to: -

The Director (IT), DNH & DD with a request to upload the same on the official website of this U.T. Administration of Dadra & Nagar Haveli and Daman & Diu.

## ANNEXURE-I

Name of Post	Number of Post	Classification	Pay Band and Grade Pay / Pay Scale	Whether Selection post or non-Selection post	Age limit for direct recruits	Educational and other qualification required for direct recruits.
1	2	3	4	5	6	7
<p><b>Principal</b>  <b>1.Govt. Polytechnic Daman (01 Post)</b>  <b>2.Dr. BBA Govt. Polytechnic, Karad (01 Post)</b>  <b>3.Govt. Polytechnic Diu (01 Post)</b></p>	<p><b>* 03( 2023)</b>  *Subject to variation dependent on workload.</p>	<p>General Central Service Group 'A' (Gazetted, Non-Ministerial)</p>	<p>Pay Level 13 AI (131400)</p>	<p>Not Applicable</p>	<p>Not exceeding 50 years (Relaxable for Government servants up to 05-years in accordance with the instructions or orders issued by the central Government)  Note: The crucial date for determining age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangri Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshdweep)</p>	<p><b>Essential:</b></p> <p>Ph.D. and First Class at either Bachelor's or Master's level in the relevant discipline with minimum of 16 years of experience in Teaching / Research/ Industry, out of which at least 3 years shall be post Ph.D. experience and 5 years of experience not below the level of HoD.</p> <p style="text-align: center;">OR</p> <p>First Class at Bachelor's or Master's level in the relevant discipline and minimum of 20 years of experience in Teaching / Research/ Industry, out of which 5 years of experience not below the level of HoD.</p> <p><b>Note 1:</b> Qualifications are relaxable at the discretion of the Union Public Service Commission, for reason to be recorded in writing, in the case of candidates otherwise well qualified.</p> <p><b>Note 2:</b> The qualification(s) regarding experience is/are Qualifications relaxable at the discretion of the Union Public Service Commission, for reasons to be recored in writing in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p> <p><b>Note 3:</b> Equivalence for Ph. D is based on publication of five International Journal Papers, each Journal having a cumulative impact index of not less than 2.0, with</p>

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					<p>incumbent as the main author and all five publications being in the Author's area of specialization. Alternatively, the person should have obtained at least two patents or contributed to the increased productivity in the place of work recognized at state or national level or Elected as fellow of any of the national academies. However, the procedure of providing equivalence shall be devised by concerned affiliating university.</p> <p><b>Note 4:</b> Ph. D shall be from a recognized university.</p> <p><b>Note 5:</b> In case of Research Experience, good academic record and books or research paper publications or IPR or Patents record shall be required as deemed fit by the Expert Members of the Selection Committee.</p> <p><b>Experience:</b></p> <p>If the experience in industry is considered, the same shall be at Managerial level equivalent to Head of the Department with active participation record in Designing, Planning, Executing, Analysing, Quality Control, Innovating, Training, Technical Books or Research Paper Publications or IPR or Patents etc. as deemed fit by the Expert Members of the Selection Committee.</p> <p>For the post of Principal, flair for management and leadership is essential as deemed fit by the Expert Members of the Selection Committee.</p> <p><b>Note 6:</b> If a Class or Division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class or division. If a Grade Point System is adopted the Cumulative Grade Point Average will be converted into equivalent marks as below: -</p> <table border="1"> <thead> <tr> <th>Grade Point</th> <th>Equivalent Percentage</th> </tr> </thead> <tbody> <tr> <td>6.25</td> <td>55%</td> </tr> <tr> <td>6.75</td> <td>60%</td> </tr> <tr> <td>7.25</td> <td>65%</td> </tr> <tr> <td>7.75</td> <td>70%</td> </tr> <tr> <td>8.25</td> <td>75%</td> </tr> </tbody> </table>	Grade Point	Equivalent Percentage	6.25	55%	6.75	60%	7.25	65%	7.75	70%	8.25	75%
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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 methods	In case of 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
Age : No Qualification : Yes	One year	By Promotion/failing Deputation/ failing both of which by Direct Recruitment	<p><b>For promotion of the Incumbent</b></p> <p>Ph.D. and First class at Bachelor's or Master's level in the relevant discipline with minimum of 16 years of experience in Teaching / Research/ Industry out of which 5 years shall be at the level of HoD and 3 years shall be post Ph.D. Experience; An average 360° feedback score of 5 to &lt; 8 out of 10 for last 5 years.</p> <p style="text-align: center;">OR</p> <p>First class at Bachelor's or Master's level in the relevant discipline; minimum of 20 years of experience in Teaching / Research/ Industry, out of which 7 years shall be not below the level of HoD (Level 13 A1). An average 360° feedback score of 8 to 10 out of 10 for last 5 years.</p> <p>The position shall be of contractual in nature for a term of 5 years and can be extended for one more term depending upon the performance: and after completing the term the incumbent shall join back his/her parent organization in the previous designation from where he/she proceeded.</p>	<p>Group 'A' Departmental Promotion Committee (for considering Promotion):</p> <ol style="list-style-type: none"> <li>1. UPSC Chairman / Member - Chairman</li> <li>2. Advisor to the Administrator, DNH &amp; DD-Member</li> <li>3. Finance Secretary, DNH &amp; DD - Member.</li> <li>4. Secretary Education (Higher &amp; Technical), DNH &amp; DD - Member.</li> <li>5. Director of Education (Higher &amp; Technical), DNH &amp; DD - Member.</li> <li>6. Dy. Secretary (Pers), DNH &amp; DD - Member.</li> </ol> <p>Group 'A' Departmental Promotion Committee (for considering Confirmation):</p> <ol style="list-style-type: none"> <li>1. Advisor to the Administrator, DNH &amp; DD-Chairman</li> <li>2. Finance Secretary, DNH &amp; DD - Member.</li> </ol>	Consultation with UPSC is necessary while making direct recruitment.

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			<p><b>Deputation:</b></p> <p>Officers under the Central/State Govt./UTs: -</p> <p>(A) (I) Holding analogous posts on regular basis in the parent Cadre/department, or</p> <p>(II) With three years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of 37400-67000 with academic grade pay of ₹ 9000 in PB-4 or equivalent in the parent cadre/department,</p> <p>And</p> <p>(B) Possessing the educational qualification and experience prescribed for direct recruitment under column 7.</p> <p>(The Departmental Officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion).</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization /Department of the Central Govt. shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications).</p> <p>Note: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an Officer prior to 1.1.2006 (the date from which the</p>	<p>3. Secretary Education (Higher &amp; Technical), DNH &amp; DD - Member.</p> <p>4. Director of Education (Higher &amp; Technical), DNH &amp; DD - Member</p> <p>5. Dy. Secretary (Pers), DNH &amp; DD - Member.</p>	
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			<p>revised pay structure based on the 6th CPC recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the pay commission except where there has been merger of more than one pre revised scale of pay into one grade with a common grade pay /pay scale ,and where this benefit will extend only for the post(s) for which that grade pay /pay scale is the normal replacement grade without any up gradation</p>		
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**Note:** 1. Existing designations pay and scale of incumbent faculty, Head of the Department and Principals shall be protected and may be placed in appropriate cell in the level corresponding to their AGP drawn on 31-12-2015.

2. Lecturer (Selection Grade-II) can be given-charge of HoD on rotation basis as per seniority for three years subject to availability of vacant posts of HoD



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