

**UNION TERRITORY ADMINISTRATION OF
DADRA AND NAGAR HAVELI & DAMAN & DIU,
DIRECTORATE OF EDUCATION (HIGHER & TECHNICAL)
SECRETARIAT, DAMAN-396230**

No.2.0-DH&TE/DNH& DD/HOD(Poly)-RR(Group 'A')/2023-24/ 72

Dated: - 23/11/2023

OFFICE MEMORANDUM

Subject: Regarding proposed amendment in Recruitment Rules for the post of Head of Departments in 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 on the website of respective Ministries/Departments for 30 days 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 Head of Departments in Technical Educational Institutions (Diploma) after merging of two UT's of Dadra & Nagar Haveli and Daman & Diu and as per Notification No.61-1/RIFD/7th CPC/2016-17 dated 1st March, 2019 and 20th May 2020 issued by the Vice Chairman, AICTE, New Delhi regarding revision of Pay Scales and Service conditions in Technical Educational Institutions (Diploma) based on 7th CPC recommendations and newly created post for Government Polytechnic, Diu.

3. The draft notifications along with the schedules (Annexure-I) of proposed Recruitment Rules for the said posts are hereby uploaded on official website "www.ddd.gov.in".

4. In view of the above, the Directorate of Education (Higher & Technical), U.T. of Dadra & Nagar Haveli and Daman & Diu hereby requests to all stakeholders to go through the aforesaid proposed amendment in drafts **Recruitment Rules and furnish their comments/suggestions with the supporting documentary evidence (if any)** to the undersigned within a period of 30 days with effect from 23/11/2023 to 22/12/2023. 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 of issuance of this 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&TE)
DNH AND DAMAN & DIU

Copy to:-

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

(SCHEDULE) ANNEXURE-I

Name of the Post	Number of Posts	Classification	Level in Pay Matrix	Whether Selection Post or Non-selection Post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
<p>HEAD OF DEPARTMENT</p> <p><u>(i) Govt. Polytechnic, Daman-06 Posts :-</u> Civil Engineering-01 Mechanical Engineering-01 Chemical Engineering-01 Computer Engineering-01 Information Technology-01 Electrical Engineering-01</p> <p><u>(ii) Dr. B.B.A. Govt. Polytechnic, Silvassa -03 Posts:-</u> Civil Engineering 01 Mechanical Engineering-01 Electrical Engineering-01</p> <p><u>(iii) Government Polytechnic, Diu - 04</u> Civil Engineering-01 Mechanical Engineering-01 Electrical Engineering-01 Marine Engineering-01</p>	<p>*13 (2023) *Subject to variation dependent on workload</p>	<p>General Central Service. Group "A" Gazetted Non-Ministerial</p>	<p>Level 13A1 (Rs. 131400-217100) with Entry Pay Rs. 131400/-</p>	<p>Not Applicable</p>	<p>Not exceeding 50 years (Relaxable for Government servants upto five 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 Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshdweep)</p>	<p>Essential :- Educational and other qualifications are prescribed in the ANNEXURE-B enclosed herewith. Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in the case of candidates otherwise well qualified. Note 2: The qualification (s) regarding experience are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded 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. Note 3: 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 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</p>

elected as a Fellow of any of the national academies. However, the procedure of providing equivalence shall be devised by concerned affiliating university.

Note 4: Ph. D shall be from a recognized university.

Note 5: 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. 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.

Note 6: For the post of Head of Department, flair for management and leadership is essential as deemed fit by the Expert Members of the Selection Committee.

Note 7: 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: -

Grade Point	Equivalent Percentage
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

Note 8: The exact requirement of the subject or discipline will be indicated at the time of each recruitment.

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.
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct rectt. recruitment or by deputation/absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made	If Departmental Promotion Committee exists, what is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment
8	9	10	11	12	13
Not Applicable	1-year	By Direct Recruitment.	Not Applicable.	Group 'A' Departmental Promotion Committee (for considering Confirmation): 1. Advisor to the Administrator, DNH & DD - Chairman. 2. Finance Secretary, DNH & DD - Member. 3. Secretary Education (Higher & Technical), DNH & DD - Member. 4. Deputy/Joint Secretary (Pers), DNH & DD - Member. 5. Director Education (Higher & Technical) DNH & DD-- Member 6. Principal, Govt. Polytechnic, Daman/Du/Silvassa - Member.	Consultation with Union Public Service Commission necessary while making direct recruitment.



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ANNEXURE-B

EDUCATIONAL AND OTHER QUALIFICATIONS REQUIRED FOR DIRECT RECRUITS

Sr. No.	Name of the Post	Educational & Other Qualifications
01.	Head of Department (Civil Engineering)	<p>Essential :- Ph. D. in Civil Engineering/Technology, Environment Engineering/Technology & Water Resources Engineering/Technology with First class at Bachelor's or Master's Level Degree in relevant Engineering / Technology from a recognized university with Minimum of 12 years of experience in Teaching/Research/Industry, out of which at least 2 years shall be post Ph. D. experience minimum at the level of Lecturer (Selection Grade-I).</p> <p style="text-align: center;">OR</p> <p>Bachelor's and Master's Degree in Civil Engineering/Technology, Environment Engineering/Technology & Water Resources Engineering/Technology with First class at Bachelor's or Master's Degree in relevant Engineering / Technology from a recognized university with Minimum of 15 years of experience in Teaching/Research/Industry, out of which at least 3 years shall be at the level of Lecturer (Selection Grade-II).</p>
02.	Head of Department (Mechanical Engineering)	<p>Essential :- Ph. D. in Mechanical Engineering/Technology, Production Engineering/Technology, Automobile Engineering/Technology, Industrial Engineering/Technology & Mechatronics Engineering/ Technology with First class at Bachelor's or Master's Level Degree in relevant Engineering / Technology from a recognized university with Minimum of 12 years of experience in Teaching/Research/Industry, out of which at least 2 years shall be post Ph. D. experience minimum at the level of Lecturer (Selection Grade-I).</p> <p style="text-align: center;">OR</p> <p>Bachelor's and Master's Degree in Mechanical Engineering/Technology, Production Engineering/Technology, Automobile Engineering/Technology, Industrial Engineering/Technology & Mechatronics Engineering/ Technology with first class at Bachelor's or Master's Level Degree in relevant Engineering/Technology from a recognized university with Minimum of 15 years of experience in Teaching/Research/Industry, out of which at least 3 years shall be at the level of Lecturer (Selection Grade-II).</p>

Sr. No.	Name of the Post	Educational & Other Qualifications
03.	Head of Department (Chemical Engineering)	<p>Essential :- Ph. D. in Chemical Engineering/Technology, Oil and Paint Engineering/Technology, Petrochemical Engineering/Technology & Plastic and Polymer Engineering / Technology with First class at Bachelor's or Master's Level Degree in relevant Engineering / Technology from a recognized university with Minimum of 12 years of experience in Teaching/Research/Industry, out of which at least 2 years shall be post Ph. D. experience minimum at the level of Lecturer (Selection Grade-I).</p> <p style="text-align: center;">OR</p> <p>Bachelor's and Master's Degree in Chemical Engineering/Technology, Oil and Paint Engineering/Technology, Petrochemical Engineering/Technology & Plastic and Polymer Engineering / Technology with First class at Bachelor's or Master's Level Degree in relevant Engineering / Technology from a recognized university with Minimum of 15 years of experience in Teaching/Research/Industry, out of which at least 3 years shall be at the level of Lecturer (Selection Grade-II).</p>
04.	Head of Department (Computer Engineering)	<p>Essential :- Ph. D. in Computer Science and Engineering/Technology, Information Technology with First class at Bachelor's or Master's Level Degree in relevant Engineering/ Technology from a recognized university with Minimum of 12 years of experience in Teaching/Research/Industry, out of which at least 2 years shall be post Ph. D. experience minimum at the level of Lecturer (Selection Grade-I).</p> <p style="text-align: center;">OR</p> <p>Bachelor's and Master's Degree in in Computer Science and Engineering/Technology, Information Technology with First class at Bachelor's or Master's Level Degree in relevant Engineering/ Technology from a recognized university with Minimum of 15 years of experience in Teaching/Research/Industry, out of which at least 3 years shall be at the level of Lecturer (Selection Grade-II).</p>
05.	Head of Department (Information Technology)	<p>Essential :- Ph. D. in Information Technology, Computer Science and Engineering/Technology with First class at Bachelor's or Master's Level Degree in relevant Engineering / Technology from a recognized university with Minimum of 12 years of experience in Teaching/Research/Industry, out of which at least 2 years shall be post Ph. D. experience minimum at the level of Lecturer (Selection Grade-I).</p> <p style="text-align: center;">OR</p> <p>Bachelor's and Master's Degree in Information Technology, Computer Science and Engineering/Technology with First class at Bachelor's or Master's Level Degree in relevant Engineering / Technology from a recognized university with Minimum of 15 years of experience in Teaching/Research/Industry, out of which at least 3 years shall be at the level of Lecturer (Selection Grade-II).</p>

Sr. No.	Name of the Post	Educational & Other Qualifications
06.	Head of Department (Electrical Engineering)	<p>Essential :- Ph. D. in Electrical Engineering/Technology with First class at Bachelor's or Master's Level Degree in relevant Engineering / Technology from a recognized university with Minimum of 12 years of experience in Teaching/Research/Industry, out of which at least 2 years shall be post Ph. D. experience minimum at the level of Lecturer (Selection Grade-I).</p> <p style="text-align: center;">OR</p> <p>Bachelor's and Master's Degree in in Electrical Engineering/Technology with First class at Bachelor's or Master's Level Degree in relevant Engineering / Technology from a recognized university with Minimum of 15 years of experience in Teaching/Research/Industry, out of which at least 3 years shall be at the level of Lecturer (Selection Grade-II).</p>
07.	Head of Department (Marine Engineering)	<p>Essential:- Ph. D. in Marine Engineering/Technology with First class at Bachelor's or Master's Level Degree in relevant Engineering / Technology from a recognized university with Minimum of 12 years of experience in Teaching/Research/Industry, out of which at least 2 years shall be post Ph. D. experience minimum at the level of Lecturer (Selection Grade-I).</p> <p style="text-align: center;">OR</p> <p>Bachelor's and Master's Degree in in Marine Engineering/Technology with First class at Bachelor's or Master's Level Degree in relevant Engineering / Technology from a recognized university with Minimum of 15 years of experience in Teaching/Research/Industry, out of which at least 3 years shall be at the level of Lecturer (Selection Grade-II).</p>



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