



दादरा नगर हवेली ऊर्जा वितरण निगम लिमिटेड
(सरकार का उपक्रम)
DNH POWER DISTRIBUTION CORPORATION LTD.

(A GOVERNMENT UNDERTAKING)
CIN : U40100DN2012GOI000405

No. DNHPDCL/71/2014/ 4754

OFFICE MEMORANDUM

Dt. 10/10/2015
28/11

Subject: Guidelines for Direct Recruitment on regular basis to various posts (including Multi-Tasking Staff) in DNH Power Distribution Corporation Ltd.

Read: Guidelines for Direct Recruitment on regular basis to various posts (including Multi-Tasking Staff) in DNH Power Distribution Corporation Ltd. vide no. DNHPDCL/71/2014/3600 dated 20/10/2014.

1. In supersession of guidelines dated 20.10.2014, Chairman, DNH Power Distribution Corporation Ltd, Silvassa is hereby pleased to prescribe the following guidelines for selection procedure for direct recruitment of all category of regular appointment in the Corporation:-

Allocation of Marks

(a)

Category of Posts	Written Test	Educational and other Qualification Marks	Weightage for local Candidates*	Knowledge of ICT Skills **	Total
Posts with Grade Pay of Rs. 5400/- in PB- 3 and above	85	10	-	05	100
Posts with GP of Rs. 4,200/-, Rs. 4600/-, Rs. 4800/- & Rs. 5400/- in PB- 2.	65	10	20	05	100
Posts with Grade Pay of Rs. 2800/- and below (including Multi Tasking Staff) where skill test is not required	65	10	20	05	100

पंजीकृत कार्यालय : प्रथम तल, विद्युत भवन, सचिवालय के सामने, सिलवासा - 396230
Regd. Office : First Floor, Vidhyut Bhavan, Opp. Secretariat, Silvassa - 396230
Tele/Fax : 0260-2642338 Web site : www.dnhpdcl.in



दादरा नगर हवेली ऊर्जा वितरण निगम लिमिटेड
(सरकार का उपक्रम)
DNH POWER DISTRIBUTION CORPORATION LTD.

(A GOVERNMENT UNDERTAKING)
CIN : U40100DN2012GOI000405

(b)

Category of Posts	Written Test Marks	Skill Test Marks	Educational and other Qualification Marks	Weightage for local Candidates*	Knowledge of ICT Skills **	Total
Posts with Grade Pay of Rs. 2800/- and below (including Multi Tasking Staff) where skill test is required	55	10	10	20	05	100

* Local Candidates will be required to furnish Domicile Certificate of U.T of Dadra and Nagar Haveli issued by the Mamlatdar, DNH to avail the weightage.

** ICT Skills- Information and Communication Technology Skills. The Details of ICT Skills is annexed as Annexure-I.

2. **Posts requiring Written Test:**

The posts for which Written Test is required, the Merit List of all the candidates for such post would be based on marks secured by the candidate in Written Test, Educational Qualification and Other Qualification and ICT Skills. The appointment may be considered according to such Merit List with the approval of Appointing Authority.

3. **Posts requiring Written Test and Skill Test:**

The posts for which Written Test and Skill Test are required, shall have Skill test conducted first and Written examination would be conducted thereafter. In case the Skill Test is to assess the eligibility of the applicants (e.g. maximum typing speed, etc.), only such applicants who qualify in the Skill Test shall be called for the Written Test. The Merit List of all the candidates for such post would be based on marks secured by the candidate in Written Test, Skill Test, Educational Qualification and Other Qualification and ICT Skills. The appointment may be considered according to such Merit List with the approval of Appointing Authority.

पंजीकृत कार्यालय : प्रथम तल, विद्युत भवन, सचिवालय के सामने, सिलवासा - ३९६२३०
Regd. Office : First Floor, Vidhyut Bhavan, Opp. Secretariat, Silvassa - 396230
Tele/Fax : 0260-2642338 Web site : www.dnhpdcl.in



दादरा नगर हवेली ऊर्जा वितरण निगम लिमिटेड

DNH POWER DISTRIBUTION CORPORATION LTD.

(सरकार का उपक्रम)
(A GOVERNMENT UNDERTAKING)
CIN : U40100DN2012GOI000405

4. Controller of Examinations :

For the purpose of conducting Written Test / Skill Test, the Appointing Authority shall appoint the Controller of Examination.

5. Appointment of Resource Persons, invigilators / Supervisors etc.

The Controller of Examination will appoint the required number of Resource persons for setting the Question Papers and evaluation of Answer Sheets. He will also appoint required number of Invigilators/Supervisors etc. for the conduct of examination.

6. Question Papers for Written Test:

The question papers for Written Test shall be prepared by the Controller of Examination, based on the functional necessity of each post. The broad areas to be covered in the written examination would be to test the knowledge of candidates in relevant academic subject, knowledge in English language, General knowledge etc. depending on the requirement of the post and the marks to be awarded for each such section shall be finalized by the Controller of Examination with the prior approval of Appointing Authority.

7. Candidates with disabilities :

The candidates with disabilities would be granted extra time of 20 minutes per hour on pro-rata basis for written test.

8. Recruitment against Reserved Posts :

For the Candidates belonging to SC/ST/OBC/ Physically Handicapped Category, a separate merit list on the basis of the marks scored at Sr. No. 1 (a) & 1 (b) above shall be prepared, if the posts are reserved for the above category.

पंजीकृत कार्यालय : प्रथम तल, विद्युत भवन, सचिवालय के सामने, सिलवासा - ३९६२३०
Regd. Office : First Floor, Vidhyut Bhavan, Opp. Secretariat, Silvassa - 396230
Tele/Fax : 0260-2642338 Web site : www.dnhpdcl.in



दादरा नगर हवेली ऊर्जा वितरण निगम लिमिटेड
DNH POWER DISTRIBUTION CORPORATION LTD.

(सरकार का उपक्रम)
(A GOVERNMENT UNDERTAKING)
CIN : U40100DN2012GOI000405

The SC/ST/OBC Candidates who are, however, selected on their own merit without relaxed standard eg. Age, experiences, standard of evaluation of marks etc. will not be adjusted against the reserved share of vacancies.

9. Allocation on Marks for Educational and other Qualifications :

For the purpose of awarding marks for the educational and other qualifications of the candidate, the minimum education qualification as mentioned under essential qualifications in the Recruitment Rules shall be considered.

In case some desirable qualification has also been prescribed in the Recruitment Rules, the mark shall be allocated for assessment of Essential and Desirable qualifications in the ratio of 70:30. Further splitting of marks between components (if any) of Essential / Desirable qualification will be decided with the approval of Appointing Authority before advertising the post.

10. Working Experience :

The working experience (wherever prescribed under RR) shall be considered only for the period after acquiring/ obtaining the minimum essential educational qualification prescribed under Recruitment Rules and the marks to be awarded for the same shall be decided with the prior approval of Appointing Authority before issuing calls for Written Test.

11. Honorarium :

The Honorarium for conduct of written and skill test shall be the same as applicable in the UT Administration of D. & N. H.

12. The HR & Administration department/ Controller of Examination shall keep the record of the **Written Test** in safe custody and weed out the question paper as well as answer sheet only after completion of minimum six months after the issue of

पंजीकृत कार्यालय : प्रथम तल, विद्युत भवन, सचिवालय के सामने, सिलवासा - 396230
Regd. Office : First Floor, Vidhyut Bhavan, Opp. Secretariat, Silvassa - 396230
Tele/Fax : 0260-2642338 Web site : www.dnhpdcl.in



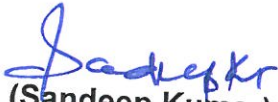
दादरा नगर हवेली ऊर्जा वितरण निगम लिमिटेड
(सरकार का उपक्रम)
DNH POWER DISTRIBUTION CORPORATION LTD.

(A GOVERNMENT UNDERTAKING)
CIN : U40100DN2012GOI000405

Appointment Order, provided there is no litigation or CAT/ Court Case in this regard. In case of litigation, the questions papers and answer sheet shall be weeded out with the approval of the Managing Director only after final judgment in the Court Case is delivered. Proper record shall be maintained for weeded out papers.

13. The HR & Administration department shall keep the record of the Applications received for a post in safe custody and weed out (except of the selected applicants) the **Application forms** only after minimum Two Years after the issue of an Appointment Order, provided there is no litigation or CAT/ Court Case in this regard. In case of litigation, the Application forms shall be weeded out with the approval of the Managing Director only after final judgment in the Court Case is delivered. Proper record shall be maintained for weeded out papers.
14. These guidelines shall be made effective from the date of issue of this instruction.

This is issued with the approval of the Chairman, DNH Power Distribution Corporation Ltd, Dadra & Nagar Haveli vide dairy No. 7922 Dt. 13/11/2015.


(Sandeep Kumar)
Managing Director



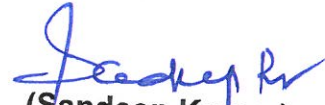
दादरा नगर हवेली ऊर्जा वितरण निगम लिमिटेड
(सरकार का उपक्रम)
DNH POWER DISTRIBUTION CORPORATION LTD.

(A GOVERNMENT UNDERTAKING)
CIN : U40100DN2012GOI000405

Annexure- I

ICT Skills for Direct Recruitment:

Sr. No.	ICT Skills	Marks to be allotted out of 5
1	Has studied and passed Computer Science/ Technology as a subject at Std. 12 th level or at any higher level or BCC or any higher level course of NIELIT	02 marks
2	CCC Course of NIELIT or any higher level course of NIELIT	02 marks
3	B.SC. in Computer Science/ Information Technology/ BCA	03 marks
4	B.TECH. or B.E. in Computer Science/ Information Technology/ M.Sc. in Computer Science	04 marks
5	M.TECH. or M.E. in Computer Science/ Information Technology/ MCA	05 marks


(Sandeep Kumar)
Managing Director