

No. DNHPDCL/71/2014/ 3600
Dadra & Nagar Haveli
Silvassa – 396230
Date. 20 / 09/2014.
10

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

1. In supercession of guidelines of even number dated 08.07.2014, 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:-

(a) Allocation of Marks

Category of Posts	Written Test	Educational and other Qualification Marks	Weightage for local Candidates*	Total
Posts with Grade Pay of ₹. 5400/- in PB III and above	80	20	-	100
Posts with GP of ₹. 4,200/-, ₹. 4600/-, ₹. 4800/- & ₹.5400/- in PB II.	70	10	20	100
Posts with Grade Pay of ₹. 2800/- and below (including Multi Tasking Staff) where skill test is not required	70	10	20	100



(b)

Category	Written Test Marks	Skill Test Marks	Educational and other Qualification Marks	Weightage for local Candidates*	Total
Posts with Grade Pay of ₹. 2800/- and below (including Multi Tasking Staff) where skill test is required	60	10	10	20	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.

2. **Controller of Examinations :**

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

3. **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.

4. **Question Papers for Written Test**

The question papers for Written Test shall be got 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.



5. **Candidates with disabilities**

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

6. **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. (a) & (b) above, if the posts are reserved for the above category.

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.

7. **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.

8. **The HR/Administration department** of the Corporation shall take action to issue necessary appointment orders of selected candidates immediately after the receipt of merit list duly authenticated by the Selection Committee. The appointment shall be made with the approval of Appointing Authority.



9. **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 Interview.

10. 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. 6245 Dt. 18/9/14.


(Sandeep Kumar)
Managing Director