

**Daman & Diu e-Governance Society,
UT Administration of Daman & Diu, Office of the Director (IT),
Collectorate Campus, Dholar, Moti Daman. -396210**

No.:01/IT/DDeGS/File no.140/2013-14/ 113

Date: 5/08/2013

The Department of Information Technology, UT Administration of Daman and Diu invite application from qualified persons as per the RRs shown below for the post of Dada Entry Operator as details below:

Sr. No.	Name of Post and Pay Scale	No. of Post	Age	Qualification & Experience
1	Computer / Data Entry Operator Rs. 12,000/- Per month (Consolidated)	No. of Post :05 for Daman No. of Post :13 for Diu	18 to 25 Age relaxation is applicable as per rules and regulations of the UT Administration of Daman and Diu	ESSENTIAL: 2. Diploma in computer science or equivalent from recognized institute or state board of Technical Education. OR 3. 12 th Standard Pass in any stream along with a certification from computer training institute. 4. Six months of Experience in Data Entry. DESIRABLE: 3. Minimum typing speed of 35 w.p.m. in English 4. Good communication skills in Hindi, Gujarati and English

The above post shall be filled up on contractual basis for various departments of UT of Daman and Diu Initially the contractual period will be of 11 months, which can be extended as per the requirement and performance of the candidate, Candidates shall be submit their domicial certificate of Daman or Diu District issued by the respected Mamlatdar. The candidate Applicant may send their application in given Performa available on <http://daman.nic.in> with relevant documents to "**Daman & Diu e-Governance Society, Department of Information Technology, Collectorate Campus, Dholar, Moti Daman, Phone No 0260-2230003 pin -396220**" enclosed in an envelope super scribed by "Application for the post of Computer/Data Entry Operator" by post/by hand on or before 21st August 2013 at 3:00p.m.

Sd/-

(K.S.Chandrsekahr)
Director (IT)/Member Secretary
Daman & Diu e-Governance Society

APPLICATION FOR THE POST OF
COMPUTER/ DATA ENTRY OPERATOR.

Affix
Passport size
photograph

1. Name in full(In Block Letters) :

2. Father's/Husband's Name :

3. Date of Birth (As per School Leaving
Certificate, Please attach proof) :

4. Gender : Male Female

5. Nationality :

6. Category. :

(Please attach Certificate Issued by :
The Mamlatdar, Daman and Diu)

8. Domicile Certificate : Yes No

9. Present address for correspondence :
(In block letter with Pin Code, Tel. No., Mobile No./ Fax. No.)

10. Permanent Address (Full Address) :

12. Educational Qualification (Please attached proof) :

Qualification	Year of Passing	Institution	Board / University	% Marks
S.S.C. (X)				
H.S.C. (XII)				
Diploma				
Other				

13.

Sr.No	Name of Office	Designations	Total year of Experience

DECLARATION

I certify that the above information is correct in best of my knowledge and belief and nothing has been concealed/ distorted. If at any time I am found to have concealed / distorted any material information, my appointment shall be liable to summary termination without notice/compensation.

Place :

Date :

Signature of Candidate

For Office Use Only

The candidate is eligible/not eligible for appearing in the Walk-In Interview.

Acknowledgment No. : _____ Checked