

UNION TERRITORY ADMINISTRATION OF DAMAN & DIU
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS,
SECRETARIAT, DAMAN.
e-mail : pers-dd@nic.in

No.1/103/89-PER/Vol.II/PART/1344

Dated : 10 / 08 / 2015

ADVERTISEMENT

Applications are invited for filling up of post of Lower Division Clerks in the Administration of Daman & Diu as under :

Sr. No.	Name of the Post & Pay Scale	No. of Posts	Educational Qualifications	Age Limit	Reservation
1	Lower Division Clerk PB-1 Rs.5200-20200 + Grade Pay of Rs.1900/- Group 'C' (Non-Gazetted)	05 (Five) Existing & 02 (Two) Anticipated	(i) 12 th Class or equivalent qualification from recognized Board or University (ii) <u>SKILL TEST NORMS ON COMPUTER :</u> English Typing @ 35 w.p.m. OR Hindi Typing @ 30 w.p.m. (Time allowed 10 mts.) (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depression for each word).	Between 18 and 27 years (Relaxable for Government Servant upto 40 years in accordance with the instructions or orders issued by the Central Government)	<u>Existing</u> ST - 02 (Two) UR - 02 (Two) PH* (OH#) - 01 (One) <u>Anticipated</u> UR - 02 (Two)

* PH - Physically Handicapped #OH - (Orthopedically Handicapped)

The candidates should submit applications giving full details regarding Educational and other Qualifications, Date of Birth, Experience, etc. accompanied with self attested copies of each certificate so as to reach the Office of Deputy Secretary (Pers.), Secretariat, Daman within a period of (30) Thirty Days from the date of publication of this Advertisement. The candidates claiming ST shall be required to furnish a self attested copy of certificate issued by Competent Authority that he / she belongs to ST community along with his / her applications.

Any Indian citizen can apply for the post. However, applicant having domicile of Daman & Diu shall be given weightage in accordance with O.M. No.1-1-87-CS/PF/2823 dated 16-12-2013 subject to him / her producing Domicile Certificate issued by Mamlatdar, Daman / Diu. **Applications received in the prescribed proforma with requisite documents as stated above shall only be taken into consideration if received within the stipulated time.** No correspondence will be entertained as regards incomplete / time barred applications.

(P.S. Jani)
Additional Secretary (Pers.)

To

The SIO, NIC, Daman for uploading in Daman Administration Website.

APPLICATION FOR THE POST OF LOWER DIVISION CLERK
Administration of Daman & Diu
Department of Personnel & Administrative Reforms,
Secretariat, Daman
e-mail : pers-dd@nic.in

Paste recent
Self Attested
Passport size
Photograph

- 1 Applicant's Name (in Block Letter) : _____
- 2 Father's Name (in Block Letter) : _____
- 3 Residential Address : _____

- 4 Date of Birth (DD / MM / YYYY) : _____
- 5 Gender : _____
- 6 Whether SC/ST/OBC/PH : _____
- 7 Domicile : DAMAN / DIU/ OTHER (✓ as appropriate)
- 8 Educational Qualification

Sr. No.	Board / University	Year of Passing	Percentage

- 9 Information / documents regarding Educational and other Qualifications :
(✓ if enclosed)
- (i) Pass Certificate and Marksheet of 12th Class or equivalent qualification from recognized Board or University

10 Experience, if any

Name of Organisation	Designation	Nature of Duty	Period of Service	
			From	To

Declaration :

I, declare that I fulfill all the conditions of eligibility regarding age limit and Education Qualification, Experience etc., for the post of **Lower Division Clerk**.

I declare that all statements made in this application form are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the examination, my candidature/appointment is liable to be cancelled

Dated :

(Signature of Candidate)

Unsigned application will be rejected

Note: Attach self attested copy of Birth / Educational/Experience Certificate / Caste Certificate (if relevant), Domicile Certificate(if of Daman / Diu), Physically Handicapped Certificate (if relevant) failing which the application will be summarily rejected.