

UT Administration of Daman & Diu
Office of the Member Secretary,
Staff Selection Board (SSB)
Moti Daman-Daman 396220.

No. 13 / SSB / DD/ DNH/ 2017

Dated 28/08/2017

ADVERTISEMENT No.1

The U.T. Administration of Daman & Diu and Dadra & Nagar Haveli invites online applications from the eligible candidates for the posts mentioned below:

Name of Post	No. of Posts	Categories	Education & Other Qualifications	Age limit
Lower Division Clerk / Student Section Clerk / Hostel Rector / LDC-cum Cashier (Pre-Revised PB-1 Rs. 5200-20200 + Grade Pay Rs. 1900/-) Revised Pay Matrix Level – 2 of Rs.19900-63200.	Daman & Diu - 16 (Sixteen)	UR - 10 PH* - 03 ST - 02 OBC - 01	12 th Class or equivalent qualification from recognized Board or University. <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 depressions for each word).	Between 18 to 27 years of age. (Relaxable for Govt. servants upto 40 years in accordance with the instructions or order issued by the Central Govt.)
Lower Division Clerk / Panchayat Secretary / Cashier (Pre-Revised PB-1 Rs. 5200-20200 + Grade Pay Rs. 1900/-) Revised Pay Matrix Level – 2 of Rs.19900-63200.	Dadra & Nagar Haveli – 11 (Eleven)	UR - 05 ST - 06		

(*PH – Physically Handicapped)

Instructions for the candidates :-

- 1) Online applications may be filled on www.daman.nic.in by paying a fees of Rs. 100/- latest by **30.09.2017**.
- 2) The post advertised by Personnel Department, Daman vide advertisement dated 10.08.2015 and Typing Test held from 20.08.2016 to 01.09.2016 shall be treated as cancelled and the candidates should apply again and have to clear the typing test. Similarly, the post advertised by the Personnel Department, Dadra & Nagar Haveli dated 10.05.2013 and 18.03.2016 shall also be treated as cancelled.
 - a. Helpline No. : 0260- 2230023 (Daman & Diu),0260-2406560 (Dadra & Nagar Haveli)

Timing: 10.00 a.m. to 06.00 p.m., Monday to Friday (01:30 to 2:00 p.m. lunch break)
- 3) The link for filling up the application form will be activated from **31.08.2017** at daman.nic.in for above advertised vacancies. The closing date for the applications will be **30.09.2017**
- 4) The detailed instructions are available on www.daman.nic.in .

Handwritten signature and date: 28/08/17
**Deputy Secretary
Staff Selection Board (SSB)
Daman & Diu**

THE DETAILED INSTRUCTION FOR APPLICANT FOR THE POST
ADVETISED VIDE ADVERTISEMENT DATED 28.08.2017

- 1) The reservation concession belonging to the Castes / Tribes and Other Backward Classes should be available only to those candidates who belong to SC/ST category as notified in the Re-Organization Act, 1987 in respect of SC and ST and as notified by the UT Administration of Daman & Diu for OBC. The Candidates belonging to SC/ST/OBC should submit the Caste / Tribes Certificate issued by the Competent Authority. Similarly, the benefit of reservation for SCs / STs / OBCs will be available to only those candidates who belong to the SCs / STs category as notified in the Constitution (Dadra and Nagar Haveli) Schedules Castes Order, 1962 and the Constitution (Dadra and Nagar Haveli) Schedules Tribes Order, 1962 in respect of SCs and STs , and as notified by the UT Administration of Dadra & Nagar Haveli for OBC. The Candidates belonging to SC/ST/OBC should submit the Caste / Tribes Certificate issued by the Competent Authority.
- 2) The candidates should submit applications within the stipulated time limit.
- 3) Applicant having domicile of Daman & Diu and Dadra & Nagar Haveli shall be given weightage, subject to him / her producing Domicile Certificate issued by the Mamlatdar, Daman & Diu / Mamlatdar (Silvassa/Khanvel) as the case may be.
- 4) The selection will be made on the basis of qualifying Skill / typing Test and Written test/computer bases examination only. The typing test will be as per the Norms shown above and will be of qualifying nature only.
- 5) There will be 80 questions in the written examination/computer based examination carrying 01 Mark each. There will be negative marking. For each wrong answer, 0.25 marks will be deducted. 33% will be the passing cut – off in the written examination. The Merit List will be prepared from 100 marks i.e. 80 marks of Written Examination and 20 marks of Domicile of Daman & Diu or Dadra & Nagar Haveli as the case may be. The written examination will be Computer based / OMR based as per the decision of the Board from time to time. The marks for preparation of Merit List will be awarded only for Written Examination and Domicile. No other marks will be awarded. Skill test will only be qualifying. 20 marks for domicile will be added for only those candidates who secure minimum 33% in written/computer based examination
- 6) The syllabus will be (a) General Awareness. (b) General Intelligence & Reasoning ability (c) Arithmetical & Numerical Ability (d) Test of Hindi Language & Comprehension. (e) Test of English Language & Comprehension.
- 7) The Application Fees of Rs. 100/- will be charged for each application for Daman & Diu and Dadra & Nagar Haveli. If the applicant applies for both Daman & Diu and Dadra & Nagar Haveli, Rs. 200/- will be charged. The fees collected for both the UTs will be debited in the accounts of Daman & Diu only.
- 8) The candidates who apply for posts in both UTs of Daman & Diu and Dadra & Nagar Haveli, the candidate will have to appear for the typing test and written examination only once and the score secured by the candidate in the written examination will be counted for preparation of Merit List for both the posts applied.


Deputy Secretary
Staff Selection Board (SSB)
Daman & Diu