

U.T Administration of Daman & Diu
O/o the Assistant Director (Tech. Education)
Government Polytechnic,
Varkund, Nani Daman – 396210

No. GEC-EST-ADTE/2017-18/862

Dated : 26/10/2017

ADVERTISEMENT

The following posts are to be filled on "**Short Term Contract**" basis in the Government Engineering College, Daman for a period of six months as under :-

(A) Administrative staff :-

Sr. No	Name of post	No. of post	Classification	Consolidated salary per month	Qualification	Age limit
1	Superintendent	01	(Group 'B') Gazetted	Rs. 31,860 /-	1. Graduate from a recognised University. 2. Computer typing speed not less than 35 WPM. 3. 6 -Months Computer Certificate Course. 4. 3- Years Administrative experience in Govt./ Private Organisation.	Not exceeding 30 years
2	Head Clerk	01	(Group 'B') Non-Gazetted	Rs. 31,860 /-	1. Graduate from a recognised University. 2. Computer typing speed not less than 35 WPM. 3. 6 - Months Computer Certificate Course. 4. 3- Years Administrative experience in Govt./ Private Organisation.	
3	Sr. Storekeeper	01	(Group 'B') Non-Gazetted	Rs. 31,860 /-	1. Graduate from a recognised University. 2. Computer typing speed not less than 35 WPM. 3. 6- Months Computer Certificate Course. 4. 3- Years experience in handling store in Govt./ Private Organisation.	
4	Jr. Stenographer	01	Group 'C'	Rs. 23,388 /-	1. 12 th Class Pass or equivalent from a recognised Board or University. 2. SKILL TEST:- Norms Dictation: 10mts. @ 80 words per minute. Transcription: 50 mts.(English) 65 mts. (Hindi) on computers.	Not exceeding 27 years
5	Assistant Librarian	01	Group 'C'	Rs. 23,388 /-	1. Diploma in Library Science from a recognised University. 2. Computer typing speed not less than 35 WPM. 3. 3 -Months Computer Certificate Course. 4. 2- Years experience in the library.	
6	Accountant	01	Group 'C'	Rs. 26,810 /-	1. Graduate in Commerce from a recognised University. 2. Computer typing speed not less than 35 WPM. 3. 3- Months Computer Certificate Course. 4. 2- Years experience in accounting.	
7	Cashier	01	Group 'C'	Rs. 18,243 /-	1. 12 th Passed from the recognised Board. 2. Computer typing speed not less than 35 WPM. 3. 3 -Months Computer Certificate Course.	

