

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/

Dated :- 24/01/2018

RE - 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 :-

Sr. No	Name of post	No. of post	Consolidated salary per month	Qualification	Age limit
1	Jr. Stenographer	01	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 (short hand). Transcription:- 50 mts.(English) 65 mts. (Hindi) on computers.	Not exceeding 27 years
2	Assistant Librarian	01	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.	
	Total	02			

Note :

1. The desirous eligible candidates may apply in the prescribed application format with details like Name of Candidate, Present Address, Phone / Mobile No. , Date of Birth, Educational Qualification, Experience, Domicile Certificate, Caste Certificate etc to the Assistant Director (Tech. Education) , Government Polytechnic, Varkund, Nani Daman- 396210 on or before 02/02/2018 upto 5.00 pm by Hand/Speed post/Courier etc alongwith one Passport size photograph to be pasted on the application with duly self attested. Application format is available on official website: www.daman.nic.in. Person already in service with Government / other organisation should obtain “No objection Certificate” from concerned authority and enclose it with application. Applicant who have submitted application earlier, shall also be apply again.
2. Appropriate weightage will be given to the Domicile candidates of Daman & Diu during the selection process as decided by the Selection Committee.
3. Age relaxation will be provided to the employees of U.T Administration of Daman & Diu working on Daily wages / Contract/ Ad-hoc / Work-Charge etc. in accordance with the order issued by the U.T Administration of Daman & Diu from time to time.
4. The Selected candidate will not have any right or claim for regularisation against the regular / permanent vacancies.
5. The advertisement alongwith the application can be downloaded from the official website www.daman.nic.in
6. The applicants are requested to log in to www.daman.nic.in for further updates. No interview call letters will be sent to the eligible candidate by post.

-Sd-

(Lalit V.Solanki)

Asst. Director (Tech. Education)
Daman & Diu

⇒APPLICATION FORMAT (To be filled-up by computerized only)

⇒APPLICATION FOR THE POST OF _____

Paste recent
Self Attested
Passport size
Photograph

1. Name of the Applicant (In full) : _____
2. Father's Name : _____
3. Present Postal Address with Pin Code : _____
4. E- mail :- : _____
5. Mobile No. : _____
6. Nationality : _____
7. Date of Birth (DD/MM/YYYY) : ____/____/____ Age as on 02/02/2018:- _____
8. Domicile of Daman / Diu : Yes / No / Other(Please tick)
9. Educational Qualification (From SSC Onwards) :-

Sr. No.	Qualification	Board / University	Year of Passing	Percentage
1.				
2.				

10. List of previous Employments:-

Name of Organisation	Designation	Pay Scale with date	Period of Service	
			From	To

Declaration:-

I, declare that I fulfill all the condition of eligibility regarding age limit and Education Qualification, Experience etc., for the post of _____

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:- / /2018

Place:- (Signature of Candidate)

⇒ The following Certificates /Documents as applicable to be attached with the Application are as under : -

1. Domicile certificate issued by the Mamlatdar of Daman & Diu.
2.SSC Marksheet.
3.HSC Marksheet.
4.Leaving Certificate.
5.Degree Certificate alongwith all marksheets (Semester/Year Wise).
6. Experience Certificate (if applicable).
7.Any other relavant documents.

(Signature of Candidate)