

**UT ADMINISTRATION OF DAMAN & DIU,  
O/o THE STATE PROJECT DIRECTOR,  
SAMAGRA SHIKSHA,  
DAMAN.**

**No. DE/ADM/SS/Recruitment/2019-20/471**

**Date: 23/12/2019**

Samagra Shiksha, a Centrally Sponsored Scheme (CSS), UT Administration of Daman & Diu invites application from eligible candidates for the post of Accountant.

Eligible candidates who fulfill the conditions mentioned below for the post of Accountant on monthly consolidated salary of Rs. 25,000/- per month on CONTRACT BASIS may submit their application in prescribed format giving full Bio-data (including Name, Address, Age, Date of Birth, Education & Professional Qualifications, Experience, Contact No.,) along with one set of self-attested photocopies of all academic qualification/ testimonials/ experience certificates and one passport size photograph affixed on enclosed applications form along with all required certificates on or before 1<sup>st</sup> January, 2020 before 5:00 PM in the office of State Project Director, Samagra Shiksha, Secretariat, Fort Area, Moti Daman.

Sr. No.	Name of Post	No. of Post	Age limit	Eligibility Criteria
1.	Accountant	01	Not exceeding 30 years*.	<p><b><u>Educational Qualification:</u></b></p> <ul style="list-style-type: none"><li>Graduate/Post Graduate in Commerce/ MBA Finance from any Govt. recognized university (Candidate with Higher Education Qualification will be preferred).</li></ul> <p><b><u>Experience:</u></b></p> <ul style="list-style-type: none"><li>Minimum 2 years experience in Accounts/Finance/Taxation fields with knowledge of Tally accounting software will be preferred.</li></ul>

**Notes:**

- Any Indian Citizen can apply for the Post, however applicant having domicile of Daman & Diu shall be given preference.
- \*Age relaxation will be given to Government servants and SC/ST/OBC/PH applicants as per U.T. norms.

3. The candidates found eligible shall be interviewed.
4. The candidates must bring all the original certificates of Educational/ Professional Qualification, Experience Certificate, Proof of Age etc., at the time of Interview, failing which their candidature shall be liable to be cancelled.
5. The selected candidate will not have any right or claim for regularization against the regular permanent vacancies.
6. The advertisement along with the application can be downloaded from the official website [www.daman.nic.in](http://www.daman.nic.in).
7. The applicants are requested to log in to [daman.nic.in](http://daman.nic.in) for further updates.

**(Dr. Nidhi Sarohe)**  
**State Project Director,**  
**Samagra Shiksha,**  
**UT of Daman & Diu**

Copy to:

1. The SIO, NIC, with a request to upload it on UT administration website: [daman.nic.in](http://daman.nic.in).
2. Office Copy.

**Annexure-I**

**UT Administration of Daman & Diu  
Directorate of Education,  
Samagra Shiksha  
Daman**

Paste duly attested  
recent passport size  
Photograph

Application for the Post of \_\_\_\_\_

1. Name in full (in block letters) :
2. Father's / Husband's Name :
3. (a) Date of Birth (In Figures) : Date: \_\_\_\_\_ Month: \_\_\_\_\_  
Year: \_\_\_\_\_  
(b) Date of Birth (In Words) :  
(c) Age as on dt. \_\_/\_\_/\_\_\_\_\_ :
4. Marital Status : Married/ Unmarried
5. Gender : Male/ Female
6. Nationality :
7. Religion :
8. Aadhaar Number:
9. Mobile Number/ Telephone No. :
10. Email address :
11. Whether belongs to : SC/ ST/ OBC / General/PH  
(Please attach certified documentary  
Proof issued by appropriate authority)
12. Domicile of Daman & Diu, UT : Yes / No
13. Address for Correspondence :  
(in block letters with Pin Code,  
Tel. No/ Mobile No., Email)

14 Permanent Address :

15 Educational Qualification (please attached proof):

S. No.	Qualification	Year of Passing	Institution	Board/ University	Percentage
1					
2					
3					
4					
5					
6					

#### **DECLARATION**

I certify that, the above information is correct and complete to the best of my knowledge & belief and nothing has been concealed/ distorted. If at any time, it is found that any material information, concealed/ distorted, my candidature/ appointment shall be liable to summarily rejected/ terminated without any notice/ compensation.

Place:-

Date:-

**SIGNATURE OF THE CANDIDATE**