

UT Administration of Dadra Nagar Haveli and Daman & Diu
Daman & Diu e Governance Society
Office of the Director (IT)
Fort area, Moti Daman,
Daman-396220

No.02/IT/DDeGS/File No. 500/2021-22 / 2 4 2

Date: 23/12/2021

Advertisement

The Daman & Diu e-Governance Society, office of the Director (IT), UT Administration of Dadra Nagar Haveli and Daman & Diu invites application from qualified persons for the below mentioned post on short term contract basis.

Sr No.	Name of the Post	No of Post	Age limit in year	Monthly Remuneration (consolidated)	Qualification & Experience
1.	Manager (Information Technology)	01 (One)	Not exceeding 35 years	30,000/-	<u>Essential</u> 1) B.E/B.Tech /MCA, in Information Technology, Computer Science/Computer Engineering from recognized University 2) Minimum 5 Years of experience in relevant field
2.	Programmer	01 (One)	Not exceeding 35 years	23,000.00	<u>Essential</u> 1) B.E/B.Tech /MCA, in Information Technology, Computer Science/Computer Engineering from recognized University 2) Minimum 02 Years of experience in relevant field
4.	Accountant	01 (One)	Not exceeding 30 years	21,500.00	<u>Essential</u> 1) B. Com with at least five years experience OR

					2) M.Com with at least two years experience in relevant field with experience in tally ERP
5.	Upper Division Clerk	01 (One)	Not exceeding 30 years	20,500.00	<u>Essential</u> 1) B.A/ B.Com/B.Sc or any Graduate from recognized University, with MBA in Finance 2) Knowledge in Computers and working on Tally accounting system.
6.	Lower Division Clerk	01 (One)	Not exceeding 30 years	9500.00	<u>Essential</u> 1) Graduation or Equivalent 2) Knowledge of computer and typewriting
7.	Peon (MTS)	01 (One)	Not exceeding 30 years	9000.00	<u>Essential</u> 1) SSC Passed

Eligible candidates may forward their application along with their complete details, self-attested copies of all the necessary testimonials, qualification, experience age & address proof and latest photograph to **Daman & Diu e-Governance Society, Office of the Director (IT), 2nd Floor, behind Post Office, Fort area, Moti Daman-396220** in an sealed envelope superscribed **“Application for the post of _____”** by post/courier or by hand on or before **03/01/2022 by 03.00 p.m.**

Terms & Conditions:-

1. CONTRACT PERIOD:

The candidate shall be appointed on Contract Basis initially for a period of 11 month and same may be extended on satisfactory performance and the Contract may be terminated by either side by giving one month notice.

2. LEAVE:

Employees shall be eligible for a total of 12 days leave per year, His/ Her working hours shall be the normal hours of office working as applicable on all days except Saturdays, Sundays and Gazetted holidays.

3. SELECTION PROCEDURE:

The eligible candidates will be called for personal interview and the selected eligible candidates will be informed through phone/ e-mail.

4. SUBMISSION OF APPLICATION:

Applicants have to submit their applications in the given format (ANNEXURE – A)

5. No TA/DA will be paid for attending the interview.
6. Application will be summarily rejected if not fulfill required criteria without assigning any reason.
7. Member Secretary, Daman & Diu e-Governance Society, Daman reserve the right to terminate the selection process without assigning any reason



Director (IT)/Member Secretary,
Daman & Diu e-Governance Society,
Daman.

ANNEXURE - A**APPLICATION FOR THE POST OF _____**
(Application should be filled up by computerized only)

To,

Member Secretary
Daman & Diu e-Governance Society
Behind Post Office, Fort Area,
Moti Daman-396220

Paste Recent
Passport Size
Photograph &
Sign across

With reference to your advertisement dated. _____, I submit my application in prescribed format.

1.	Name (in full): (In Block Letters)	
2	Father's/ Husband's Name:	
3.	Address for Correspondence:	
4.	Permanent Address	
5.	a. Date of Birth (As per School leaving Certificate): (DD-MM-YYYY)	
	b. Age in completed years as on 01.01.2022:	
6.	Contact Details:	
	a. Mobile No.	
	b. Landline No.	
	c. Email Id.	
7.	Gender:	
8.	Nationality:	
9	Native Place:	
12.	Domicile of DNH/Daman/Diu	
13.	Marital Status:	

14	Education Qualification (From SSC Onwards)			
Sr. No.	Qualification/Certification	Board / University	Year of Passing	Percentage
a)				
b)				
c)				
d)				
e)				
f)				
(Self-attested copy of all educational qualification documents are to be attached).				

15.	Experience -					
Sr. No.	Name of Organization	Designation	Specialization if any.	Duration		Pay Scale
				From	To	

16. Any other relevant Information.

DECLARATION:

I hereby declare that I fulfill all the condition of eligibility regarding age limit, 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.

(Signature of Applicant)

Place:

Date: