

Dated: 13/08/2010.

ADVERTISEMENT

The Administration of Daman & Diu had advertised for filling up of 40 posts of Lower Division Clerks vide Advertisement No.1/103/89-PER/Vol.II/384 dated 20/06/2008. Now as per the assessment made by the S.I.U. total 23 posts has been assessed surplus and the implementation of the S.I.U. report is under progress and therefore there are only 28 vacancies available and hence the applications are reinvited from the eligible candidates for the following categories as under :-

Sr. No.	Name of the Post and Pay Scale	No. of posts	Educational Qualifications	Age Limit	Reservation
1.	Lower Division Clerk on regular basis Pay Band – I Rs.5200-20200 Grade Pay Rs.1900	28	Essentials : (i) 12 th Class or equivalent qualification from recognized Board or University. Skill Test for Norms of Computer (ii) English Typing @ 35 w.p.m. OR Hindi Typing @ 30 w.p.m. (time allowed 10 Minutes) (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). Desirable :- Knowledge of Hindi, Gujarati and English.	Between 18 to 30 Years. (Relaxable to Govt. Servants upto 10 years)	UR - 18 (General) SC - 01 ST - 04 OBC - 05

Age Relaxation for SC / ST upto five years and for OBC upto three years will be given only against the particular reserved category.

.....2/-

The candidates who are **domicile** of Daman & Diu having requisite educational qualification and are within the prescribed age limit shall apply in the prescribed format (specimen given as an Annexure) to the "Joint Secretary (Personnel), U.T. of Daman & Diu, Secretariat, Daman – 396 220. The last date for receipt of application shall be 6th September 2010 (Monday). The application received after expiry of above date will not be entertained and shall be rejected summarily. The crucial date for determining the age limit shall be 6th September 2010.

The eligible candidates shall be called for written examination. The date for written examination shall be communicated in due course of time.

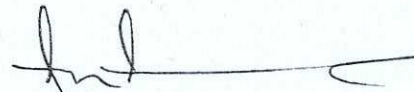
The application should be accompanied with attested copies of following documents.

- (1) The candidate claiming to be member of SC/ST/OBC/PH should attach relevant Certificate issued by the Mamlatdat, Daman & Diu / Medical Officer.
- (2) A domicile certificate issued by the Mamlatdar, Daman.
- (3) Attested Copies of Educational Qualification Certificates as well as Computer Certificate not less than three months duration.
- (4) Certificates regarding experience, if any.
- (5) The envelope shall be superscribed as "Application for the post of Lower Division Clerk"

NOTE :-

The candidates who have already applied and whose candidature has been accepted (i.e. who have received the interview call letter before) need not apply again.

That an additional list of eligible candidates has also been down loaded on the Administrations websit www.daman.nic.in those candidates whose names have been listed in the said list need not apply again.



(Mohammed A Abid)
Joint Secretary (Pers.)

APPLICATION FORM FOR THE POST OF LOWER DIVISION CLERK

Administration of Daman & Diu
 Department of Personnel & A.R.
 Secretariat, Daman
 Moti Daman 396 220.

1. Applicant's Name
(In English in Block Letter) _____
2. Father's Name
(In Block letter) _____
3. Residential Address
Permanent _____
Temporary _____
4. Dated of Birth _____
5. Gender _____
Male/Female
6. Nationality _____
7. Whether SC/ST/OBC/PH/
Ex-Serviceman. _____
8. Whether Minority Community
As per Govt's order. _____
9. Age as on normal closing date i.e.
06.09.2010 _____
10. Educational Qualifications
1- _____
2- _____
3- _____

11. Experience if any.				
Name of Organization	Designation	Nature of Duty	Period of Service	
			From	to

12. Address: Write your complete communication address including
 Your name in English capital letters with blue or black Ball pen.

Name:-----

Address-

Mobile No.

13. Declaration:

1. I declare that I fulfill all the conditions of eligibility regarding age limit and educational qualifications etc.
2. I declare that all statements made in this application from are true complete and correct to the best of 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, may6 candidature /appointment is liable to be cancelled.

(Signature of the candidate)

 unsigned application will be rejected

Date:-