

UNION TERRITORY ADMINISTRATION OF DAMAN & DIU  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS,  
SECRETARIAT, DAMAN.

No.1/17/89-PER/Vol.III/3844

Dated : 30 / 01 / 2012

**ADVERTISEMENT**

Applications are invited for filling up the post of Junior Stenographer in the Administration of Daman & Diu as under :

Sr. No.	Name of the Post & Pay Scale	No. of Posts	Educational Qualifications	Age Limit	Reservation
1	Junior Stenographer PB-1 Rs.5200-20200 + Grade Pay of Rs.2400/- Group 'C' (Non-Gazetted)	05 (Five)	<b>Essential :</b> (i) 12 <sup>th</sup> pass or equivalent from a recognized Board or University <b>SKILL TEST :</b> (i) Norms Dictation : 10 mts. @ 80 words per minute <b>TRANSCRIPTION :</b> (ii) 50 mts. (English) 65 mts. (Hindi) on Computers	Not exceeding 30 years (Relaxable for Government Servants in accordance with the instructions / orders issued by the Central Government. 03 years for OBC candidates	<b>Un-reserved</b> - 03 (Three) <b>ST</b> - 01 (One) <b>OBC</b> - 01 (One)

The candidates should submit applications giving full details regarding Educational and other Qualifications, Date of Birth, Experience, etc. accompanied with attested copies of each certificate including Stenography Certificate, Typing Certificate so as to reach the Office of Joint Secretary (Personnel), Department of Personnel & Administrative Reforms, Secretariat, Daman within **60 (Sixty) days** from the date of publication of this advertisement in newspaper at the latest. The candidates claiming OBC / ST shall be required to furnish a copy of certificate issued by Competent Authority that he / she belongs to ST / OBC community along with his / her applications. The applications received with requisite documents as stated above shall only be taken into consideration if received within the stipulated time.

Only those application will be entertained which are applied in response to the original advertisement publish in the Employment News as well as other News papers. In this regard, the applicant should also enclose copy of advertisement along with other testimonials.

  
**(P. S. Jani)**  
**Joint Secretary (Pers.)**

Copy to :

The DIO, NIC, Daman for uploading in the UT Administration Website.