

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

No.1/103/89-PER/Vol.II/PART/246

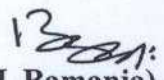
Dated : 25/04/2013

ADVERTISEMENT

Applications are invited for filling up the post of Lower Division Clerks 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 | Lower Division Clerk on regular basis | 09 (Nine) | Essential : (i) XII th passed or equivalent from recognized Board (iii) English Typing @35 w.p.m. OR Hindi Typing @ 30 w.p.m. (Time allowed 10-mts) (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 : (i) Knowledge of Hindi, Gujarati & English language | Not exceeding 30 years (Relaxable for Government Servants upto 10 years in accordance with the instructions / orders issued by the Central Government | Un-reserved - 06 (Six) OBC - 03 (Three) |

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 so as to reach the Office of Deputy Secretary (Personnel), Department of Personnel & Administrative Reforms, Secretariat, Daman within a period of (30) Thirty Days from the date of publication of this Advertisement. The candidates claiming OBC shall be required to furnish a copy of certificate issued by Competent Authority that he / she belongs to SC / ST / OBC community along with his / her applications. According to O.M. No.6/14/94-PER/404 dated 28-08-2006, the candidates should be required to furnish **Domicile Certificate** of UT of Daman & Diu issued by the respective Mamlatdar, Daman & Diu. The applications received with requisite documents as stated above shall only be taken into consideration if received within the stipulated time. No correspondence will be entertained as regards incomplete / time barred applications.


 (P.J. Bamania)
 Deputy Secretary (Pers.)

✓ D10, NIL FOR UPLOADING IN DAMAN WEBSITE.