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

No.1/17/89-PER/Vol.III/PART/4275 Dated : 18/02/2013

ADVERTISEMENT

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

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Post &amp; Pay Scale</th>
<th>No. of Posts</th>
<th>Educational Qualifications</th>
<th>Age Limit</th>
<th>Reservation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Junior Stenographer PB-1 Rs.5200-20200 + Grade Pay of Rs.2400/- Group 'C' (Non-Gazetted)</td>
<td>01 (One)</td>
<td>Essential: (i) 12th pass or equivalent from a recognized Board or University</td>
<td>Not exceeding 30 years (Relaxable for Government Servants in accordance with the instructions/orders issued by the Central Government. 05 years for ST candidates)</td>
<td>ST - 01 (One)</td>
</tr>
</tbody>
</table>

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 & Computer Certificate so as to reach the Office of Deputy Secretary (Personnel), Department of Personnel & Administrative Reforms, Secretariat, Daman within 30 (Thirty) days from the date of publication of this advertisement in newspaper at the latest. The candidates claiming ST shall be required to furnish a copy of certificate issued by Competent Authority that he/she belongs to ST 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.

(B.S. Thakur)
Deputy Secretary (Pers.)

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