ADMINISTRATION OF DAMAN & DIU
OFFICE OF THE PRINCIPAL,
GOVERNMENT POLYTECHNIC,
VARKUND, NANI-DAMAN 396210

No. 5.2-EST-GP/DEO/2014-15/1246 Dated: 24/12/2014

ADVERTISEMENT

Applications are invited from the eligible candidates for the posts of Data Entry Operator to be filled in the Government Polytechnic, Daman & Department of Planning & Statistical, Daman on regular basis as detailed below:-

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name of post</th>
<th>No of post</th>
<th>Group</th>
<th>Pay band + Grade Pay</th>
<th>Educational Qualification</th>
<th>Age Limit</th>
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<tbody>
<tr>
<td>1.</td>
<td>Data Entry Operator</td>
<td>03</td>
<td>Un-reserved (UR)</td>
<td>PB-1 (5200-20200) + GP 2800</td>
<td>1) Degree from a recognized University or equivalent. 2) Skill Test Norms on Computer; 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 depression for each word).</td>
<td>Between 18 and 27 years (Relaxable for Government Servant upto 40 years in accordance with the instructions or order issued by the Central Government).</td>
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The candidate should submit application giving full details regarding Educational & other Qualifications, Date of Birth, Experience, etc. accompanied with self attested copies of each certificate so as to reach the Office of the Principal, Government Polytechnic, Varkund, Nani Daman-396210 as one month from the date of publication of this advertisement.

Any Indian citizen can apply for the post. However, applicant having domicile of Daman & Diu shall be given weightage in accordance with O.M. No.1-1-87-CS/PF/2823 dated 16-12-2013 subject to him/her producing Domicile Certificate issued by Mamlatdar, Daman / Diu. Applications received in the prescribed proforma with requisite documents as stated above shall only be taken into consideration. No correspondence will be entertained as regards incomplete application.

-- sd --

(Lalit V. Solanki)
Principal
Govt. Polytechnic, Daman.
APPLICATION FOR THE POST OF DATA ENTRY OPERATOR

U.T. Administration of Daman & Diu
Office of the Principal,
Government Polytechnic,
Varkund, Nani – Daman – 396210

1 Applicant’s Name (in Block Letter) : 

2 Father’s Name (in Block Letter) : 

3 Residential Address with phone No. & Mobile No. :

4 Date of Birth (DD / MM / YYYY) :

5 Gender :

6 Religion :

7 Whether SC/ST/OBC/PH :

8 Domicile : DAMAN / DIU / OTHER (✓ as appropriate)

9 Educational Qualification

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<th>Sr. No.</th>
<th>Board / University</th>
<th>Year of Passing</th>
<th>Percentage</th>
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10. Information / Documents regarding Educational and other Qualifications:

a) Essential:
1) Degree from a recognized University or equivalent.
2) Skill Test Norms on Computer:
   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 depression for each word).

11. Experience, if any

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<th>Name of Organisation</th>
<th>Designation</th>
<th>Nature of Duty</th>
<th>Period of Service</th>
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Declaration:

I, declare that I fulfill all the conditions of eligibility regarding age limit and Education Qualification, Experience etc, for the post of Data Entry Operator.

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.

Dated: / /2014

(Signature of Candidate)

Unsigned application will be rejected

Following documents/certificates are to be enclosed.
1) SSC Marksheet.
2) HSC Marksheet.
3) Birth Certificate.
4) School Leaving Certificate.
5) F.Y. /S.Y./T.Y. Marksheet
6) Degree Certificate.
7) SC/ST/OBC Caste Certificate.(If applicable)
8) Domicile Certificate from Mamlatdar, Daman / Diu.
9) Physical Handicap Certificate. (If applicable)
10)Experience Certificate.
11)Any Other relevant documents/certificate.