**U.T Administration of Daman & Diu**  
O/o the Assistant Director (Tech. Education)  
Government Polytechnic,  
Varkund, Nani Daman – 396210  

No. GEC-EST-ADTE/2017-18/862.  
Dated 26/10/2017

**ADVERTISEMENT**

The following posts are to be filled on **“Short Term Contract”** basis in the Government Engineering College, Daman for a period of six months as under :-

(A) Administrative staff :-

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name of post</th>
<th>No. of post</th>
<th>Classification</th>
<th>Consolidated salary per month</th>
<th>Qualification</th>
<th>Age limit</th>
</tr>
</thead>
</table>
| 1      | Superintendent | 01 | (Group ‘B’) Gazetted | Rs. 31,860 /- | 1. Graduate from a recognised University.  
2. Computer typing speed not less than 35 WPM.  
3. 6 -Months Computer Certificate Course.  
4. 3- Years Administrative experience in Govt./ Private Organisation. | Not exceeding 30 years |
| 2      | Head Clerk | 01 | (Group ‘B’) Non-Gazetted | Rs. 31,860 /- | 1. Graduate from a recognised University.  
2. Computer typing speed not less than 35 WPM.  
3. 6 - Months Computer Certificate Course.  
4. 3- Years Administrative experience in Govt./ Private Organisation. | |
| 3      | Sr. Storekeeper | 01 | (Group ‘B’) Non-Gazetted | Rs. 31,860 /- | 1. Graduate from a recognised University.  
2. Computer typing speed not less than 35 WPM.  
3. 6- Months Computer Certificate Course.  
4. 3- Years experience in handling store in Govt./ Private Organisation. | |
| 4      | Jr. Stenographer | 01 | Group ‘C’ | Rs. 23,388 /- | 1. 12th Class Pass or equivalent from a recognised Board or University.  
2. **SKILL TEST:-**  
Norms Dictation: 10mts.  
@ 80 words per minute.  
**Transcription:**  
50 mts.(English) 65 mts. (Hindi) on computers. | |
| 5      | Assistant Librarian | 01 | Group ‘C’ | Rs. 23,388 /- | 1. Diploma in Library Science from a recognised University.  
2. Computer typing speed not less than 35 WPM.  
3. 3- Months Computer Certificate Course.  
4. 2- Years experience in the library. | Not exceeding 27 Years |
| 6      | Accountant | 01 | Group ‘C’ | Rs. 26,810 /- | 1. Graduate in Commerce from a recognised University.  
2. Computer typing speed not less than 35 WPM.  
3. 3- Months Computer Certificate Course.  
4. 2- Years experience in accounting | |
| 7      | Cashier | 01 | Group ‘C’ | Rs. 18,243 /- | 1. 12th Passed from the recognised Board.  
2. Computer typing speed not less than 35 WPM.  
3. 3- Months Computer Certificate Course. | |
<table>
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<tr>
<th>Sr. No</th>
<th>Name of post</th>
<th>No. of post</th>
<th>Classification</th>
<th>Consolidated salary per month</th>
<th>Qualification</th>
<th>Age limit</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Laboratory Technician</td>
<td>04</td>
<td>Group ‘C’</td>
<td>Rs. 14,400/-</td>
<td>1. B.Sc (Physics &amp; Chemistry) from a recognised University</td>
<td>Not exceeding 27 years</td>
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<td>2</td>
<td>Workshop Instructor</td>
<td>04</td>
<td>Group ‘C’</td>
<td>Rs. 14,400/-</td>
<td>1. ITI Passed (Fitting, Turner, Carpenter, Welding) with 5-years experience OR Diploma in Mechanical with 3 years experience in registered workshop.</td>
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The desirous eligible candidates may apply in the prescribed application format with details like Name of Candidate, Present Address, Phone / Mobile No., Date of Birth, Educational Qualification, Experience, Domicile Certificate, Caste Certificate etc to the Asst. Director (Tech. Education), Government Polytechnic, Varkund, Nani Daman - 396210 by 5.00 pm on 10/11/2017 alongwith one Passport size photograph to be pasted on the application with duly self attested.

Person already in service with Government / other organisation should obtain “No objection Certificate” from concerned authority and enclose it with application.

Interview call letters will be sent to the eligible candidates through e-mail / SMS only. No interview call letter will be sent to the individual candidate by post.

The Candidates are advised to see the official website of the U.T. Administration of Daman & Diu www.daman.nic.in for latest updates.

(Signed)
(Lalit V. Solanki)
Asst. Director (Tech. Education)
Daman & Diu
APPLICATION FORMAT FOR THE POST
OF

(Application should be filled up by computerized only)

1. Name in full :
2. Father’s Name :
3. Present Postal Address :

4. E-mail :- :
5. Mobile No. :
6. Nationality :
7. Date of Birth (DD/MM/YYYY) :
8. Domicile of Daman / Diu : Yes / No / Other
9. Educational Qualification (From SSC Onwards) :-

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Qualification</th>
<th>Board / University</th>
<th>Year of Passing</th>
<th>Percentage</th>
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10. List of previous Employments:-

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<tr>
<th>Name of Organisation</th>
<th>Designation</th>
<th>Pay Scale with date</th>
<th>Period of Service From</th>
<th>To</th>
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</table>

11. Any other relevant Information:- ________________________________

Declaration:-

I, declare that I fulfill all the condition of eligibility regarding age limit and Education Qualification, Experience etc., for the post of ____________________________.

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:- / /2017

(Signature of Candidate)

(PTO)
=> List of Certificates/Documents to be attached with the Application are as under :-
1. SSC Marksheet.
2. HSC Marksheet.
3. Leaving Certificate.
4. Degree Certificate along with all marksheets (Semester/Year Wise).
5. Post Graduate Degree Certificate along with all marksheets (Semester/Year Wise).
8. SC/ST/OBC Certificates issued by the Mamlatdar, Daman/Diu.
10. Any other relevant documents.