

U.T. Administration of Daman & Diu
Department of Planning & Statistics
Secretariat, Fort Area,
Moti Daman – 396 220

No: DPS/306(26)/2018-19/1539

Dated: 11/08/2018

ADVERTISEMENT FOR WALK IN INTERVIEW

The Joint Director, Department of Planning & Statistics, Daman and Diu will conduct a walk in interview for filling up the below mentioned posts purely on short-term contract basis for a period of 11 months on fixed pay per month.

Designation	No. of Post	Consolidated remuneration per month	Essential Qualification	Desirable Qualification
Lower Division Clerk	1	Rs. 18,000/-	<ul style="list-style-type: none">• 12th Class or equivalent qualification form recognized board or university• 3 months Computer Certificate Course• Skill test: English typing not less than 35wpm• Age: Not exceeding 27 years	<ul style="list-style-type: none">• Proficiency in English and local Language
Data Processing Assistant	1	Rs. 15,000/-	<ul style="list-style-type: none">• Graduate Degree from any recognized university.• Non- computer degree candidate must have Diploma / Certificate in computers/ IT for minimum duration of one – year from any recognized institute / organization.• Must be well conversant with typing on computer• Should have good command over Hindi / English & Local Languages.• Age: Not exceeding 27 years	<ul style="list-style-type: none">• 1 year experience in relative field like data collection, compilation and data entry, etc.
Total	2			

2. Candidates applying for the above positions will have to appear for walk-in-interview in the Office of the Joint Director / Addl. Chief Registrar of Births and Deaths, Department of Planning & Statistics, Secretariat, Fort Area, Moti Daman at **09:00 AM on 22/09/2018**

3. Candidates appearing for the interview shall report at **09:00 AM on 22/09/2018 sharp** for their document verification with original documents.

