

U.T. ADMINISTRATION OF DAMAN & DIU.
DIRECTORATE OF EDUCATION
SAMAGRA SHIKSHA,
DAMAN

No. ADE/DMN/SSA/Recruit./2019-20/848

Date: 19th June, 2019

ADVERTISEMENT

Samagra Shiksha, a Centrally Sponsored Scheme (CSS), UT Administration of Daman & Diu invites application from eligible candidates to be filled for the post of MIS Coordinator (Block Level), Accountant (Block Level) and Data Entry Operator (Block Level) on Contractual Basis.

Eligible candidates who fulfill the conditions mentioned below for the under mentioned posts which are to be filled on CONTRACT BASIS may submit their application in prescribed format giving full Biodata (Including Name, Address, Age, Date of Birth, Education and Professional Qualifications, Experience, Contact No.,) along with one set of self-attested photocopies of all academic qualification/ testimonials/ experience certificates and one passport size photograph affixed on applications along with all required original certificates on or before 04/07/2019 (5:00 PM) in the office of State Project Director/ Director (Education), Samagra Shiksha, Secretariat, Fort Area, Moti Daman.

S. No.	Name of Post	Salary	No. of Post	Age limit in year	Proposed Qualification
1.	MIS Coordinator (Block level)	Rs. 18,000/-	01	30	1. Degree with one year PGDCA from recognized university. OR M.Sc. (IT/C.S.) from recognized university. OR MCA from recognized university. OR B.E. (Computer/IT) from recognized university. 2. One year Experience. 3. Candidates must have proficiency in reading, writing & speaking in English, Gujarati & Hindi.




S. No.	Name of Post	Salary	No. of Post	Age limit in year	Proposed Qualification
2.	Accountant (Block level)	Rs. 15,000/-	01	30	<p>1. B.Com with accountancy with at least 55% from recognized university.</p> <p>2. Certificate course in Computer Accountancy like Tally etc.</p> <p>3. Two year Experience filed.</p> <p>4. Candidates must have proficiency in reading, writing & speaking in English, Gujarati and Hindi.</p>
3.	Data Entry Operator (Block level)	Rs. 13000/-	01	30	<p>1. Degree from recognized university</p> <p>2. Candidate must have at least 6 months certificate course in computer from recognized institute.</p> <p>3. English Tying Speed: 35 W.P.M.</p> <p>4. Candidates must have proficiency in reading, writing & speaking in English, Gujarati and Hindi.</p>

Note:

1. Any Indian Citizen can apply for the Post, however applicant having domicile of Daman & Diu shall be given weightage.
2. The candidates found eligible shall be interviewed.
3. The candidates should also bring all the original certificates of Educational/ Professional Qualification Experience (if any), Proof of age etc. at the time of interview.
4. The selected candidate will not have any right or claim for regularization again the regular permanent vacancies.
5. The advertisement along with the application can be downloaded from the official website daman.nic.in.
6. The applicants are requested to log in to daman.nic.in for further updates.

7. Application in the prescribed format (enclosed herewith) with copy of relevant documents should reach to the Office of the State Project Director (SS)/Director of Education, Directorate of Education, Secretariat, Moti Daman during working hours but not later than **4th July, 2019 by 05:00 P.M.**
- Interview will be held in the chamber of Director of Education/ SPD-SS, Daman & Diu, Secretariat, Moti Daman on **16th July, 2019 by 10:00 A.M.** onwards of the eligible/shortlisted candidates only. **(List of eligible candidate will be published on www.daman.nic.in)**

Encl.:- As above



(M. D. Patel)
Assistant Director of
Education,
Daman & Diu,
Daman.

To:-

The SIO (NIC), Daman with the request to upload the above advertisement with enclosure on official website i.e. on www.daman.nic.in.

Annexure-I

**UT Administration of Daman & Diu
Directorate of Education,
Samagra Shiksha
Daman**

Paste duly attested
recent passport size
Photograph

Application for the Post of _____

1. Name in full (in block letters) :
2. Father's / Husband's Name :
3. (a) Date of Birth (In Figures) : Date: _____ Month: _____
Year: _____
(b) Date of Birth (In Words) :
(c) Age as on dt. ___ / ___ / _____ :
4. Marital Status : Married/ Unmarried
5. Gender : Male/ Female
6. Nationality :
7. Religion :
8. Aadhaar Number:
9. Mobile Number/ Telephone No. :
10. Email address :
11. Whether belongs to : SC/ ST/ OBC / General/PH
(Please attach certified documentary
Proof issued by appropriate authority)
12. Domicile of Daman & Diu, UT : Yes / No
13. Address for Correspondence :
(in block letters with Pin Code,
Tel. No/ Mobile No., Email)

14 Permanent Address :

15 Educational Qualification (please attached proof):

S. No.	Qualification	Year of Passing	Institution	Board/ University	Percentage
1					
2					
3					
4					
5					
6					

DECLARATION

I certify that, the above information is correct and complete to the best of my knowledge & belief and nothing has been concealed/ distorted. If at any time, it is found that any material information, concealed/ distorted, my candidature/ appointment shall be liable to summarily rejected/ terminated without any notice/ compensation.

Place:-

Date:-

SIGNATURE OF THE CANDIDATE