

No.6/13/2013-PER/DR-P/ 2590
Administration of Daman & Diu,
Department of Personnel &
Administrative Reforms,
Secretariat, Daman – 396 220
e-mail : pers-dd@nic.in

Dated : 17/12/2015.

READ : Circular No.6/13/2013-PER/DR-P/2887 dated 20-12-2013.

C I R C U L A R

Sub: Proposals for Direct Recruitment – Proforma for receipt of Application form including the ICT Skill courses and Advertisement – reg.

In partial modification of the Circular quoted in the preamble above, and in pursuance of Office Memorandum No.1-1-87-CS/PF/1759 dated 29-09-2015 prescribing marks for ICT skills, the Proforma for receipt of application form is amended for Direct Recruitment as per Annexure - I attached with this circular.

2. All Heads of Offices must ensure that applications are received in this proforma only.

Encl : Annexure – I

(P.S. Jani)

Additional Secretary (Pers.)

To,
All Heads of Offices,
Daman & Diu.

Copy to :

1. All Secretaries in the UT Administration of Daman & Diu.
2. The SIO, NIC, Daman for uploading the same in Administration Website.

APPLICATION FOR THE POST OF

<Name of Post>

Administration of Daman & Diu

<Name of Department >

Paste recent
Passport size
Photograph duly
Self Attested

- 1 Applicant's Name (in Block Letter) : _____
- 2 Father's Name (in Block Letter) : _____
- 3 Residential Address : _____
: _____
: _____
- 4 Date of Birth (DD / MM / YYYY) : _____
- 5 Gender (Male / Female) : _____
- 6 Whether SC / ST / OBC / PH : _____
- 7 Domicile of Daman / Diu : _____ (Yes /No)

8 Educational Qualification

Sr. No.	Board / University	Year of passing	Percentage

9 (a) Information / documents regarding Educational and other Qualifications: (✓ as appropriate)

i. Essential:	<Please state here the "Essential qualification(s)" as per the existing notified Recruitment Rules for the post.>	<input type="checkbox"/>
ii. Desirable:	<Please state here the "Desirable qualification(s)" as per the existing notified Recruitment Rules for the post.>	<input type="checkbox"/>

9 (b) Information regarding Knowledge of Information & Communication Technology Skills:

Sr. No.	ICT Skill (✓ in the next column as applicable)	
1	Has studied and passed Computer Science / Information Technology as a subject at Std. 12 th level or at any higher level or BCC or any higher level course of NIELIT.	<input type="checkbox"/>
2	CCC course of NIELIT or any higher level course of NIELIT.	<input type="checkbox"/>
3	B.Sc in Computer Science / Information Technology / BCA	<input type="checkbox"/>
4	B.Tech in Computer Science / Information Technology / M.Sc in Computer Science	<input type="checkbox"/>
5	M.Tech in Computer Science / Information Technology / MCA	<input type="checkbox"/>
6	None of the above	<input type="checkbox"/>

10 Experience, if any

Name of Organisation	Designation	Nature of Duty	Period of Service	
			From	To

Declaration:

I, declare that I fulfill all the conditions of eligibility regarding age limit and Education Qualification, Experience etc., for the post of <Name of post>

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: _____

(Signature of Candidate)

Unsigned application will be rejected

Note : Attach self attested copy of Birth / Educational / Experience Certificate / Caste Certificate (if relevant), Domicile Certificate (if of Daman & Diu), Physically Handicapped Certificate (if relevant) failing which the application will be summarily rejected.