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:-

Sr. No	Name of post	No of post	Group	Pay band + Grade Pay	Educational Qualification	Age Limit
1.	Data Entry Operator	03 Un-reserved (UR)	Group'C'	PB-1 (5200-20200) + GP 2800	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).	Between 18 and 27 years (Relaxable for Government Servant upto 40 years in accordance with the instructions or order issued by the Central Government).

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.

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(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

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Attested
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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

Sr. No.	Board / University	Year of Passing	Percentage

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

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 **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

Place :

⇨**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. Marksheets
   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.