UT ADMINISTRATION OF DAMAN & DIU
O/o. THE BLOCK DEVELOPMENT OFFICER,
DISTRICT PANCHAYAT CAMPUS,
DHOLAR, MOTI DAMAN – 396 220.

NO.BDO/DMN/VPS/2015-2016/ 459   Dated : 27/11/2015.

ADVERTISEMENT

Applications are invited for filling up the post of Village Panchayat Secretary in the Administration of Daman & Diu as under:-

Sr. No.	Name of the Post & Pay Scale	No. of Posts	Educational Qualification	Age Limit	Reservation
1	**Village Panchayat Secretary** Pay Scale of Rs. 5200-20200 (Grade Pay Rs. 2000)	03 (Three)	**Essential:-** 1. H.S.C.E. (XII) with 50% from a recognized board. 2. Diploma or Certificate of Computer Course of at least 3 months duration from a reputed institute. **Desirable:-** 1. Diploma in Rural Work From any recognized University. 2. Degree from any Recognized University. 3. Knowledge of Reading, writing and speaking of local language i. e. Gujarati & Hindi	**Age –** 18 to 30 years. (Relaxable for Government Servants up to 5 years accordance with the instructions or orders issued by the Central Government)	**OBC - 01** **UR-02**

The Candidates should submit applications giving full details regarding Educational and other Qualification, Date of Birth, Experience, etc. accompanied with attested copies of each certificate so as to reach to the O/o. Block Development Officer, District Panchayat Campus, Moti Daman, Daman - 396 220, **on or before 28/12/2015** The format of **application form** is available on website: **www.daman.nic.in.**

Any Indian Citizen can apply for the Post. However, applicant having Domicile of Daman and Diu shall be given weightage in accordance with OM No. 1-1-87-CS/PF/2823, dated 16/12/2013, subject to producing Domicile Certificate Issued by the Mamlatdar, Daman/Diu. The Candidates Claiming OBC shall be required to furnish a copy of Certificate issued by Competent Authority that he/she belongs to OBC community alongwith his/her application. The Applications received with requisite documents as stated above shall only be taken into consideration, if received within the stipulated time. No correspondence will be entertained as regards incomplete/time barred applications.

(S.S.Thakkar) 27/11/2015
Block Development Officer
Daman.

To,
1. The Field Publicity officer, Daman with a request to publish the above advertisement in the Three local News Papers (Two Hindi and One Gujarati) and Two National Dailies (i.e. **<Mumbai - The Indian Express>** and **<Delhi - The Hindu>** Edition).
2. All Head of Offices, Daman for information and wide publicity.
3. DIO, NIC, Daman to upload the same on official website of UT Administration of Daman & Diu.
4. The Collector, Diu with request to circulate the same to All Head of Offices in Diu District for wide publicity.
5. Office Copy/Guard file.

APPLICATION FOR THE POST OF **VILLAGE PANCHAYAT SECRETARY**

U.T. ADMINISTRATION OF DAMAN & DIU

O/o. THE BLOCK DEVELOPMENT OFFICER,

DISTRICT PANCHAYAT CAMPUS,

DHOLAR, MOTI DAMAN – 396 220.

Paste Recent
Passport Size
Photograph
Self Attested

1. Applicant's Name (In Block Letters)   :- _____
2. Father's Name (In Block Letters)   :- _____
3. Residential Address   :- _____
                                               _____
                                               _____
4. Date of Birth (DD/MM/YYYY)   :- _____
5. Gender   :- _____
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	1. H.S.C.E. (XII) with 50% from a recognized board. 2. Diploma or Certificate of Computer Course of at least 3 months duration from a reputed institute.	☐
ii. Desirable	1. Diploma in Rural Work From any recognized University. 2. Degree from any Recognized University. 3. Knowledge of Reading, writing and speaking of local language i. e. Gujarati & Hindi	☐

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. 12th level or at any higher level or BCC or any higher level course of NIELIT.	☐
2.	CCC Course of NIELIT or any higher level course of NIELIT.	☐
3.	B.Sc in Computer Science/ Information Technology/ BCA	☐
4.	B.Tech in Computer Science/ Information Technology/M.Sc in Computer Science	☐
5.	M.Tech in Computer Science/ Information Technology/MCA	☐

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

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 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.

Date :-

Place :-

(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.