

U.T Administration of Daman & Diu
O/o the Assistant Director (Tech. Education)
Government Polytechnic,
Varkund, Nani Daman – 396210

No. GEC-EST-ADTE/2017-18/862

Dated :26/10/2017

ADVERTISEMENT

The following posts are to be filled on “**Short Term Contract**” basis in the Government Engineering College, Daman for a period of six months as under :-

(A) Administrative staff :-

Sr. No	Name of post	No. of post	Classification	Consolidated salary per month	Qualification	Age limit
1	Superintendent	01	(Group ‘B’) Gazetted	Rs. 31,860 /-	1. Graduate from a recognised University. 2. Computer typing speed not less than 35 WPM. 3. 6 -Months Computer Certificate Course. 4. 3- Years Administrative experience in Govt./ Private Organisation.	Not exceeding 30 years
2	Head Clerk	01	(Group ‘B’) Non-Gazetted	Rs. 31,860 /-	1. Graduate from a recognised University. 2. Computer typing speed not less than 35 WPM. 3. 6 - Months Computer Certificate Course. 4. 3- Years Administrative experience in Govt./ Private Organisation.	
3	Sr. Storekeeper	01	(Group ‘B’) Non-Gazetted	Rs. 31,860 /-	1. Graduate from a recognised University. 2. Computer typing speed not less than 35 WPM. 3. 6- Months Computer Certificate Course. 4. 3- Years experience in handling store in Govt./ Private Organisation.	
4	Jr. Stenographer	01	Group ‘C’	Rs. 23,388 /-	1. 12 th Class Pass or equivalent from a recognised Board or University. 2. <u>SKILL TEST:-</u> <u>Norms Dictation:</u> 10mts. @ 80 words per minute. <u>Transcription:</u> 50 mts.(English) 65 mts. (Hindi) on computers.	Not exceeding 27 years
5	Assistant Librarian	01	Group ‘C’	Rs. 23,388 /-	1. Diploma in Library Science from a recognised University. 2. Computer typing speed not less than 35 WPM. 3. 3 -Months Computer Certificate Course. 4. 2- Years experience in the library.	
6	Accountant	01	Group ‘C’	Rs. 26,810 /-	1. Graduate in Commerce from a recognised University. 2. Computer typing speed not less than 35 WPM. 3. 3- Months Computer Certificate Course. 4. 2- Years experience in accounting.	
7	Cashier	01	Group ‘C’	Rs. 18,243 /-	1. 12 th Passed from the recognised Board. 2. Computer typing speed not less than 35 WPM. 3. 3 -Months Computer Certificate Course.	

	Data Entry Operator	01	Group 'C'	Rs. 26,810 /-	1. Graduate from a recognised University. 2. Computer typing speed not less than 35 WPM. 3. 3- Months Computer Certificate Course.	
9	Upper Division Clerk(UDC)	01	Group 'C'	Rs. 23,388 /-	1. 12 th Passed from the recognised Board. 2. Computer typing speed not less than 35 WPM. 3. 3- Months Computer Certificate Course. 4. 2- Years Administrative experience.	
10	Lower Division Clerk(LDC)	01	Group 'C'	Rs. 18,243 /-	1. 12 th Passed from the recognised Board. 2. Computer typing speed not less than 35 WPM. 3. 3 -Months Computer Certificate Course.	
	Total	10				

(B) Teaching –Supporting Staff:-

Sr. No	Name of post	No. of post	Classification	Consolidated salary per month	Qualification	Age limit
1	Laboratory Technician	04	Group 'C'	Rs. 14,400 /-	1. B.Sc (Physics & Chemistry) from a recognised University	Not exceeding 27 years
2	Workshop Instructor	04	Group 'C'	Rs. 14,400 /-	1. ITI Passed (Fitting, Turner, Carpenter, Welding) with 5-years experience OR Diploma in Mechanical with 3 years experience in registered workshop.	
	Total	08				

The desirous eligible candidates may apply in the prescribed application format with details like Name of Candidate, Present Address, Phone / Mobile No. , Date of Birth, Educational Qualification, Experience, Domicile Certificate, Caste Certificate etc to the Asst. Director (Tech. Education) , Government Polytechnic, Varkund, Nani Daman- 396210 by 5.00 pm on 10/11/2017 alongwith one Passport size photograph to be pasted on the application with duly self attested.

Person already in service with Government / other organisation should obtain “No objection Certificate” from concerned authority and enclose it with application.

Interview call letters will be sent to the eligible candidates through e-mail / SMS only. No interview call letter will be sent to the individual candidate by post.

The Candidates are advised to see the official website of the U.T. Administration of Daman & Diu www.daman.nic.in for latest updates.


(Lalit V.Solanki)
 Asst. Director (Tech. Education)
 Daman & Diu

APPLICATION FORMAT FOR THE POST
OF _____

(Application should be filled up by computerized only)

Paste recent Self
Attested
Passport size
Photograph

1. Name in full : _____
2. Father's Name : _____
3. Present Postal Address : _____

4. E- mail :- : _____
5. Mobile No. : _____
6. Nationality : _____
7. Date of Birth (DD/MM/YYYY) : _____
8. Domicile of Daman / Diu : Yes / No / Other

9. Educational Qualification (From SSC Onwards) :-

Sr. No.	Qualification	Board / University	Year of Passing	Percentage
1.				
2.				
3.				
4.				

10. List of previous Employments:-

Name of Organisation	Designation	Pay Scale with date	Period of Service	
			From	To

11. Any other relevant Information:- _____

Declaration:-

I, declare that I fulfill all the condition 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 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:- / /2017

(Signature of Candidate)

(PTO)

=> List of Certificates /Documents to be attached with the Application are as under :-

- 1.SSC Marksheet.
- 2.HSC Marksheet.
- 3.Leaving Certificate.
- 4.Degree Certificate alongwith all marksheets (Semester/Year Wise).
- 5.Post Graduate Degree Certificate alongwith all marksheets (Semester/Year Wise).
- 6.Ph.D Degree Certificate.
- 7.Domicile Certificate issued by the Mamlatdar, Daman/Diu.
- 8.SC/ST/OBC Certificates issued by the Mamlatdar, Daman/Diu.
- 9.Computer Certificate Course.
- 10.Any other relevant documents.