

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/ 900

Dated : 02/11/2017

REVISED ADVERTISEMENT

The advertisement No. GEC-EST-ADTE/2017-18/862 dated 26/10/2017 regarding filling-up the following posts on **“Short Term Contract Basis”** in the Government Engineering College, Daman for a period of six months has been revised as under :-

(A) Administrative staff :-

S r. N o	Name of post	No. of post	Consolidated salary per month	Qualification	Age limit
1	Superintendent	01	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. 4- Years Administrative experience in Govt./ Private Organisation.	Not exceeding 30 years
2	Head Clerk	01	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	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/Storekeeping in Govt./ Private Organisation.	
4	Jr. Stenographer	01	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 (short hand). <u>Transcription:</u> 50 mts.(English) 65 mts. (Hindi) on computers.	Not exceeding 27 years
5	Assistant Librarian	01	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	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 in Govt./Private Organisation.	
7	Cashier	01	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.	
8	Data Entry Operator	01	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	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 in Govt./Private Organisation.	

10	Lower Division Clerk(LDC)	01	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:-

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

Note :

1. 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 Assistant Director (Tech. Education) , Government Polytechnic, Varkund, Nani Daman- 396210 by 5.00 pm upto 15/11/2017 alongwith one Passport size photograph to be pasted on the application with duly self attested. Application format is available on official website: www.daman.nic.in. Person already in service with Government / other organisation should obtain “No objection Certificate” from concerned authority and enclose it with application.
2. Appropriate weightage will be given to the Domicile candidates of Daman & Diu during the selection process as decided by the Selection Committee.
3. Age relaxation will be provided to the employees of U.T Administration of Daman & Diu working on Daily Wages /Contract /Ad-hoc /Work -Charge etc. in accordance with the order issued by the U.T Administration of Daman & Diu from time to time.
4. The Selected candidate will not have any right or claim for regularisation against the regular / permanent vacancies.
5. The advertisement alongwith the application can be downloaded from the official website www.daman.nic.in
6. The applicants are requested to log in to www.daman.nic.in for further updates. No interview call letters will be sent to the eligible candidate by post.

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

FORMAT

⇒ APPLICATION FOR THE POST OF _____

Paste recent Self
Attested Passport
size Photograph

(Application should be filled up by computerized only)

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) : ____/____/____ Age as on 15/11/2017 ____/____/____
8. Domicile of Daman / Diu : Yes / No / Other(Please tick)
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)

=> The following Certificates /Documents as applicable 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 relavant documents.