

U.T. Administration of Daman & Diu
Department of Planning & Statistics
Secretariat, Fort Area,
Moti Daman – 396 220

No: DPS/306(26)/2018-19/1539

Dated: 11/09/2018

ADVERTISEMENT FOR WALK IN INTERVIEW

The Joint Director, Department of Planning & Statistics, Daman and Diu will conduct a walk in interview for filling up the below mentioned posts purely on short-term contract basis for a period of 11 months on fixed pay per month.

Designation	No. of Post	Consolidated remuneration per month	Essential Qualification	Desirable Qualification
Lower Division Clerk	1	Rs. 18,000/-	<ul style="list-style-type: none">• 12th Class or equivalent qualification form recognized board or university• 3 months Computer Certificate Course• Skill test: English typing not less than 35wpm• Age: Not exceeding 27 years	<ul style="list-style-type: none">• Proficiency in English and local Language
Data Processing Assistant	1	Rs. 15,000/-	<ul style="list-style-type: none">• Graduate Degree from any recognized university.• Non- computer degree candidate must have Diploma / Certificate in computers/ IT for minimum duration of one – year from any recognized institute / organization.• Must be well conversant with typing on computer• Should have good command over Hindi / English & Local Languages.• Age: Not exceeding 27 years	<ul style="list-style-type: none">• 1 year experience in relative field like data collection, compilation and data entry, etc.
Total	2			

2. Candidates applying for the above positions will have to appear for walk-in-interview in the Office of the Joint Director / Addl. Chief Registrar of Births and Deaths, Department of Planning & Statistics, Secretariat, Fort Area, Moti Daman at **09:00 AM on 22/09/2018**

3. Candidates appearing for the interview shall report at **09:00 AM on 22/09/2018** sharp for their document verification with original documents.

4. Candidates appearing for the interview shall attach original documents of their educational qualifications, experience, one passport size photo duly filled-in in the prescribed format as enclosed, along with photo copy of the certificates self attested. Persons already in service with Government / other organisation should obtain "No Objection Certificate" from concerned authority and enclosed it with application.
5. Weightage will be given to the Domicile candidates of Daman & Diu as per the Administration rules.
6. Age relaxation will be provided to the employees of U.T. Administration of Daman & Diu working on daily wages / contract / ad-hoc / works charge etc, in accordance with the order issued by the U.T. Administration of Daman & Diu from time to time.
7. The selected candidate will not have any right or claim for regularisation against the regular / permanent vacancies.
8. No TA/DA will be paid to candidates for attending the interview

Dr. S. D. Bhardwaj
11.9.18

(Dr. S. D. Bhardwaj)
Jt. Director (Plg. & Stat.)/
Addl. Chief Registrar (B & D)
Daman & Diu

Copy to:

The State Informatics Officer, NIC, Daman with request to upload the same on Official Website.

U.T. Administration of Daman & Diu
Department of Planning & Statistics
Application for the post of _____

Affix a recent
self-attested
passport size
photo

- 1 Name :
- 2 Sex :
- 3 Date of Birth (DD/MM/YYYY) :
- 4 Father/ Husband's Name :
- 5 Permanent Address :
- 6 Email :
- 7. Domicile of Daman & Diu (Yes/ No) ? :

8. Educational Qualifications

Education detail (from Higher to lower)	Percentage	Board/ University	State	Passing Year

9. Experience (if any):

Name of the organization	Nature of Duty	Duration	Pay

- 1) I, declare that I fulfill all the conditions of eligibility regarding age limit and Education Qualification and other qualification etc.
- 2) I declare that all statements made in this application form are true, complete and correct to the best of my knowledge and belief.

Date :
Place:

Name & Signature of the candidate