

**U.T. ADMINISTRATION OF DAMAN AND DIU  
OFFICE OF THE COLLECTORATE  
BAL BHAVAN BOARD, DAMAN**

NO.DMN/B.B.B./ Recruitment./ 2018-'19/161118

Dated : 27.12.2018

**ADVERTISEMENT**

The Vice Chairperson & Collector, Collectorate, Bal Bhavan Board invites applications for filling up the following posts on contractual basis. All the candidates are requested to submit their application form by 22.1.2019 by 15.00n hrs at the following Address : The Director, Bal Bhavan, Near Foot Ball Ground, Moti Daman.

Sr. No.	Name of Post	Educational Qualifications	Salary
1	Administrative Assistant	1.Master's/ Bachelor's Degree from any Recognised University with minimum 55 % 2. Diploma or equivalent Degree in Computer from recognized institute 3. At least 3 years experience in similar post including Accounting work. 4. Min. 40 W.P.M. typing speed 5. Knowledge of English, Hindi and Gujarati Language.	Rs. 15,000 /- p.m.
2	Lower Divisional Clerk	1.Bachelor's degree from any recognized university with min. 55 % 2. Diploma or equivalent degree in Computer from recognized institute 3.Min. 30 W.P.M. Typing speed	Rs. 10, 000 /- p.m.
3	Music Teacher	Diploma in Music/ B.A. in Music & Shiksha Visharad	Rs. 500 /- per Class

**NOTE :**

1. The appointment shall not entitle them for any claim of regular job in future and this term shall be incorporated in their contract agreement.
2. All the candidates shall fill the following form, bring original documents and a copy on the date of interview.
3. The date for interview and typing test will be further intimated to all the eligible candidates.

Sd/-  
Vice Chairperson & Collector  
Bal Bhavan Board

**U.T. Administration of Daman & Diu  
Bal Bhavan Board**

**APPLICATION FORM**

Affix  
Recent  
Passport  
size photo

Name of Post applied for.....

Name of candidate (in block letters) .....

Father's name: .....

Address for communication:.....

.....

Contact No : 1. ....2.....

E-mail address : .....

Date of birth: .....(attested copy of valid Proof should be enclosed)

Age (as on 11/12/2018) Years..... Months .....Days.....

Category : ST / SC / OBC / Others (attested copy of valid Proof should be enclosed)

Domicile of Daman & Diu : Yes / No. (attested copy of Domicile Certificate issued by Mamlatdar, Daman & Diu should be enclosed)

Languages Known : .....

Marital Status: Married / Unmarried

Educational Qualification :

Sr.No	Name of the degree	Board/ University	Year of Passing	Percentage / Grade
1				
2				
3				
4				

Any other : .....

Work Experience : .....

I hereby declare that all the statements made by me in the application form and information sheet are true and complete to the best of my knowledge and belief. I also understand that in case, any of my statements is found untrue during any stage of recruitment and thereafter, I shall be disqualified for the post applied for and I shall be liable for any penal action. Date: Place: Signature of candidate · Attested Copies of Relevant Certificate / Documents should be attached along with application form · Incomplete or Unsigned Application will be rejected.

Signature of the Applicant