

No.1/103/03-Per/Vol-VI/4493
 Administration of U.T. of Daman & Diu,
 Department of Personnel & Administrative Reforms,
 Secretariat, Daman - 396 220.
 Tel. No. 0260 - 2231707 Fax No. 0260 - 2230023

Dated : 22/03/2012.

C I R C U L A R

The departmental examination for promotion of Multi Tasking Staff to the post of Lower Division Clerk is scheduled to be held on 29/03/2012. The exam schedule and other related information about the departmental examination is shown below :-

- 1) The examination is scheduled to be held on : 29/03/2012
- 2) Venue : Conference Hall, Collectorate, Dholar, Moti Daman.
- 3) Time Schedule : The duration of examination will be for a period of 2 hours, i.e. from 10.00 am to 12.00 noon.

The reporting time on the examination centre is 9.30 a.m.
- 4) Brief Detail of the Examination : The question paper will be of 100 questions with one mark to each question and to be sum-up with following subjects, in Hindi & English. The question shall be with multiple choices answer.
 - 1) Establishment
 - 2) General knowledge of Computer
 - 3) Office Procedure
 - 4) G.F.R.
 - 5) Conduct Rules.
 - 6) CCS (CCA) Rules

Minimum passing marks will be 35 marks.

The list of eligible candidates circulated vide O.M. No.1/103/03-Per/Vol.VI/2789 dated 11/11/2011 is enclosed herewith. The Concerned Head of Offices are requested to bring this to the notice of the concerned officials, without fail:

Encl: As above.

(P.S. Jant)
 Joint Secretary (Pers.)

To,
 All Concerned Head of Offices,
 Daman.

Copy to :-

1. The Deputy Collector, Diu with a request to circulate the same to concerned Head of Offices in Diu District.
2. The Deputy Collector (HQ), Collectorate, Dholar, Moti Daman for kind information.
3. The D.I.O., N.I.C., Daman for uploading on the website.

C/114

No.1/103/03-Per/Vol.V/ 2322
Administration of Daman & Diu,
Department of Personnel &
Administrative Reforms,
Secretariat, Daman -- 396 220.

Dated: 11/11/2011.

OFFICE MEMORANDUM

A tentative Inter-se-Seniority List of Group 'C' official with Grade Pay of Rs.1800/- working under this Administration who have acquired HSC with Typing and knowledge of Computers, was circulated vide this Office memorandum No.1/103/03-PER/Vol.V/2322 dated 04/10/2011 inviting objections, if any, from the officials concerned. The Personnel Department has not received any claims or objections or suggestions in this regard.

Therefore, this list is treated as the Final Inter-se-Seniority List and the same is hereby circulated. The concerned Heads of Offices are requested to bring this to the notice of the concerned officials.

Encl: As above

(P.S. Jani)

Joint Secretary (Pers.)

To,
All Concerned Head of Offices,
Daman.

Copy to :-

1. The Deputy Collector, Diu with a request to circulate the same to concerned Head of Offices in Diu District.
2. The DIO, NIC, Daman for uploading in the Daman website.

ADMINISTRATION OF DAMAN & DIU
INTER-SE-SENIORITY LIST (ELIGIBILITY LIST) OF GROUP-C STAFFS HAVING GP OF RS.1800/- AS ON SEPTEMBER 2011

S. No.	NAME OF THE OFFICIAL	Designation	WHETHER SC/ST/OBC	DATE OF REGULAR APPOINTMENT	YEAR OF ACQUIRING HSC CERTIFICATE (12TH PASS)		WHETHER HAVING CERTIFICATE IN TYPING (30 W.P.M.)	WHETHER HAVING CERTIFICATE COMPUTER	AGE AS ON 01-10-2011
1	2	3	4	5	6	7	8	9	9
1	Shri S.B. Mehta	Peon	Neither	21/08/1989	March	2007	Oct, 1992	2003	52 years
2	Shri B.H. Kamli	Peon	Neither	22/08/1989	March	2009	Feb, 1991	2006	43 years
3	Shri Harkishan N. V.	Servant	SC	04/04/1990	March	2010	June, 2006	2005	45 years
4	Shri Suresh J. Patel	Peon	OBC	15/01/1993	March	2010	Oct, 1992	2008	40 years
5	Shri I.M. Kureshi	R.G.W.	Neither	20/08/1993	July	2008	Nov, 1991	2008	43 years
6	Shri Mansuri Munis A.	Peon	Neither	27/08/1993	March	1995	Feb, 2002	2002	43 years
7	Shri Bhatt Ashokkumar H	Peon	Neither	23/09/1994	April	2001	August, 1996	2000	38 years
8	Shri Pravin P. Rathod	Attendant	SC	29/05/1995	Oct	1992	Feb, 2011	2008	38 years
9	Shri Ganesh B. Halpati	Peon	ST	16/12/1997	March	2004	July, 1989	2007	47 years
10	Smt. Jacinta Fernandes	Peon	Neither	09/12/1998	March	1992	May, 1989	2002	42 years
11	Shri Santosh B. Bari	Workshop Attendant	Neither	16/06/1999	March	2000	April, 2004	2003	37 years
12	Shri Siraji Abdulsattar H.	Watchman	Neither	22/06/1999	March	2007	June, 1993	2008	42 years
13	Shri Jethwa Valji Karsan	Peon	SC	23/06/1999	March	1989	Oct, 1991	2003	44 years
14	Shri D.N. Bamania	Watchman	Neither	23/06/2000	March	1993	Nov, 2003	2005	38 years
15	Shri Vikas Nathu Jethwa	Watchman	SC	11/03/2002	April	2003	March, 2000	2001	28 years
16	Shri Gulab S. Halpati	Workshop Attendant	ST	01/12/2003	March	1992	March, 1992	2007	36 years
17	Shri Anand R. Varli	Watchman	ST	17/05/2004	Oct	1991	June, 1990	2003	38 years
18	Shri Dhaval S. Vaja	Peon	Neither	22/05/2008	Oct	2005	May, 2004	2007	23 years
19	Shri Patel Gulab D.	Watchman	OBC	07/04/2011	Oct	1993	March, 1991	2004	36 years
20	Shri Patel Vijay V	Multi Tasking Staff	Neither	03/05/2011	March	1997	May, 1995	1998	31 years

(P.S. Jani)
Joint Secretary (Pers.)