

UNION TERRITORY ADMINISTRATION OF DAMAN & DIU
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS,
SECRETARIAT, DAMAN.

No.1/17/89-PER/Vol.III/PART/4075


Dated : 18/02/2013

ADVERTISEMENT

Applications are invited for filling up one post of Junior Stenographer in the Administration of Daman & Diu as under :

Sr. No.	Name of the Post & Pay Scale	No. of Posts	Educational Qualifications	Age Limit	Reservation
1	Junior Stenographer PB-1 Rs.5200-20200 + Grade Pay of Rs.2400/- Group 'C' (Non-Gazetted)	01 (One)	Essential : (i) 12 th pass or equivalent from a recognized Board or University SKILL TEST : (i) Norms Dictation : 10 mts. @ 80 words per minute TRANSCRIPTION : (ii) 50 mts. (English) 65 mts. (Hindi) on Computers	Not exceeding 30 years (Relaxable for Government Servants in accordance with the instructions / orders issued by the Central Government. 05 years for ST candidates	ST - 01 (One)

The candidates should submit applications giving full details regarding Educational and other Qualifications, Date of Birth, Experience, etc. accompanied with attested copies of each certificate including Stenography Certificate, Typing & Computer Certificate so as to reach the Office of Deputy Secretary (Personnel), Department of Personnel & Administrative Reforms, Secretariat, Daman within **30 (Thirty) days** from the date of publication of this advertisement in newspaper at the latest. The candidates claiming ST shall be required to furnish a copy of certificate issued by Competent Authority that he / she belongs to ST community along with his / her applications. According to O.M. No.6/14/94-PER/404 dated 28-08-2006, the candidates should be required to furnish **Domicile Certificate** of UT of Daman & Diu issued by the respective Mamlatdar, Daman & Diu. The applications received with requisite documents as stated above shall only be taken into consideration if received within the stipulated time.


18.2.13
(B.S. Thakur)
Deputy Secretary (Pers.)

Copy to :
The DIO, NIC, Daman for uploading in the UT Administration Website.