

**ADMINISTRATION OF DAMAN & DIU (U.T)
SOCIAL WELFARE DEPARTMENT,
COLLECTORATE, DHOLAR,
MOTI DAMAN-396 220.**

NO.SW/356/2012-2013/

Dated: - /01/2013

ADVERTISEMENT FOR WALK-IN-INTERVIEW

The State Mission and State Resource Centre for Women, Daman & Diu, Daman is conducting a walk-in-interview for the following posts purely on contract basis. Details of posts are as follows:-

Sl. No.	Name of the Post with gross emoluments per month	No. of post	Age Limit	Qualification & Experience
1.	State Coordinator (₹ 35,000/- p.m)	01	Maximum 45 years	<p>Master's Degree in Social Work/ Economics/ Women's Studies/ Law/ Governance/ any other related field</p> <ul style="list-style-type: none"> • Minimum experience of 3 years of working on women's issues. • Good knowledge of computers and ability to work in MS Office packages. Working knowledge of spread sheet and presentation packages. • Experience in the livelihood sector, including exposure to the Microfinance sector.
2.	Research Officer (₹ 25,000/- p.m)	01	Maximum 45 years	<p><u>Essential:</u></p> <ol style="list-style-type: none"> 1. Master's Degree in Social Work/Economics/Women's Studies/Law/Governance/any other related field. 2. Minimum experience of 3 years in Research field. 3. Must have computer knowledge and ability to work in various MS Office, data analysis packages like SPSS, STATA etc. <p><u>Desirable:</u> Previous experience of working with the government.</p> <p><u>General Condition:</u> Involves extensive travel within the UT.</p>




3.	Data Entry Operator (₹ 10,000/- p.m)	01	Maximum 35 years	<p>Essential:</p> <ol style="list-style-type: none"> 1. Graduate in any discipline 2. Typing Speed of 30 wpm is essential 3. Minimum work experience of 3 years <p>Desirable:</p> <p>Diploma in Computer applications, Managing computer systems and hardware.</p>
4.	Peon (Multi Tasking Staff) (₹ 5,000/- p.m)	01	30 years	<p>Essential:</p> <ol style="list-style-type: none"> 1. 10th Pass or ITI pass or equivalent. <p>Desirable:</p> <p>Knowledge of local language</p>
05.	Village Coordinators at Panchayat Level (₹ 4,000/- p.m)	06 (Daman-4 & Diu-2)	Maximum 45 years	<ul style="list-style-type: none"> • Atleast Class Xth pass/12th Class pass (if the required qualification is not available then 8th Class pass). • Resident of same Gram Panchayat • Good communication skills in public relations, public dealing, information dissemination etc.

Candidates holding Domicile Certificate of Daman & Diu will be given preference. Eligible and desirous candidates may come for walk-in-interview for the above posts on 22/03/2013 (Friday) at 11:00 a.m. in the Chamber of Secretary (Social Welfare), O IDC Office, Fort Area, Moti Daman – 396 220. The applicant should bring a copy of bio-data and original certificates of their educational qualification and experience alongwith xerox copy of the certificates duly attested by a Gazetted Officer. Document verification will be carried out at O.I.D.C Office, Fort Area, Moti Daman from 9.00 to 10.30 AM strictly.

For the post at Sr.No.3, a typing test will be conducted on 22/03/2013 (Friday) after verification of documents from 8.00 a.m. to 10.00 a.m. at Technical Training Institute, Fort Area, Moti Daman and thereafter Oral Interview will be taken on the same day in the Chamber of Secretary (Social Welfare), O.I.D.C Office, Fort Area, Moti Daman – 396 220.

No T.A. / D.A. shall be paid for attending the interview.


(Kamlesh Hatta)
 Director (Social Welfare),
 Daman.