

**Daman & Diu e-Governance Society,
UT Administration of Daman & Diu, Office of the Director (IT),
Collectorate Campus, Dholar, Moti Daman. -396210**

No.:01/IT/DDeGS/File no.138/2013-14/36

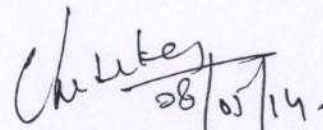
Date: 9/05/2014

ADVERTISHMENT FOR THE POST OF DATA ENTRY OPERATORS

The Department of Information Technology, UT Administration of Daman and Diu invite application from qualified persons as per the RRs shown below for the post of Dada Entry Operator as details below:

Sr. No.	Name of Post and Pay Scale	Location	Age	Qualification & Experience
1	Computer / Data Entry Operator Rs. 12,000/- Per month (Consolidated)	UT Administration of Daman and Diu.	18 to 25 Age relaxation is applicable as per rules and regulations of the UT Administration of Daman and Diu	ESSENTIAL: 1. Diploma in IT/EC/computer science or equivalent from recognized institute approved by any state/UT/Central Government or state board of Technical Education. OR 1. 12 th Standard Pass in any stream along with one year certificate course in computer from any recognized institute approved by state/UT/Central Government 2. Six months of Experience in Data Entry. DESIRABLE: 1. Minimum typing speed of 35 w.p.m. in English 2. Good communication skills in Hindi, Gujarati and English

The above post shall be filled up on contractual basis for various departments of UT Administration of Daman and Diu. Initially the contract period will be of 11 months, which will be renewed as per the requirement and performance of the candidate. Preference shall be given to candidate who has domicile certificate of UT of Daman & Diu. If numbers of candidates with domicile of UT of Daman & Diu are not available, the department shall proceed to select candidate without domicile of Daman & Diu. The Applicant may submit their application in given Performa available on <http://daman.nic.in> with relevant documents to "**Daman & Diu e-Governance Society, Department of Information Technology, Collectorate Campus, Dholar, Moti Daman, Phone No 0260-2230003 pin - 396220**" in an envelope super scribed by "Application for the post of Computer/Data Entry Operator" by post/by hand on or before 20/06/2014 at 4.00 p.m.


08/05/14.

(K. S. Chandrasekhar)

Joint Secretary (IT)/Member Secretary
Daman & Diu e-Governance Society,
Daman.

APPLICATION FOR THE POST OF
COMPUTER/ DATA ENTRY OPERATOR.

Affix
Passport size
photograph

1. Name in full(In Block Letters) :

2. Father's/Husband's Name :

3. Date of Birth (As per School Leaving Certificate, Please attach proof) :

4. Gender : Male Female

5. Nationality :

6. Category. :

(Please attach Certificate Issued by :
The Mamlatdar, Daman and Diu)

7. Domicile Certificate : Yes No

8. Mobile Number

9. Present address for correspondence :
(In block letter with Pin Code, Tel. No., Mobile No./ Fax. No.)

10. Permanent Address (Full Address) :

11. Educational Qualification (Please attached proof) :

Qualification	Year of Passing	Institution	Board / University	% Marks
S.S.C. (X)				
H.S.C. (XII)				
Diploma				
Others Certificate				

12.

Sr.No	Name of Office	Designations	Total year of Experience

DECLARATION

I certify that the above information is correct in best of my knowledge and belief and nothing has been concealed/ distorted. If at any time I am found to have concealed / distorted any material information, my appointment shall be liable to summary termination without notice/compensation.

Place :

Date :

Signature of Candidate

For Office Use Only

The candidate is eligible/not eligible.

Acknowledgment No. : _____ Checked