

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

No. 1/1/89-PER/Vol.III/PART/3433

Dated:- 30/01/2014.


**ADVERTISEMENT**

Applications are invited for filling up three posts of Junior Stenographer in the Administration of Daman & Diu as under:-

Sl. No	Name of the Posts & Pay Band/Pay scale	No. of Posts	Educational Qualifications	Age Limit	Reservation
1	Junior Stenographer PB-1 Rs. 5200-20200 + Grade Pay Rs. 2400/- Group 'C' (Non-Gazetted)	03 (Three)	<b><u>ESSENTIAL:</u></b>  i) 12 <sup>th</sup> pass or equivalent from a recognized Board or University.  <b><u>SKILL TEST NORMS:</u></b> I) Dictation : 10 mts. @ 80 words per minute. <b><u>TRANSCRIPTION:</u></b> (II) 50 mts.(English) 65 mts. (Hindi) on Computer.	Not exceeding 30 years (Relaxable for Government Servant in accordance with the instructions/orders issued by the Central Government)	ST - 01 (One)  OBC-01 (One)  UR-01 (One)

The candidates should submit applications in the **prescribed format** giving full details regarding educational and other Qualifications, Date of Birth, and Experience etc., accompanied with self attested copies of each certificate so as to reach the Office of the Deputy Secretary (Personnel), Department of Personnel & Administrative Reforms, Secretariat, Moti Daman -39220 within a period of sixty days from the date of publication of this Advertisement.

The candidates belongs to ST/OBC shall be required to furnish a self attested copy of certificate issued by the Competent Authority that he/she belongs to ST/OBC community alongwith his/her applications. **The applications received in the prescribed proforma with requisite documents as stated above shall only be taken into consideration if received within the stipulated time.** No correspondence will be entertained as regards incomplete/time barred applications.

  
(S. K. Varma)  
Deputy Secretary (Pers.)

Copy to:-  
The SIO, NIC, Daman for uploading in Administration Website.



APPLICATION FOR THE POST OF JUNIOR STENOGRAPHER

Administration of Daman & Diu  
Department of Personnel & Administrative Reforms,  
Secretariat, Daman

Paste recent  
Self Attested  
Passport size  
Photograph

- 1 Applicant's Name (in Block Letter) : \_\_\_\_\_
- 2 Father's Name (in Block Letter) : \_\_\_\_\_
- 3 Residential Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4 Date of Birth (DD / MM / YYYY) : \_\_\_\_\_
- 5 Gender : \_\_\_\_\_
- 6 Whether SC/ST/OBC/PH : \_\_\_\_\_
- 7 Domicile : DAMAN / DIU ( ✓ as appropriate)
- 8 Educational Qualification

Sr. No.	Board / University	Year of Passing	Percentage

9 Information / documents regarding Educational and other Qualifications :

- (i) 12<sup>th</sup> Class Pass or equivalent from a recognized Board or University  
(ii) Certificate of 80 Words Per Minute in English Shorthand.

10 Experience, if any

Name of Organisation	Designation	Nature of Duty	Period of Service	
			From	To

**Declaration :**

I, declare that I fulfill all the conditions of eligibility regarding age limit and Education Qualification, Experience etc., for the post of Junior Stenographer.

I declare that all statements made in this application form are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the examination, my candidature/appointment is liable to be cancelled

Dated :

(Signature of Candidate)

**Unsigned application will be rejected**

**Note :** Attach self attested copy of Birth / Educational / Experience Certificate / Caste Certificate (if relevant), Domicile Certificate (if of Daman / Diu), Physically Handicapped Certificate (if relevant) failing which the application will be summarily rejected.