

U.T. Administration of Daman & Diu
Office of the Assistant Registrar Cooperatives Societies,
Collectorate Building 1st Floor,
Dholar, Moti Daman-396220.

No. ARCS/DMN/Special Auditor/Cooperative Officer/157/2015-16/69 Dated :-08/06/2015

ADVERTISEMENT

Applications are invited for filling up of post of "**SPECIAL AUDITOR/COOPERATIVE OFFICER**" in the Office of the Registrar Cooperative Societies in the U.T. Administration of Daman & Diu.

Name of the post & Pay Scale	No. of post	Educational qualification	Age limit	Reservation
<p>SPECIAL AUDITOR/ COOPERATIVE OFFICER</p> <p>Pay band-2</p> <p>₹9300-34800 + Grade Pay ₹ 4200/-</p> <p>General Central Service Group 'B' Non-Gazetted (Non-Ministerial)</p>	02	<p>Essential :-</p> <ol style="list-style-type: none"> Degree of a recognized university or equivalent. Post Graduate Diploma in Cooperation/Co-operative Management of at least one year duration from Government recognized institution. 05 years experience in a responsible capacity in Cooperation including auditing of accounts of Cooperative Societies. <p>Desirable Knowledge of speaking, reading, understanding and explaining specific language i.e. Gujarati or Hindi.</p>	<p>Upto 30 years (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government)</p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India, (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).</p>	<p>UR-02</p> <p>(Two)</p>

The candidates should submit applications giving full details regarding Educational and other Qualifications, Date of Birth, Experience, etc. accompanied with self attested copies of each certificate so as to reach the **Office of the Assistant Registrar Cooperative Societies, Collectorate Building, 1st Floor, Dholar, Moti Daman-396220** within a period of (30) Thirty Days from the date of publication of this Advertisement.

Any Indian citizen can apply for the post. However, applicant having domicile of Daman & Diu shall be given weightage in accordance with O.M. No.1-1-87-CS/PF/2823 dated 16-12-2013 subject to him/her producing Domicile Certificate issued by Mamlatdar, Daman/Diu. **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 and will be rejected.

Seema Bawa
8/6/15
(Seema Bawa)
Assistant Registrar,
Cooperative Societies,
Daman.

To,

1. The Field Publicity Officer, Daman with a request to publish the above advertisement in the three local News Papers (i.e. two Hindi & one Gujarati) and two National dailies i.e. in one Mumbai edition and one Delhi edition. *(Hindi) + 01 English*
2. The SIO, NIC, Daman to upload the same on official website of U.T. Administration of Daman & Diu.
3. The Collector, Diu with a request to circulate the same to All Head of Offices in Diu District for wide publicity.
4. Office Copy /Guard File.

**APPLICATION FOR THE POST OF
SPECIAL AUDITOR/COOPERATIVE OFFICER**

Administration of Daman & Diu
Office of the Assistant Registrar Cooperatives Societies,
Collectorate Building 1st Floor,
Dholar, Moti Daman-396220.

Paste recent
Passport size
Photograph
self attested

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:

Essential

1. Degree of a recognized university or equivalent.
2. Post Graduate Diploma in Cooperation/Co-operative Management of at least one year duration from Government recognized institution.
3. 05 years experience in a responsible capacity in Cooperation including auditing of accounts of Cooperative Societies.

Desirable

Knowledge of speaking, reading, understanding and explaining specific language i.e. Gujarati or Hindi.

10. Experience, if any

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

Declaration :

I, declare that I fulfil all the conditions of eligibility regarding age limit and Education Qualification, Experience etc., for the post of **Special Auditor/Cooperative Officer.**

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/Education/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.