

**U.T. ADMINISTRATION OF DAMAN AND DIU
OFFICE OF THE COLLECTORATE
BAL BHAVAN BOARD, DAMAN**

NO.DMN/B.B.B./ Recruitment./ 2018-19/161118

Dated : 27.12.2018

ADVERTISEMENT

The Vice Chairperson & Collector, Collectorate, Bal Bhavan Board invites applications for filling up the following posts on contractual basis. All the candidates are requested to submit their application form by 22.1.2019 by 15.00n hrs at the following Address : The Director, Bal Bhavan, Near Foot Ball Ground, Moti Daman.

Sr. No.	Name of Post	Educational Qualifications	Salary
1	Administrative Assistant	1. Master's/ Bachelor's Degree from any Recognised University with minimum 55 % 2. Diploma or equivalent Degree in Computer from recognized institute 3. At least 3 years experience in similar post including Accounting work. 4. Min. 40 W.P.M. typing speed 5. Knowledge of English, Hindi and Gujarati Language.	Rs. 15,000 /- p.m.
2	Lower Divisional Clerk	1. Bchelor's degree from any recognized university with min. 55 % 2. Diploma or equivalent degree in Computer from recognized institute 3. Min. 30 W.P.M. Typing speed	Rs. 10, 000 /- p.m.
3	Music Teacher	Diploma in Music/ B.A. in Music & Shiksha Visharad	Rs. 500 /- per Class

NOTE :

1. The appointment shall not entitle them for any claim of regular job in future and this term shall be incorporated in their contract agreement.
2. All the candidates shall fill the following form, bring original documents and a copy on the date of interview.
3. The date for interview and typing test will be further intimated to all the eligible candidates.

Sd/-
Vice Chairperson & Collector
Bal Bhavan Board

