

**BY MAIL TO ALL CONCERNED CANDIDATES**

**U.T. Administration of Dadra & Nagar Haveli  
( Staff Selection Board )  
Silvassa**

\*\*\*

**No. 1/4/2018-SSB/113**

**Date: 14/02/2019**

**NOTICE**

**Subject: Regarding verification of documents for the post of  
'Accounts Assistant' in the U.T. of D.N.H.**

With reference to above cited subject, candidate as per **Annexure** is directed to remain present on **18/02/2019 at 11:00 AM** in the office of the **Deputy Secretary, Department of Personnel, Room No.07, Secretariat, Silvassa** alongwith the following original Certificates and also two sets of self attested copy of the same:-

- (i) Std. **10<sup>th</sup>** Mark sheet.
- (ii) B.COM. with Accountancy from any recognized University.
- (iii) **Caste certificate** in case of SC/ ST /OBC candidate.
- (iv) In case of candidates belonging to **OBC category**, the **latest Non-Creamy layer certificate** issued by Competent Authority.
- (v) **Domicile of UT of Dadra & Nagar Haveli** issued by Mamlatdar (Silvassa / Khanvel).
- (vi) Daily Wages / Contractual / Ad-hoc employee who has availed age relaxation as per the guidelines issued by Personnel Department vide Circular No. 1-12(B-113)/2015-ADM/29 dated 07/01/2015 should bring **Annexure-I** annexed duly signed by the concerned Head of Office.

2. Candidate who remain absent for documents verification shall not be considered for preparation of final Select / Wait List and no further correspondence shall be entertained in this regard by the Board.



**( Saloni Rai )  
Deputy Secretary  
SSB, DNH.**

**To concerned.**

**Copy to:**

1. The Deputy Secretary (Personnel), DNH.
2. The General Manager(HR), DNHPDCL, DNH.
3. The SIO, NIC, Daman with a request to upload in the OJAS webpage.
4. Concerned file.

**STAFF SELECTION BOARD, DNH.**

The following candidate is directed to remain present on **18/02/2019 at 11:00 AM** for document verification for the post of '**Accounts Assistant**' at Office of the Deputy Secretary (Personnel), Personnel Department, Room No. 7, Secretariat, Silvassa.

<b>Sr. No.</b>	<b>Roll No.</b>	<b>Name of Applicant</b>	<b>Present Address</b>
1	9000271	VISHAL M KAPADI	KAPADI TRAVELS, KILWANI NAKA, CROSS UMERKUI ROAD, OPP CHETANITYA HOSPITAL, SILVASSA



**( Saloni Rai )  
Deputy Secretary  
SSB, DNH.**

ANNEXURE – I

**ASSESSMENT OF AGE RELAXATION TO DAILY WAGES / AD-HOC / STC / WORK CHARGE APPLICANTS FOR DIRECT RECRUITMENT**

1.	Name of Applicant	:				
2.	Age as on last date of receipt of application (Years / Months / Days)	:	_____ Years	_____ Months	_____ Days	
3.	Age limit prescribed in RR	:				
4.	Age as on date of first engagement on Daily Wages/Ad-hoc/STC/Work Charge (Year / Months / Days)	:	_____ Years	_____ Months	_____ Days	
5.	Details of period worked on Daily Wages / Ad-hoc / STC / Work Charge:					
<b>Sr. No.</b>	<b>Order Date</b>	<b>DW /AH/ STC/ WC *</b>	<b>From Date</b>	<b>To Date</b>	<b>Office / Organisation</b>	<b>No. of Days</b>
A	B	C	D	E	F	G
a.						
b.						
c.						
d.						
e.						
f.						
g.						
h.						
i.						
<b>TOTAL PERIOD</b>						
6.	Total of 5 (G) in years, months, days	:	_____ Years	_____ Months	_____ Days	
7.	Age as on last date of receipt of applications after benefit of age relaxation (2 – 6)	:	_____ Years	_____ Months	_____ Days	
8.	Eligible – YES / NO (If (7) within (3), then eligible for age relaxation else not)	:				

\* DW – Daily Wages / AH – Ad-hoc / STC – Short Term Contract / WC – Work Charge

Date :     /     / 20

**Signature of Head of Office**