

**UNION TERRITORY ADMINISTRATION OF DADRA & NAGAR HAVELI
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
SILVASSA.**

e-mail: dspers-dnh@nic.in

No.1-3(A)(150)Vol.II/2010-ADM/Part-I/220

Dated : 18/03/2016


ADVERTISEMENT

Applications are invited for filling up of anticipated vacancies for the post of **Lower Division Clerk / Cashier / Panchayat Secretary** in the Administration of Dadra and Nagar Haveli as under :

Sr. No.	Name of the Post & Pay Scale	No. of Posts	Educational Qualifications	Age Limit	Reservation
1	Lower Division Clerk / Cashier / Panchayat Secretary PB-1 Rs. 5200-20200 + Grade Pay Rs. 1900/-	Anticipated 07 (Seven)	Essential: i) 12 th Class or equivalent qualification from recognized Board or University. SKILL TEST NORMS ON COMPUTER: English Typing @ 35 w.p.m. OR Hindi Typing @ 30 w.p.m. (Time allowed 10 mts.) (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression for each word.	Between 18 and 27 years. Note:- The upper age-limit relaxable in accordance with the instructions or orders issued by the Central Government.	Anticipated ST-04 (Four) UR-03 (Three)

2. The candidates should submit their application accompanied with self attested copies of each certificate so as to reach the **Department of Personnel & Administrative Reforms, Secretariat, Dadra & Nagar Haveli, Silvassa 396230** within a period of **(45) Forty five days from the date of publication of this Advertisement in Employment News.** (The application form can be downloaded from www.dnh.nic.in). The candidates claiming SC / ST / OBC shall be required to furnish a self attested copy of certificate issued by Competent Authority that he / she belongs to SC / ST / OBC community along with his / her applications.

3. Any Indian citizen can apply for the post. However, applicant having domicile of Dadra & Nagar Haveli shall be given weightage in accordance with O.M. No.1-12(B-54)/2012-ADM/1261 dated 26-12-2013 subject to him / her producing Domicile Certificate issued by Mamlatdar, Silvassa / Khanvel. **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.


18/3/2016
(Kishor Kumar Bhalla)
Deputy Secretary (Personnel)

To

1. The Director (IT), DNH for uploading in DNH Administration Website.

**APPLICATION FOR THE POST OF
Lower Division Clerk / Cashier / Panchayat Secretary
Administration of Dadra & Nagar Haveli
Department of Personnel & Administrative Reforms**

Paste recent
Passport size
Photograph duly
Self Attested

1. Applicant's Name (in Block Letter) : _____
2. Father's Name (in Block Letter) : _____
3. Residential Address : _____
: _____
4. Email: _____ Mobile No.:

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5. Date of Birth (DD / MM / YYYY) : _____
6. Gender (Male / Female) : _____
7. Whether SC / ST / OBC / PH : _____
8. Domicile of Dadra & Nagar Haveli : (Yes /No)
9. Educational Qualification

Sr. No.	Board / University	Year of passing	Percentage
1. Std 12 th or equivalent qualification.			

10 (a) Information / documents regarding Educational and other Qualifications: (✓ as appropriate)

i. Essential:	12 th Class or equivalent qualification from recognized Board or University.	<input type="checkbox"/>
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10 (b) Information regarding Knowledge of Information & Communication Technology Skills:

Sr. No.	ICT Qualification (✓ in the next column as applicable)	
1	Has studied and passed Computer Science / Information Technology as a subject at Std. 12 th level or at any higher level or BCC or any higher level course of NIELIT.	<input type="checkbox"/>
2	CCC course of NIELIT or any higher level course of NIELIT.	<input type="checkbox"/>
3	B.Sc in Computer Science / Information Technology / BCA	<input type="checkbox"/>
4	B.Tech in Computer Science / Information Technology / M.Sc in Computer Science	<input type="checkbox"/>
5	M.Tech in Computer Science / Information Technology / MCA	<input type="checkbox"/>
6	None of the above	<input type="checkbox"/>

11. Experience, if any

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

12. Declaration:

I, declare that I fulfill all the conditions of eligibility regarding age limit and Education Qualification, Experience etc., for the post of **Lower Division Clerk / Cashier / Panchayat Secretary**.

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 Dadra & Nagar Haveli), Physically Handicapped Certificate (if relevant) failing which the application will be summarily rejected.