RECRUITMENT NOTICE

Diu Higher Education Society, Diu invites applications for the post of Lower Division Clerk and Upper Division Clerk for Diu College, Diu purely on short term contract basis for 11 months.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Post(s)</th>
<th>No. of Post(s)</th>
<th>Educational Qualifications</th>
<th>Age Limit / Relaxation</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Upper Division Clerk (UDC) (Salary Rs. 22000/- fixed per month)</td>
<td>1</td>
<td>Essential:</td>
<td>Not exceeding 30 Years. (Relaxable for SC/ST/ OBC/PH and other special categories in accordance with the instructions or orders issued by the GOI/UT Administration.)</td>
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<td>i) Degree of a recognized University or equivalent.</td>
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<td>ii) He/She shall have certificate of Computer Course &amp; Typing Speed Minimum 35 w.p.m. (English)</td>
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<td>iii) 02 Year Experience as LDC or Officer Clerk.</td>
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<td>Desirable: Working knowledge of Computers.</td>
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<td>2</td>
<td>Lower Division Clerk (Salary Rs. 17000/- fixed per month)</td>
<td>1</td>
<td>Essential:</td>
<td>Between 18 and 27 years. (Relaxable for SC/ST/ OBC/PH and other special categories in accordance with the instructions or orders issued by the GOI/UT Administration.)</td>
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<td>i) 12th Class or equivalent qualification from recognized Board or University.</td>
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<td>ii) Speed of 35 wpm in English typing.</td>
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<td>Desirable: Working knowledge of Computers.</td>
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GENERAL CONDITIONS:
1) The eligible candidates should email their applications in prescribed format enclosed herewith along with self-attested scanned copies of requisite documents and certificates on or before 22/01/2018 upto 06:00 P.M.(Email Id: diucollege@gmail.com)
2) Incomplete applications/applications without necessary documents will summarily be rejected.
3) No correspondence will be entertained as regards incomplete and time barred applications. Canvassing in any form will lead to disqualification for the post.
4) The number of posts shown above may increase/decrease as per requirements.
5) Preference shall be given to the Domicile of Daman & Diu.
6) The above posts are purely temporary on short term contract basis for 11 months. The selected candidate will not have any rights to claim for permanent post in future. The contract appointment can be terminated at any time by the DURES, Diu.
7) Any addendum/duodenum/corrigendum shall be posted on the website only.
8) All the correspondence including call letter will be sent by email only.
9) Tentative date to display the list of eligible candidates on website: 24/01/2018.

(Varindana Rao, IAS)
Principal, Diu College &
Member Secretary, EC, DHES, Diu

Copy to:
1) The Secretary (Education), Daman & Diu, Daman
2) The Collector, Collectorate, Diu.
3) The Director of Education, Daman & Diu, Daman
4) The Registrar, Saurashtra University, Rajkot.
5) NIC, Diu to upload on the website
6) Computer Instructor, Diu College to upload on Diu College website
DIU COLLEGE, DIU

Application for the post of __________________________

1) Name: __________________________
2) Father’s Name: __________________________
3) Address: __________________________
4) Contact No: __________________________
5) Date of Birth: __________________________
6) Gender: __________________________
7) Category: SC/ST/OBC/PH/Others __________________________
8) Domicile: DIU/DAMAN __________________________
9) Education Qualification:

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<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Exam</th>
<th>Subject / Stream</th>
<th>Name of University/Board</th>
<th>Year of Passing</th>
<th>Total Marks</th>
<th>Marks Obtained</th>
<th>% of Marks</th>
<th>Division/ Grade</th>
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10) Experience Details:

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<tr>
<th>Sr. No.</th>
<th>Name of Organization</th>
<th>Designation</th>
<th>Date of Joining</th>
<th>Date of Leaving</th>
<th>Duration</th>
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Declaration:
I, declare that information given above is true to the best of my knowledge and no part of it is false.

DATE: __________________________
PLACE: __________________________

(Signature of Candidate)

Enclose self-attested copies of following certificates/documents:

1. __________________________
2. __________________________
3. __________________________
4. __________________________
5. __________________________