

DIU HIGHER EDUCATION SOCIETY, DIU  
U.T. ADMINISTRATION OF DAMAN & DIU  
OFFICE OF THE PRINCIPAL  
DIU COLLEGE, FORT ROAD, DIU – 362520 (U.T.)

No. DHES/DCD/ESTT/2017-18/680

Date: 12/01/2018

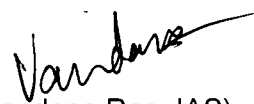
RECRUITMENT NOTICE

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.

Sr. No.	Name of Post(s)	No. of Post(s)	Educational Qualifications	Age Limit / Relaxation
1	Upper Division Clerk (UDC) (Salary Rs. 22000/- fixed per month)	1	<b>Essential:</b> i) Degree of a recognized University or equivalent. ii) He/She shall have certificate of Computer Course & Typing Speed Minimum 35 w.p.m. (English) iii) 02 Year Experience as LDC or Officer Clerk. <b>Desirable:</b> Working knowledge of Computers.	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.)
2	Lower Division Clerk (Salary Rs. 17000/- fixed per month)	1	<b>Essential:</b> i) 12 <sup>th</sup> Class or equivalent qualification from recognized Board or University. ii) Speed of 35 wpm in English typing. <b>Desirable:</b> Working knowledge of Computers.	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.)

**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 DHES, 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.

  
 (Vandana 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:

Paste your recent  
passport size  
colour photograph

Sr. No	Name of Exam	Subject / Stream	Name of University/ Board	Year of Passing	Total Marks	Marks Obtained	% of Marks	Division/ Grade

10) Experience Details:

Sr. No	Name of Organization	Designation	Date of Joining	Date of Leaving	Duration

**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. \_\_\_\_\_