

DIU HIGHER EDUCATION SOCIETY, DIU  
U.T. ADMINISTRATION OF DADRA & NAGAR HAVELI  
AND DAMAN & DIU  
OFFICE OF THE PRINCIPAL  
DIU COLLEGE, EDUCATION HUB-KEVDI, DIU – 362520 (U.T.)

1.1501/2016-17/STC-Appointment (Part-I)/ 113

Date: 14/07/2021

**ADVERTISEMENT**

Diu Higher Education Society, Diu invites applications from eligible candidates for various below mentioned posts under the DHES on short term contract basis.

Sr. No.	Name of Post(s)	No. of Post(s)	Educational Qualification	Age Limit / Relaxation
1	Administrative Officer (Salary Rs. 50,000/- fixed per month)	01	<p><b>Essential :-</b></p> <p>i) Master's Degree of a recognized University/institute.</p> <p>ii) 3 years of experience in Accounts/Administration/ Establishment work in Government Office/PSU/Autonomous.</p> <p>iii) CCC from recognized body/Institute/ University.</p> <p>Note 1: Qualifications are relaxable at the discretion of the Selection Committee in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualification(s) regarding experience is/are relaxable at the discretion of the Selection Committee for reasons to be recorded in writing in the case of candidates belonging to the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved from them.</p>	<p>Note exceeding 35 years.</p> <p>Note: - Relaxable for SC/ST/OBC/PH and other special categories in accordance with the instructions or orders issued by the central Government or UT Administration.</p>
2	Upper Division Clerk (Salary Rs. 22,000/- fixed per month)	01	<p><b>Essential:</b></p> <p>i) Degree of a recognized University or equivalent.</p> <p>ii) He/She shall have certificate Course (CCC) and Typing speed minimum 35 w.p.m. in English.</p> <p>iii) 02 years of experience as LDC or Office Clerk.</p> <p><b>Desirable:</b> - Working knowledge of computer.</p>	
3	Lower Division Clerk (Salary Rs. 17,000/- fixed per month)	01	<p><b>Essential :-</b></p> <p>i) Any graduate or equivalent qualification from recognized Board or University.</p> <p>ii) Speed of 35 w.p.m. in English typing.</p> <p>iii) Certificate Course in Computer (CCC) from recognized</p>	



			institute/University. <b>Desirable:</b> - Working knowledge of computer.	
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**GENERAL CONDITIONS:**

- 1) The eligible candidates should email their applications in given prescribed format along with original scanned copies of Education Qualification, Experience and other requisite documents and certificates on or before **29/07/2021** upto 05:00 P.M (Email id: **diucollege@gmail.com**) and also send 01 set of self-attested photocopy of the same to this office before **02/08/2021 through Reg. AD only.**
- 2) The above posts are purely temporary on short term contract basis. 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.
- 3) Incomplete applications/applications without necessary documents will summarily be rejected.
- 4) No correspondence will be entertained as regards incomplete and time barred applications. Canvassing in any form will lead to disqualification.
- 5) Application received after due date & time will be considered as rejected.
- 6) Any addendum/dedendum/corrigendum shall be posted on the website only.
- 7) Only shortlisted & eligible candidates will be contacted for further rounds of selection.
- 8) No TA/DA shall be paid for attending the interview.



*(Handwritten signature)*

(Vaibhav Rikhari)

Principal, Diu College &

Member Secretary, EC, DHES, Diu

Copy to:

- 1) The Secretary (Higher and Technical Education) DNH & DD.
- 2) The Registrar, Saurashtra University, Rajkot.
- 3) NIC, Diu to upload on the website
- 4) 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. \_\_\_\_\_