

# DIU COLLEGE, DIU

Diu Higher Education Society, Diu

Fort Road, Diu – 362520 (U.T.)

Phone: (02875) 254115

Website: www.diucollege.ac.in

No. DHES/DCD/ESTT/2015-16/247

Date: 29/06/2015

## RECRUITMENT NOTICE

Diu Higher Education Society, Diu invites applications for the post of Lower 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	Lower Division Clerk (Salary Rs. 15100/- 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 submit the applications in prescribed format enclosed herewith along with self-attested photocopies of requisite documents and certificates on or before 15/07/2015. Please super scribe APPLICATION FOR THE POST OF LDC on the envelope.
- 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) Preference shall be given to the Domicile of Daman & Diu.
- 5) 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.
- 6) Any addendum/dedendum/corrigendum shall be posted on the website only.

Principal, Diu College &  
Member Secretary, EC, DHES, Diu

Copy to: NIC, Diu to upload on the website

DIU COLLEGE, DIU

Application for the post of Lower Division Clerk

- 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) Mark sheets of SSC, 12<sup>th</sup> and other courses.
- 2) SC/ST/OBC/PH Certificate (if applicable)
- 3) Birth Certificate/Proof of Birth
- 4) Domicile Certificate
- 5) Experience Certificates (if any)