

UT ADMINISTRATION OF DAMAN & DIU
OFFICE OF THE ELEMENTARY EDUCATION,
DISTRICT PANCHAYAT, DIU

Sub: Filling up vacancy of MDM Coordinator & Data Entry Operator under MDM
Scheme on short term contract basis in Diu District.

Advt.No . 4-11-95 /EDN/DP/DIU/MDM/Staff/18-19/409

date: 01 /08 /2018

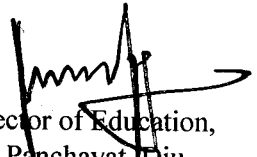
Eligible candidate who fulfil the condition mentioned below for the post of MDM Co-ordinator which are to be filled on SHORT TERM CONTRACT BASIS may submit their application in prescribed format giving full bio data (including Name, Address, Age, Date of Birth, Education and Professional qualification, experience, Contact No. if any) & Domicile Certificate issued by the Mamlatdar, Daman & Diu along with one set of self-attested photocopies of all documents and one passport size photograph affixed on application. The candidates should submit their applications in the office of the Education Officer, District Panchayat, Asst. Director of Education, District Panchayat, Diu 362520 upto 10/08/2018 at 5:00 p.m.

The walk in interview will be conducted on 16 /08 /2018 from 10:00 a.m. onwards. Candidates should get their names registered latest by 09:00 a.m. on 16 /08 /2018. Candidates will not be entertained after stipulated time.

Sr.No.	Name of post	No. of Post & Age Limit	Proposed Educational/Professional Qualification	Salary
1	MDM Co-ordinator	01 Post-Diu District. (18 to 30 years as on / / 2018)	- B.A, B.Com/B.Sc./B.B.A./B.C.A. with M.B.A./M.S.W. from recognized University. - Two year experience. - Candidate must have knowledge of computer. - Candidate must have proficiency in Reading, Writing & Speaking in English, Hindi & Gujarati.	Rs.25000/- per month
2	Data Entry Operator	01 Post-Diu District. (18 to 30 years as on / / 2018)	• Graduation from recognized university. • Candidates must have at least six months certificate course in computer. • Candidates must have proficiency in writing & Speaking in English, Hindi & Gujarati.	Rs. 15000 per month.

Note :

1. The recruitment is for the short term contract basis in the UT Administration of Daman & Diu up to 31/03/2019 only.
2. The candidate found eligible shall be interviewed in the chamber of the Deputy Collector, Collectorate, Diu.
3. The candidates should also bring all the original certificates of Educational/Professional Qualification. Experience (if any), proof of age etc at time of interview. Candidate with incomplete document will be rejected.
4. All eligible candidate can be apply in this post. However weightage will be given to the candidate having Domicile Certificate of Daman & Diu as per the notification No. 1 - 1-87-CS/PF/2823 dated 16/12/2014 issued by the Deputy Secretary (Personnel), Daman & Diu, Daman.
5. The candidates will be appointed on short term contract basis as per the requirement of UT Administration of Daman and Diu subject to availability of vacancy.
6. Reservation, relaxation of age limit and other concession will be provided in accordance with the orders issued by the central government from time to time in this regard.
7. The selected candidate will not have any right or claim for regularisation against the regular permanent vacancies.
8. The advertisement along with the application can be downloaded from the official website www.diu.gov.in.
9. The applicants are requested to log in to www.diu.gov.in. for further updated. No personal letters will be issued for interview process.


Asst. Director of Education,
District Panchayat, Diu.

**UT ADMINISTRATION OF DAMAN & DIU,
O/o the Asstt. Director of Education,
District Panchayat,
MDM Scheme.
Diu.**

Please paste here
a self signed
recent passport
size Photo of the
applicant

Apply for Post (MDM Co- Ordinator/Data Entry Operator) :

1. Name in full(in Block Letters) :
2. Father's Name :
3. (a) Date of Birth (In Figures) :
(b) Date of Birth (In Words) :
(c) Age as on dt. 10/08/2018 :
4. Marital Status :
5. Sex :
6. Nationality :
7. Religion :
8. Aadhar Number :
9. Mobile Number/Telephone No. :
10. Email address :
11. Whether belongs to :
(Please attach Certified documentary
Proof issued by appropriate authority) :
12. Domicile of Daman & Diu, UT :
13. Employment Registration
No. of DD & Date, if any :
14. Address for correspondence
(in block letter with Pin code,
Tel. No.. Mobile No./ Email) :
15. Permanent Address :

16. Educational Qualification (please attach proof) :

Qualification	Medium of Instruction	Year of Passing	Institution	Board / University	Obtained Marks	Total Marks	Division	Main Subjects
S.S.C. (X)								
H.S.C. (XII)								
Graduation (B.A./ B.Com. / B.Sc./B.B.A./B.C.A.)								
Computer Certificate Course								
MBA/MSW								
Experience								
Any other (Please Specify i.e. Computer Courses)								

DECLARATION

I certify that the above information is correct and complete to the best of my knowledge & belief and nothing has been concealed/ distorted. If at any time, it is found that any material information, concealed/ distorted, my candidature/appointment shall be liable to summarily rejected/ terminated without any notice/ compensation.

Place : Diu

Date : / 08 /2018.

SIGNATURE OF THE CANDIDATE