

UT Administration of Daman & Diu
Office of the Member Secretary
Staff Selection Board (SSB)
Moti Daman-Daman 396220.

No. 30/SSB /DD/ 2018-19/265

Dated 24 /09/2018

ADVERTISEMENT No: 7

The U.T. Administration of Daman & Diu invites online applications from the eligible candidates for the posts mentioned below:

Sr. No	Name of Posts	No. of Posts	Categories	Education & Other Qualification	Age limit
1	Junior Engineer (Civil) Group – B (Non-Gazetted, Non – Ministerial) Pre revised Pay band PB-2, Rs 9300-34800, GP – Rs.4200/- Pay Matrix – Level –6 (Rs. 35400/- to 1,12,400/-)	05 Nos (Five) Daman & Diu	UR – 05	Essentials: Degree / Diploma in civil Engineering from a Recognized university / Institution.	Upto 30 years. (Relaxable for Govt. Servant up to 5 years in accordance with the instructions or orders issued by the Central Govt.)
2	Junior Engineer (Electrical) Group – B (Non-Gazetted, Non – Ministerial) Pre revised Pay band PB-2, Rs 9300-34800, GP – Rs.4200/- Pay Matrix – Level –6 (Rs. 35400/- to 1,12,400/-)	01 No (One) Daman & Diu	OBC – 01	Essentials: Degree / Diploma in Electrical Engineering from a Recognized University / Institution.	Upto 30 years. (Relaxable for Govt. Servant up to 5 years in accordance with the instructions or orders issued by the Central Govt.)
3	Technical Assistant (Civil) Group – B (Non-Gazetted, Non – Ministerial) Pre revised Pay band PB-2, Rs 9300-34800, GP – Rs.4200/- Pay Matrix – Level –6 (Rs. 35400/- to 1,12,400/-)	01 No (One) Daman & Diu	UR– 01	Essentials: Degree in Civil Engineering from Recognized university.	Upto 30 years. (Relaxable for Govt. Servant up to 5 years in accordance with the instructions or orders issued by the Central Govt.)
4	Draftsman Grade - III Group-C (Non-Gazetted Non-Ministerial) Pre revised Pay band PB-1, Rs.5200-20200, GP – Rs.2400/- Pay Matrix – Level –4 (Rs.25500 – 81100)	01 No (One) Daman & Diu	UR -01	Essential i) H.S.C. ii) Certificate / Diploma in Draughtsman course of a recognised institute. Desirable: i) Professional experience ii) Knowledge of Gujarati / Hindi / English.	Upto 30 years (Relaxation for Govt. Servants up to 05 years in accordance with the instructions or Orders issued by the Central Govt.)

	Name of Posts	No. of Posts	Categories	Education & Other Qualification	Age limit
5	Accountant Group – C (Non-Gazetted, Non – Ministerial Pre revised Pay band PB-1, Rs 5200-20200, GP – Rs.2800/- Pay Matrix – Level –5 (Rs.29,200 to 92,300/-)	01 No (One) Daman & Diu	UR – 01	Essential: a) Commerce graduate or Science graduate with Mathematics or Statistics from any recognized University. b) Certificate in computer course of at least six months duration. c) Knowledge of local language i.e. Gujarati d) Qualifying the prescribed initial Recruitment Examination.	Not exceeding 30 years. (Relaxable for Govt. Servant up to 5 years in accordance with the instructions or orders issued by the Central Govt.)
6	Statistical Assistant Group-C (Non-Gazetted Non-Ministerial) Pre revised Pay band PB-1, Rs.5200-20200, GP – Rs.2800/- Pay Matrix – Level –5 (Rs.29200 – 92,300)	02 Nos (Two) Daman & Diu	UR – 02	Essential: Degree in Statistics / Mathematics / Economics with statistics from a recognized University. Desirable: a) Knowledge or experience in electronic computers data processing. b) Experience in field work of sample survey / investigation is preferable.	Not exceeding 30 years. (Relaxable up to 5 years for govt. servant)
7	Statistical Investigator Group-C (Non-Gazetted Non-Ministerial) Pre revised Pay band PB-1, Rs.5200-20200, GP – Rs.2400/- Pay Matrix – Level –4 (Rs.25500 – 81100)	01 No (One) Daman & Diu	UR -01	Essential Degree in Statistics / Mathematics / Economics with statistics from a recognized University. Desirable a) Knowledge or experience in electronic computer data processing	Not exceeding 30 years. (Relaxable up to 5 years for govt. servant)
8	Compiler Checker / Computer Operator Group-C (Non-Gazetted Non-Ministerial) Pre revised Pay band PB-1, Rs.5200-20200, GP – Rs.1900/- Pay Matrix – Level – 2 (Rs.19900 – 63200)	02 No (Two) Daman & Diu	UR -02	Essentials: 1) Graduate in any discipline with certificate in computer training from a recognized institute OR 2) Hr. Secondary (10+2) with Diploma /certificate in computer from recognized institute Desirable: Knowledge of data collection / compilation operating of punching machine and data entry works in electronics computers.	Not exceeding 30 years. (Relaxable up to 5 years for govt. servants)
9	Hindi Typist Group – C (Non-Gazetted, Non - Ministerial Pre revised Pay band PB-1, Rs 5200-20200, GP – Rs.1900/- Pay Matrix – Level –2 (Rs. 19900/- to 63200/-)	01 No (One) Daman & Diu	UR -01	Essential: 1) 12 th Class examination passed with Hindi as a subject or medium of examination 2) Certificate from any Government recognized institute for Hindi typing with 30 w.p.m speed Skill Test norms on computer: 3) Hindi typing @ 30 w.p.m (time allowed – 10 minutes) Desirable 1) Adequate knowledge in computer operation 2) Knowledge of English typing with 30 words per minute	Not exceeding 30 years. (Relaxable for govt. servant up to 35 years in accordance with the instructions or orders issued by the Central Govt.)

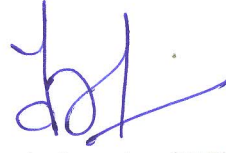
	Name of Posts	No. of Posts	Categories	Education & Other Qualification	Age limit
10	Junior Stenographer Group – C (Non-Gazetted, ministerial) Pre revised Pay band PB-1, Rs 5200-20200, GP – Rs.2400/- Pay Matrix – Level – 4 (Rs.25500-81100)	06 Nos (Six) Daman & Diu	UR – 2 OBC-3 ST-1	Essential: i) 12th Class pass from a recognized board or University. ii) Skill Test Norms Dictation : 10 mts. @ 80 words per minutes Transcription: 50 mts (English) 65 Mts. (Hindi) on computers	Not exceeding 30 years. (Relaxable for govt. servant up to 40 years in accordance to the instructions or orders issued by the central govt.)
11	Veterinary Assistant Group – C (Non-Gazetted, ministerial) Pre revised Pay band PB-1, Rs 5200-20200, GP – Rs.2400/- Pay Matrix – Level – 4 (Rs.25500-81100)	04 Nos (Four) Daman & Diu (including 1 No. anticipated vacancy)	UR- 01 OBC– 02* ST-01 (*1 anticipated)	Essential 1) Certificate of training in Live stock Supervisor / Inspector / Assistant or Stockman training from recognized institution. Diploma in Animal Husbandry & Veterinary Services Desirable Practical experience in the Veterinary dispensary or hospital or a Dairy farm, for not less than two years	Between 18 to 30 years. (Relaxation for govt. servant up to 5 years in accordance with the instructions or orders issued by the central govt.)
12	Talathi Group – C (Non-Gazetted, Non - Ministerial) Pre revised Pay band PB-1, Rs 5200-20200, GP – Rs.1900/- Pay Matrix – Level –2 (Rs. 19900/- to 63200/-)	03 Nos (Three) Daman & Diu	UR – 02 ST – 01	Essential : Std. XIIth Pass from recognized Board with 50% marks. Desirable : 1) Graduate in any faculty from recognized University 2) Knowledge of speaking, reading, understanding Gujarati Language. 3) Six months basis course Computer from recognized Institute	Not exceeding 30 years. (Relaxable for govt. servant up to 5 years in accordance to the instructions or orders issued by the Central Govt.)

Instructions for the candidates:-

The details of Age, Educational Qualifications and other requirements are available on official website daman.nic.in/ojas

- The detailed instructions will be available on official website daman.nic.in/ojas for above advertised vacancies.
- The link for filling up the application form for the post are as under:
 - Junior Engineer (Civil)** will be opened with effect from 27/09/2018 and the closing date for the applications will be 26/10/2018.
 - Junior Engineer (Electrical)** will be opened with effect 27/09/2018 and the closing date for the applications will be 26/10/2018
 - Technical Assistant (Civil)** will be opened with effect from 27/09/2018 and the closing date for the applications will be 26/10/2018
 - Draftsman Gr-III** will be opened with effect from 01/10/2018 and the closing date for the applications will be 30/10/2018
 - Accountant** will be opened with effect from 05/10/2018 and the closing date for the applications will be 03/11/2018
 - Statistical Assistant** will be opened with effect from 01/10/2018 and the closing date for the applications will be 30/10/2018
 - Statistical Investigator** will be opened with effect from 01/10/2018 and the closing date for the applications will be 30/10/2018

- viii) **Compiler Checker / Computer Operator** will be opened with from 01/10/2018 and the closing date for the applications will be 30/10/2018
- ix) **Hindi Typist** will be opened with effect from 05/10/2018 and the closing date for the applications will be 03/11/2018
- x) **Junior Stenographer** will be opened with effect from 05/10/2018 and the closing date for the applications will be 03/11/2018
- xi) **Veterinary Assistant** will be opened with effect from 05/10/2018 and the closing date for the applications will be 03/11/2018.
- xii) **Talathi** will be opened with effect from 05/10/2018 and the closing date for the applications will be 03/11/2018.



Deputy Secretary(SSB)
Daman & Diu