

**UT Administration of, Dadra & Nagar Haveli & Daman & Diu
Department of Daman Municipal Council, Daman.**

No3/1-596/DMC/2023-24/ 1155Date: 12 /09/2023.**ADVERTISEMENT**

The Department of Daman Municipal Council, Daman invites application from eligible candidate for the post of Lower Division Clerk purely on Short Term Contract basis for period of 2 years. The eligibility for the post is as mentioned below:

Designation	No. of Post	Consolidated remuneration per month	Essential Qualification
Lower Division Clerk	01	Rs.18000/-	<ul style="list-style-type: none"> • Post Graduation or B-tech qualification from recognized board or University. • 3 months Computer Certificate Course • Skill test : English typing not less than 35 wpm • Age: Not exceeding 27 years Desirable : • Should have good command over English/Hindi and Local Language

The candidates should apply with detailed bio data in the prescribed format annexed with recent passport size photograph and photocopies of testimonials in support of qualification, experience and age dully self attested by candidates. The application should be sent by RPAD/ Courier or by hand **by 01.10.2023 till 04.00 p.m.** in sealed cover written in bold letters “Application for the post of “**Lower Division Clerk**” under addressed to “**The Chief Officer Daman Municipal Council, Daman Fort Area, Moti Daman, Daman- 396220.**”

1. Any Indian citizen can apply of the Post.
2. The candidate found eligible shall be interviewed at the office of the DMC Daman.
3. The candidates should also bring all the original certificates of Educational /Professional Qualifications Experience (if any) Proof of age, Domicile/Residence Certificate of Daman etc at the time of the interview.
4. The candidate will be appointed on Short Term Contract basis as per the requirement of Daman Municipal Council, Daman
5. The selected candidate will not have any right or claim for regularization against the regular permanent vacancies.
6. Appointments on all the above position will be based on full contract basis. There will be no obligation on part of Council to regularize such appointed person.
7. In the initial stage, such appointment will be made for six months. After that, if the work is found satisfactory, the appointment may be renewed on the basis of

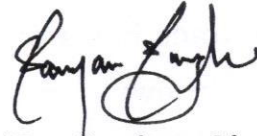
Contd...

contract for the next six months. Otherwise such appointment will be considered as automatic termination.

8. No TA /DA will be paid to candidates for attending the interview.

9. The advertisement can be downloaded from the official website **daman.nic.in**.

10. The applicants are requested to log in to **daman.nic.in** for further updates no personal letters will be issued for interviews process.



(Dr. Sanjam Singh)
Chief Officer

Daman Municipal Council
Daman

Copy to:

- i) The Director (IT), Office of Information and Technology, Daman with request the upload the same on the Official website.
- ii) The State Informatics Officer, NIC, Daman with request the upload the same on the Official website.

UT Administration of, Dadra & Nagar Haveli & Daman & Diu
Daman Municipal Council, Daman.
Fort Area, Moti Daman- 396220.

Application for the post of Lower Division Clerk

1. Name :
2. Sex:
3. Date of birth (DD/MM/YY):
4. Father / Husband's name :
5. Permanent Address:

Postal address:

6. Email and contact No. :

7. Educational Qualifications:

Educational detail (from Higher to Lower)	Percentage	Board/ University	State	Passing year

8. Experience if any:

Name of the Organization	Nature of Duty	Duration	Pay

- 1) I, declare that I fulfill all the conditions of eligibility regarding age limit and Education Qualification and other qualification etc.
- 2) I declare that all statements made in this application form are true, complete and correct to the best of my knowledge and belief.

Date :

Place :

Name and Signature of the candidate