

**U.T. ADMINISTRATION OF  
DADRA AND NAGAR HAVELI AND DAMAN AND DIU  
DIRECTORATE OF EDUCATION, SAMAGRA SHIKSHA,  
SHIKSHA SADAN, DAMAN – 396 220**

No. DOE/ADM/DMN/SS/MMER-PMU/2023-24/2893

Date: 26<sup>th</sup> December, 2023.

**ADVERTISEMENT**

The Directorate of Education, U.T Administration of Dadra and Nagar Haveli and Daman and Diu under Samagra Shiksha, a Centrally Sponsored Scheme (CSS) of Ministry of Education, invites applications from the eligible candidates to engage Data Analyst for setting up the Project Management Unit for Foundation Literacy and Numeracy The details are as follows: -

Sr. No.	Name, No. of Post, Age limit and Salary	Minimum Essential Qualification	Desirable Qualification & Experience
01	<b>MIS Coordinator</b>  <b>(UT level)</b>  No. of Post: 01  Location: Daman  Age limit: 40 Years  Salary: Rs. 38,000 per month	1. Graduate Degree in Computer Science / Information Technology / Electronics Communication Engineering.  <p style="text-align: center;"><b>OR</b></p> B.E. (Computer / IT / CS) from recognized University with at least 55% marks in aggregate.  2. Candidates studied at IITs / IIITs / NITS will be given preference.  <u><b>Technical knowledge:</b></u>  Power BI, Tableau, SQL, R and Python.	<ul style="list-style-type: none"> <li>• 03 years post-Qualification (post) / experience in Govt. Organization / reputed Private Organization / PSU / Institute of n Higher Learning / University Autonomous, Body with the following Experience:</li> <li>• Development of web-based monitoring tool, Management of a database and implementation of Data Based Application.</li> <li>• Data Capture, Analysis. Management Reporting and Performance Monitoring.</li> <li>• Developing Modifying MIS system and other software's</li> <li>• Experience in the of development of Monitoring and Management Tool on ASP NET, JAVA and other commonly used databases. Working in the field of education is preferred.</li> </ul> 1. The Candidate should have strong analytical skill with thorough and excellent working knowledge of computers and information technology.

Sr. No.	Name, No. of Post, Age limit and Salary	Minimum Essential Qualification	Desirable Qualification & Experience
			<p>2. Good Presentation Skill and strong written and oral communication skill.</p> <p>3. Candidates must have proficiency in reading, writing &amp; speaking in English, Gujarati &amp; Hindi.</p>
02	<p><b>Data Analyst</b> (UT Level)</p> <p>No. of Post: 01</p> <p>Location: Daman</p> <p>Age limit: 40 Years</p> <p>Salary: Rs. 40,000 per month</p>	<p>1. Graduate Degree in Computer Science / Information Technology / Electronics Communication Engineering,</p> <p style="text-align: center;"><b>OR</b></p> <p>2. B.E. / B.Tech (IT / CS) from recognized University with at least 55% marks in aggregate.</p> <p style="text-align: center;"><b>AND</b></p> <p>Data Analyst Certificate course (Business Analytics, Power BI, Python, R, Tableau, Pandas &amp; SciPy from Experts)</p> <p>3. Candidates studied at IITs / IIITs / NITS will be given preference.</p> <p><b><u>Technical knowledge:</u></b></p> <p>Power BI, Tableau, SQL, R and Python.</p>	<ul style="list-style-type: none"> <li>• 03 years post-Qualification (post) / experience in Govt. Organization/reputed Private Organization / PSU / Institute of n Higher Learning / University Autonomous, Body with the following Experience:</li> <li>• Development of web-based monitoring tool, Management of a database and implementation of Data Based Application.</li> <li>• Data Capture, Analysis. Management Reporting and Performance Monitoring.</li> <li>• Developing Modifying MIS system and other software's</li> <li>• Experience in the of development of Monitoring and Management Tool on ASP.NET, JAVA and other commonly used databases. Working in the field of education is preferred.</li> </ul> <p>1. The Candidate should have strong analytical skill with thorough and excellent working knowledge of computers and information technology.</p> <p>2. Good Presentation Skill and strong written and oral communication skill.</p> <p>3. Candidates must have proficiency in reading, writing &amp; speaking in English, Gujarati &amp; Hindi.</p>

Sr. No.	Name, No. of Post, Age limit and Salary	Minimum Essential Qualification	Desirable Qualification & Experience
03	<b>MIS Coordinator</b> <b>(Block level)</b>  No. of Post: 01  Location: Daman  Age limit: 30 Years  Salary: Rs. 21,775 per month	Bachelor of Computer Application (BCA) <b>OR</b> B.Sc. in Computer Science/ IT <b>OR</b> BBA (Computer Application) <b>OR</b> B.E. / B.Tech in Computer Science / IT <b>OR</b> Graduate Degree with one-year PGDCA from recognized university. <b>AND</b> <b>Note:</b> Minimum 50% require in graduate.	<ul style="list-style-type: none"> <li>• Minimum 1 year experience in related field.</li> <li>• Candidates must have proficiency in reading, writing &amp; speaking in English, Gujarati &amp; Hindi.</li> </ul>

- Application in the prescribed format (enclosed herewith) dully signed along with copy of relevant documents should reach to the Office of the State Project Director (SS) / Director of Education, Shiksha Sadan, Behind Collectorate, Moti Daman, Daman by hand or post, but not later than **15/01/2024**, 05:00 P.M.
- List of Eligible and Ineligible candidates will be published on official website i.e., on <https://ddd.gov.in>.
- The engagement will be purely on contractual basis and may be renewed (if required) based on performance.
- For any details regarding interview (if any) or any of the changes will be intimated through official website i.e., on <https://ddd.gov.in>.

**Encl.:** - As above

  
**(Jatin Goyal)**  
 STATE PROJECT DIRECTOR,  
 SAMAGRA SHIKSHA,  
 UT of DNH & DD

**To: -**

The SIO (NIC), Daman with the request to upload the above advertisement with enclosure on official website i.e., on <https://ddd.gov.in>, [www.diu.gov.in](http://www.diu.gov.in) and [www.dnh.gov.in](http://www.dnh.gov.in)

**U.T. ADMINISTRATION OF  
DADRA AND NAGAR HAVELI AND DAMAN AND DIU  
DIRECTORATE OF EDUCATION  
SAMAGRA SHIKSHA, SHIKSHA SADAN,  
DAMAN – 396 220.**

Paste self-  
attested recent  
passport size  
Photograph

**Application for the Contractual Engagement as: - (Please Tick ✓)**

- ☐ MIS Coordinator (UT Level)  
☐ Data Analyst (UT Level)  
☐ MIS Coordinator (Block Level)

1.	Applicant's Name				
2.	Father's Name				
3.	Residential Address				
4.	Mobile No.				
5.	Email Id				
6.	Date of Birth				
7.	Age as on last date of application i.e., on (     /     /     ).	Years		Months	
<b>(Tick ✓ in the below boxes as applicable)</b>					
8.	Gender	Male		Female	
9.	Caste category (Whether SC/ST/OBC)	SC		ST	
		OBC		General/Ur-reserved	
10.	Whether belongs to Physically Handicapped category or other Special Category	Yes		No	
11.	Marital Status	Married		Unmarried	
12.	Domicile of DNH/Daman/Diu	Yes		No	
13.	Education Qualification: -				

Sr. No.	Qualification	Board / University	Year of Passing	Percentage
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

14.	Experience: -				
Sr. No.	Name of the Organization / Department	Post held	Worked		Brief of service
			From	To	
1.					
2.					
3.					
4.					
5.					
6.					
7.					

15.	Why are you interested in joining the selected field?
16.	Mention any work done by you relevant to the field selected by you?
17	Write your Biographical Sketch (not exceeding 300 words). The Sketch is important as it enables the Interview Panel to assess your interests.

### **DECLARATION**

I, hereby declare that, I fulfill all the conditions for the engagement to the applied post. I am also aware that the post for which I have applied is contractual in nature and does not have any right for regularization in future in any case.

I declare that, all statements made in this application form are true, complete and correct to the best of my knowledge and belief. I understand that, in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the examination, my candidature/engagement is liable to be cancelled.

Dated : -

Place : -

**SIGNATURE OF THE CANDIDATE**