



संघ प्रदेश दादरा और नगर हवेली एवम् दमन एवम् दीव प्रशासन/
UNION TERRITORY ADMINISTRATION OF
DADRA AND NAGAR HAVELI AND DAMAN & DIU,
समाहर्ता का कार्यालय, दमन /
OFFICE OF THE COLLECTOR, DAMAN.



No. 6/4/90-AMG/Part-II/2023-24/150

Dated: 29/01/2024

PRESS NOTICE

Advertisement notice inviting applications from the eligible persons of the UT Administration of Dadra and Nagar Haveli and Daman and Diu for appointment as Notary in the Union Territory has been uploaded on the website of the UT Administration of Dadra and Nagar Haveli and Daman and Diu "<https://ddd.gov.in/>".

The Application shall be sent by RPAD/Courier/By Hand to the Collector, Collectorate, Daman so as **to reach on or before 5:00 P.M. on 03/02/2024.**

(RAHUL DEV BOORA) IAS.,
DEPUTY COLLECTOR (HQ)
COLLECTORATE, DAMAN

Copy to :

- 1) The Director-cum-Joint Secretary (Information and Publicity), DNH&DD with a request to give wide publicity to the notice in two each leading dailies of the UT in Dadra and Nagar Haveli as well as Daman and Diu.
- 2) The Director (IT), DNH&DD with a request to upload the same on official website.

APPLICATION FOR APPOINTMENT OF NOTARY PUBLIC

AS per Rule 4(1) of Notaries Rules, 1956, a person may make an application (in original) for appointment as a notary (hereinafter called "the applicant"). The application shall be sent by RPAD/Courier/By Hand so as **to reach on or before 5:00 P.M. on 03/02/2024.**

THE ADDRESS TO WHOM THE APPLICATION HAS TO BE SENT

THE COLLECTOR,
COLLECTORATE, DAMAN - 396220.

Form-I meant for those Advocates who have –

- (a) Practice experience of at least for 10 years i.e. 10 years' experience from the date of the enrolment in the concerned Bar Council.
- (b) Practice experience of at least for 7 years for those belonging to Scheduled Castes/Scheduled Tribes/Other Backward Classes/Woman/a person with benchmark disability as defined in clause(r) of Section-2 of the Rights of Persons with Disabilities Act, 2016 (49 of 2016) i.e. 07 years' experience from the date of the enrolment in the concerned Bar Council.

Form-II is meant for those Retired Government Officers who had been-

- a) A member of the India Legal Services under the Central Government,
or
- b) He had been at least for 10 years, -
 - (i) A member of Judicial Services; or
 - (ii) Held an office under the Central Government or a State Government requiring special knowledge of law after enrolment as an Advocate; or
 - (iii) Held an office in the department of Judge Advocate General or in the legal department of the armed forces.

DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM: -

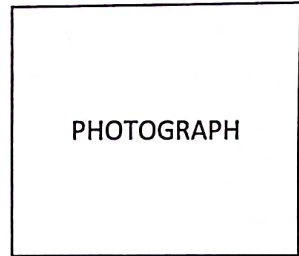
- (i) An Attested copy of Proof pertaining to date of birth, copy of Matriculation Certificate, copy of Aadhar and PAN Card.
- (ii) An Attested copy of original Graduation Degree Certificate.
- (iii) An Attested copy of original Law Degree Certificate.
- (iv) An Attested copy of the Original Enrolment Certificate issued by the Bar Council.

- (v) Experience certificate from the concerned District Judge or Presiding Officer of the court or Tribunal where the applicant practices as an Advocate.
- (vi) Name in the application form should be same as that in the Enrolment Certificate issued from the Bar Council, if any Advocates want to change his/her name, generally in case of Women after marriage he/she has to change his/her name in the Enrolment Certificate also;
- (vii) Marriage Women Advocates should attach an attested copy of the Marriage Certificate.
- (viii) Disability Certificate on the prescribed format in case of a person with benchmark disability.

Note:

- i. The Advocates whose certificate of practice as a Notary is in force, their certificate will remain in force only till the completion of fresh recruitment process. However, they are at liberty to apply for Fresh Appointment of Notary through this Advertisement.**
- ii. The Advocates who have applied for the Notary for the first time, their application will not be processed further and they have to apply a fresh for the Notary through this Advertisement.**
- iii. Advocates, whose names have not been recommended by the Interview Board earlier, may apply fresh.**

FORM – I
[(See rule 4(2))]



| | | |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1. | Name of Applicant | |
| 2. | Father's/Husband's Name | |
| 3. | Date of Birth | |
| 4. | Whether SC/ST/OBC/PwBD/General | |
| 5. | Address (residence) | |
| | Pin | |
| | Telephone/Mobile | |
| | Fax | |
| | E-mail | |
| | Address(Official) | |
| | Pin | |
| | Aadhaar No. PAN No. | |
| 6. | Telephone/Mobile | |
| | Fax | |
| | E-mail | |
| | Educational Qualification (Please upload self-attested scanned copies) | |
| 7. | Enrolment number and date of the Bar Council (Please upload self-attested copy) | |
| 8. | Practicing in | |
| | Civil side | |
| | Criminal Side | |
| | Taxation side | |
| | Revenue Courts | |
| 9. | Whether Income-tax assessee | |
| 10. | The application of (name of the applicant in block letters showeth | |
| | 1. That the applicant is a person eligible for appointment as a notary under the Notaries Act, 1952, and clause (a) of rule 3 of the Notaries Rules, 1956; | |
| | 2. That the applicant practices as an Advocate(herein state the name of the local area and name of court where he intends to practice as an Advocate) | |
| | 3. That the number of notaries practicing in the local area is insufficient for the requirements thereof (Statement to be added stating grounds for requirement of more Notaries) | |

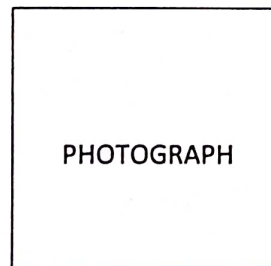
| | | |
|--|-----------------------------------------------------------------------------------------------------------------------------|--|
| | 4. That no previous application of the memorialist has been rejected or withdrawn by him, within the proceeding six months; | |
|--|-----------------------------------------------------------------------------------------------------------------------------|--|

The applicant, therefore, prays that the Government be pleased to appoint and admit him as a notary under and by virtue of the Notaries Act, 1952 (53 of 1952), and clause (a) of the rule 3 of the Notaries Rules, 1956 to practice in _____ (Mention here the name of the local area where he/she intends to practice as Notary).

Dated _____ day of _____ 20

Signature of the applicant

FORM II
(See rule 4 (2))



| | | |
|-----|-------------------------------------------------------------|--|
| 1. | Name of the applicant | |
| 2. | Father's / Husband's name | |
| 3. | Date of Birth | |
| 4. | Whether SC/ST/OBC/PwBD/General | |
| 5. | Address (residence) | |
| | Pin | |
| | Telephone / Fax | |
| | E-mail | |
| | Address (office) | |
| | Pin | |
| | Telephone / Fax | |
| | E-mail | |
| 6. | Educational Qualifications | |
| 7. | Date of joining government service | |
| 8. | Date of retirement | |
| 9. | Post held at the time of retirement | |
| 10. | Area, whether the memorialist intends to practice as Notary | |

Dated Day of20....

Signature of applicant