

INSTITUTE OF OUR LADY OF FATIMA
(SECONDARY SECTION)

Fort Area, Moti Daman

No.: IOLF/SS/ADVERT/2024-25/182

Date: 02/01/2025

ADVERTISEMENT

Application are invited for filling up the below mentioned Grant-in-Aid Post by Direct Recruitment on Regular Basis in Institute of Our Lady of Fatima (SS), Daman. (English Medium).

Sr. No	Name of the Post & Pay Scale	No. of Post, Category & Subjects	Age Limit	Education/Professional Qualification
1	Upper Division Clerk (UDC) Group C Level – 4 in the Pay Matrix Table (Rs. 25,500 to 81,100)	01 Post (UR)	Not exceeding 30 years (Upper age limit relaxable as per order/Guidelines issued by Central Government of India)	Essential: 1. Graduate 2. English Typing @ 35 w.p.m or Hindi @ 30 w.p.m (Time allowed 10 minutes) (35 w.p.m and 30 w.p.m correspond to 10500 KDPH/9000KDPF on average of 5 key depressions for each word) 3. Knowledge of operating computers (certificate of computer course of at least 3 months duration from a recognized institution). Desirable: 1. Knowledge Gujarati, Hindi and English Language
3	LDC-cum-Librarian Group C Level – 2 in the Pay Matrix Table (Rs. 19,900 to 63,200)	01 Post (UR)	Between 18 to 30 years (Relaxable for Govt. Servants upto 40 years in accordance with the instruction or order issued by the central Government)	Essential: 2. 12 th class or equivalent qualification from recognized Board or University. 3. Skill Test Norms on Computer English Typing @ 35 w.p.m or Hindi @ 30 w.p.m (Time allowed 10 minutes) (35 w.p.m and 30 w.p.m correspond to 10500 KDPH/9000KDPF on average of 5 key depressions for each word)

Note:

1. Entitlement of salary Grant from the UT Administration shall be as per the Performance based Grant-in-Aid Policy of School Education vide Notification No. DE/ADM/GIA/NOTI/2021-22/1027 Dated.12-05-2021.
2. The application along with certified copies of the required document should reach to this office on or before 31/01/2025 by 12:00 PM at below mentioned address.
Address: Institute of Our Lady of Fatima (SS), Fort Area, Moti Daman.
3. The applicant should be affixed one recent passport size photograph on the prescribed application form which is available on <https://daman.nic.in>
4. The candidate found eligible after scrutiny of the application shall have to appear for written test. The date of written test and other details will be sent to the eligible candidate.
5. The candidate will not be paid any TA/DA etc.
6. Application received in prescribed Performa with requisite documents as stated above shall only be taken into consideration if received within the stipulated time.
7. For further information, visit <https://daman.nic.in>

Paste self-attested
recent Passport
size photo

INSTITUTE OF OUR LADY OF FATIMA
(SECONDARY SECTION)
FORT AREA, MOTI DAMAN

APPLICATION FOR THE POST OF UPPER DIVISION CLERK (UDC)

1.	Applicant's Name				
2.	Father's Name				
3.	Residential Address				
4.	Mobile No.				
5.	Email ID				
6.	Date of Birth				
7.	Age	Year_____ Months_____ Day_____			
(Tick ✓ in the below boxes as applicable)					
10.	Gender	Male: <input type="checkbox"/>	Female: <input type="checkbox"/>		
11.	Caste Category	SC <input type="checkbox"/>	ST <input type="checkbox"/>	OBC <input type="checkbox"/>	General <input type="checkbox"/>
12.	Marital Status	Married <input type="checkbox"/>	Unmarried <input type="checkbox"/>		
13.	Domicile of	DNH <input type="checkbox"/>	Daman <input type="checkbox"/>	Diu <input type="checkbox"/>	
Sr. No	Education Qualification	Board/University	Medium of Study	Year of Passing	Percentage
1.	Graduation				
2.	S.S.C (X)				
3.	H.S.C (XII)				
4.	Computer Course				
5.	Any Other				
14.	Experience				
Sr. No	Name of the Organization/Department	Post held	Work		Brief of service
			From	to	
1.					
2..					

DECLARATION

I hereby declare that I fulfill all the condition of Education Qualification/ Eligibility Criteria and age limit for the post of **UPPER DIVISION CLERK (UDC)** (English Medium).

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:

Applicant Signature

INSTITUTE OF OUR LADY OF FATIMA
(SECONDARY SECTION)
FORT AREA, MOTI DAMAN

APPLICATION FOR THE POST OF LDC-cum-Librarian

Paste self-attested
recent Passport
size photo

1.	Applicant's Name				
2.	Father's Name				
3.	Residential Address				
4.	Mobile No.				
5.	Email ID				
6.	Date of Birth				
7.	Age	Year _____ Months _____ Day _____			
(Tick ✓ in the below boxes as applicable)					
10.	Gender	Male: <input type="checkbox"/>	Female: <input type="checkbox"/>		
11.	Caste Category	SC <input type="checkbox"/>	ST <input type="checkbox"/>	OBC <input type="checkbox"/>	General <input type="checkbox"/>
12.	Marital Status	Married <input type="checkbox"/>	Unmarried <input type="checkbox"/>		
13.	Domicile of	DNH <input type="checkbox"/>	Daman <input type="checkbox"/>	Diu <input type="checkbox"/>	
Sr. No	Education Qualification	Board/University	Medium of Study	Year of Passing	Percentage
1.	S.S.C (X)				
2.	H.S.C (XII)				
3.	B.A/B.Sc/B.Com				
6.	Any Other				
14.	Experience				
Sr. No	Name of the Organization/Department	Post held	Work		Brief of service
			From	to	
1.					
2..					

DECLARATION

I hereby declare that I fulfill all the condition of Education Qualification/ Eligibility Criteria and age limit for the post of **LDC-cum-Librarian**

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:

Applicant Signature

Place: