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)	years oup C vel – 2 in the y Matrix Table s. 19,900 to years (Relaxable for Servants uptor years in account with the instruction of the company of the com		2. 12th class or equivalent qualification from recognized Board or University. 3. Skill Test Norms on Compute English Typing. @ 35 w.p.m or Hindi @ 30 w.p.m (Time allowed 10				

Note:

- 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.
- 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.
- The applicant should be affixed one recent passport size photograph on the prescribed application form which is available on https://daman.nic.in
- 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.
- 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

(SECONDARY SECTION) FORT AREA, MOTI DAMAN

APPLICATION FOR THE POST OF UPPER DIVISION CLERK (UDC)

		T					
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 belo	w boxes	s as ap	plicable)
10.	Gender	Male:					
11.	Caste Category	sc	ST	OBC		Gene	ral
12.	Marital Status	Married	Unn	narried		*	
13.	Domicile of	DNH	Da	man	Diu		
Sr. No	Education Qualification	Board/	University	Medium of Study	210.00	ar of sing	Percentage
1.	Graduation						
2.	S.S.C (X)						
3.	H.S.C (XII)						
4.	Computer Course						
5.	Any Other						
14.	Experience						
Sr.	Name of the		Post held		Wo	rk	Brilef of service
No	Organization/Depar	tment	1 Jot Hold		From to		
1.							
2							
		1					V
l her	eby declare that I fulfill a	Il the cond	DECLARA dition of Edu	ucation Qua	lification	/ Eliaibil	ity Criteria and age
	for the post of UPPER D						
I de	clare that, all statements	made in	this applicat	tion form are	e true, c	omplete	and correct to the
best	of my knowledge and be	elief. I und	derstand that	at, in the ev	ent of ar	ny infori	mation being found
	pressed/false or incorrect didature/ engagement is li			detected b	etore or	aπer th	e examination, m
Date							
Date	u.						
	e.					Applic	ant Signature

Paste self-attested recent Passport size photo

(SECONDARY SECTION) FORT AREA, MOTI DAMAN

APPLICATION FOR THE POST OF LDC-cum-Librarian

Applicant's Name							
Eathor's Name							
rather s Name				WEI.			- 15
Residential Address					N.		
Mobile No.							
Email ID			1				
Date of Birth		T. Min.	,				
Age	Year Months Day						
(Tick ✓ in the below boxes as applicable)							
Gender	Male:						
Caste Category	sc	ST	ОВС		Genera	al	
Marital Status	Married		Unr	Unmarried			
Domicile of	DNH	Da	man	Diu			
Education Qualification	Board/L	Iniversity	Medium of Study			Percentage	
S.S.C (X)							
H.S.C (XII)						76	
B.A/B.Sc/B.Com					Tien		
Any Other		3 7					
Experience				1			
Name of the		Post held		Work		Brilef of service	
Organization/Depart	ment			From	to	Biller of service	
		The state of the					
			cation Qua	lification/	Eligibilit	ty Criteria	and age
ressed/false or incorrect	or ineligil	bility being					
idature/ engagement is li	able to be	cancelled.					
d:							
							ure
	Mobile No. Email ID Date of Birth Age Gender Caste Category Marital Status Domicile of Education Qualification S.S.C (X) H.S.C (XII) B.A/B.Sc/B.Com Any Other Experience Name of the Organization/Depart are that, all statements of my knowledge and be ressed/false or incorrect dature/ engagement is list	Mobile No. Email ID Date of Birth Age Year Gender Male: Caste Category SC Marital Status Married Domicile of DNH Education Qualification S.S.C (X) H.S.C (XII) B.A/B.Sc/B.Com Any Other Experience Name of the Organization/Department Property of LDC-cum-Librarian are that, all statements made in the of my knowledge and belief. I underessed/false or incorrect or ineligited dature/ engagement is liable to be	Mobile No. Email ID Date of Birth Age Year	Mobile No. Email ID Date of Birth Age Year	Mobile No. Email ID Date of Birth Age YearMonths Gender Male: Female: Caste Category SC ST OBC Marrial Status Married Unmarried Unmarried Domicile of DNH Daman Diu Education Qualification Board/University Medium Year of Study Pas S.S.C (X) H.S.C (XII) B.A/B.Sc/B.Com Any Other Experience Name of the Organization/Department Post held Word From DECLARATION Promise Post held Word From DECLARATION OF The Post of LDC-cum-Librarian are that, all statements made in this application form are true, come of my knowledge and belief. I understand that, in the event of areased/false or incorrect or ineligibility being detected before or dature/ engagement is liable to be cancelled.	Mobile No. Email ID Date of Birth Age Year Months Day (Tick < in the below boxes as app Gender Male: Female: Caste Category SC ST OBC Gener. Marital Status Married Unmarried Domicile of DNH Daman Diu Education Qualification Board/University Medium Year of Study Passing S.S.C (X) H.S.C (XII) B.A/B.Sc/B.Com Any Other Experience Name of the Organization/Department Post held Work From to DECLARATION are that, all statements made in this application form are true, complete of my knowledge and belief. I understand that, in the event of any inform ressed/false or incorrect or ineligibility being detected before or after the dature/ engagement is liable to be cancelled.	Mobile No. Email ID Date of Birth Age Year