

U.T. Administration of Dadra & Nagar Haveli and Daman & Diu
Office of the Secretary (Revenue & Disaster Management), DNH & DD
Secretariat, Daman – 396 215; email:- rev-dm@ddd.gov.in

No. 27/UTEOC/DM/SFDRR/2023-24/01

Dated: 16 / 07 / 2026

ADVERTISEMENT

The Office of the Secretary (Revenue & Disaster Management) invites applications from eligible candidates for the post mentioned below, on a contractual basis for a period of 12 months, to engage professional staff for the UT Disaster Management Cell:

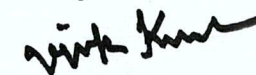
Sr. No.	Name of the Post	No. of Posts	Age Limit	Educational Qualification	Experience Required	Nature of Duties
1	Data Entry Operator (On Contractual Basis) Fixed Salary of Rs. 22,000/- per month	01 (One)	Maximum age limit will be 35 years (as on the date of the advertisement).	• Graduation in any discipline • Typing speed of 40 wpm • Diploma / Certificate Course (1 year) in Computers • Knowledge of MS Office Suite (Word, Excel, PowerPoint, etc.), Adobe Reader, Internet, E-Mail, etc.	Candidate should have minimum experience of 2 years in a similar position.	• Data entry work using computer and appropriate software; entering, updating, verifying and/or retrieving data into/from various sources; and ensuring the accuracy and confidentiality of information recorded. • To keep record of incoming/outgoing dak, files/registers, etc., to keep filing up to date, and collect information desired by the Department. • To deal in a tactful manner with visitors and to attend telephone calls with courtesy. • To perform such other duties as may be assigned by the Department from time to time in relation to the implementation of the Disaster Management projects/works.

Desirable: Knowledge of Government rules and procedures.

Application Format: The applicant should mention in the application his/her name, address, date of birth, educational qualification, professional qualification and experience, along with a photograph. The applicant should also specify the nature of duties handled earlier, and the name of the post(s) held, with scale of pay and period thereof. Candidates already employed in the Central/State Government or Autonomous Bodies should forward their application through the proper channel only.

The prescribed proforma for the application can be downloaded from <https://ddd.gov.in/>. The application, in the enclosed proforma, shall be sent by email only to rev-dm@ddd.gov.in.

Last date of submission of the application is **07 August, 2026**. The date and time of the interview will be uploaded on <https://ddd.gov.in/>.



Special Secretary
(Revenue & Disaster Management), DNH & DD

APPLICATION FOR THE POST OF DATA ENTRY OPERATOR

Passport
photograph

size

1. Applicant's Name (in Block Letters)	
2. Father's Name (in Block Letters)	
3. Residential Address	
4. Date of Birth (DD/MM/YYYY)	
5. Gender	
6. Category (SC/ST/OBC/PH, if applicable)	

7. Educational Qualification

Sr. No.	Board / University	Year of Passing	Marks	Percentage
1				
2				
3				

8. Whether any experience of working with Disaster Management in any organization/institution of the Central/State Government or recognized by the Central/State Government.:-

9. A person who has been previously terminated from any Government organization shall not be considered.

10. Information/documents regarding educational and other qualifications (if enclosed):

Essential Qualification:

- Graduate in any discipline or equivalent from a recognized University/Institution.
- Typing speed of 40 wpm.
- Diploma/Certificate Course (1 year) in Computers.
- Knowledge of MS Office Suite (Word, Excel, PowerPoint, etc.), Adobe Reader, Internet, E-Mail, etc.

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/appointment is liable to be cancelled.

Date: _____

(Signature of Candidate)