UT ADMINISTRATION OF DAMN & DIU
OFFICE OF THE ELEMENTARY EDUCATION,
DISTRICT PANCHAYAT, DIU

Sub: Filling up vacancy of MDM Coordinator & Data Entry Operator under MDM
Scheme on short term contract basis in Diu District.

Advt.No. 4-11-95 /EDN/DP/DIU/MDM/Staff/18-19/409 date: 01/08/2018

Eligible candidate who fulfill the condition mentioned below for the post of MDM Co-ordinator
which are to be filled on SHORT TERM CONTRACT BASIS may submit their application in prescribed
format giving full bio data (including Name, Address, Age, Date of Birth, Education and Professional
qualification, experience, Contact No. if any) & Domicile Certificate issued by the Mamlatdar, Daman &
Diu along with one set of self-attested photocopies of all documents and one passport size photograph
affixed on application. The candidates should submit their applications in the office of the Education
Officer, District Panchayat, Asst. Director of Education, District Panchayat, Diu 362520 upto
10/08/2018 at 5:00 p.m.

The walk in interview will be conducted on 16/08/2018 from 10:00 a.m. onwards. Candidates
should get their names registered latest by 09:00 a.m. on 16/08/2018. Candidates will not be entertained
after stipulated time.

<table>
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<tr>
<th>Sr.No.</th>
<th>Name of post</th>
<th>No. of Post &amp; Age Limit</th>
<th>Proposed Educational/Professional Qualification</th>
<th>Salary</th>
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<tbody>
<tr>
<td>1</td>
<td>MDM Co-ordinator</td>
<td>01 Post-Diu District. (18 to 30 years as on / 2018)</td>
<td>- B.A, B.Com/B.Sc./B.B.A./B.C.A. with M.B.A./M.S.W. from recognized University.&lt;br&gt;- Two year experience.&lt;br&gt;- Candidate must have knowledge of computer.&lt;br&gt;- Candidate must have proficiency in Reading, Writing &amp; Speaking in English, Hindi &amp; Gujarati.</td>
<td>Rs.25000/- per month</td>
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<td>2</td>
<td>Data Entry Operator</td>
<td>01 Post-Diu District. (18 to 30 years as on / 2018)</td>
<td>- Graduation from recognized university.&lt;br&gt;- Candidates must have at least six months certificate course in computer.&lt;br&gt;- Candidates must have proficiency in writing &amp; Speaking in English, Hindi &amp; Gujarati.</td>
<td>Rs. 15000 per month.</td>
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Note:

1. The recruitment is for the short term contract basis in the UT Administration of Daman & Diu up
to 31/03/2019 only.
2. The candidate found eligible shall be interviewed in the chamber of the Deputy Collector,
Collectorate, Diu.
3. The candidates should also bring all the original certificates of Educational/Professional
Qualification. Experience (if any), proof of age etc at time of interview. Candidate with incomplete
document will be rejected.
4. All eligible candidate can be apply in this post. However weightage will be given to the candidate
having Domicile Certificate of Daman & Diu as per the notification No. 1 - 1-87-CS/PF/2823 dated
16/12/2014 issued by the Deputy Secretary (Personnel), Daman & Diu, Daman.
5. The candidates will be appointed on short term contract basis as per the requirement of UT
Administration of Daman and Diu subject to availability of vacancy.
6. Reservation, relaxation of age limit and other concession will be provided in accordance with the
orders issued by the central government from time to time in this regard.
7. The selected candidate will not have any right or claim for regularisation against the regular
permanent vacancies.
8. The advertisement along with the application can be downloaded from the official website
www.diu.gov.in.
9. The applicants are requested to log in to www.diu.gov.in. for further updated. No personal letters
will be issued for interview process.

Asst. Director of Education,
District Panchayat, Diu.
Apply for Post (MDM Co-Ordinator/Data Entry Operator):

1. Name in full (in Block Letters) :
2. Father's Name :
3. (a) Date of Birth (In Figures) :
   (b) Date of Birth (In Words) :
   (c) Age as on dt. 10/08/2018 :
4. Marital Status :
5. Sex :
6. Nationality :
7. Religion :
8. Aadhar Number :
9. Mobile Number/Telephone No. :
10. Email address :
11. Whether belongs to :
    (Please attach Certified documentary
    Proof issued by appropriate authority) :
12. Domicile of Daman & Diu, UT :
13. Employment Registration
   No. of DD & Date, if any :
14. Address for correspondence
    (in block letter with Pin code,
    Tel. No., Mobile No./Email) :
15. Permanent Address :
16. Educational Qualification (please attach proof):

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<th>Qualification</th>
<th>Medium of Instruction</th>
<th>Year of Passing</th>
<th>Institution</th>
<th>Board / University</th>
<th>Obtained Marks</th>
<th>Total Marks</th>
<th>Division</th>
<th>Main Subjects</th>
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DECLARATION

I certify that the above information is correct and complete to the best of my knowledge & belief and nothing has been concealed/ distorted. If at any time, it is found that any material information, concealed/ distorted, my candidature/appointment shall be liable to summarily rejected/ terminated without any notice/ compensation.

Place: Diu
Date: 08 /2018.

SIGNATURE OF THE CANDIDATE