

UT Administration of Daman & Diu
Office of the Member Secretary,
Staff Selection Board (SSB)
Moti Daman-Daman 396220.

No. 23/SSB / DD/ DNH/ 2017 -18/133

Dated : 18/05/2018

ADVERTISEMENT No – 5

The U.T. Administration of Daman & Diu invites online applications from the eligible candidates for the posts mentioned below:

Sr. No.	Name of Posts	No. of Posts	Categories	Education & Other Qualification	Age limits.
1	Special Auditor / Co-operative Officer Classification Group - B (Non-Gazetted Non-ministerial) Pre revised Pay band PB-2, ₹ 9,300/- ₹ 34,800/-, GP - ₹ 4,200/- Pay Matrix - Level - 6 (₹ 35,400 - ₹ 1,12,400)	02 (Two) Daman & Diu	UR - 02	<u>Essential:</u> 1) Degree of a Recognized University or Equivalent 2) Post Graduate Diploma in Cooperation / co-operative Management of at least one year duration from Government recognized institution 3) Five year experience in responsible capacity in cooperation including auditing of accounts of cooperative societies.	Up to 30 years. (Relaxable for govt. servant up to 5 years in accordance with the instructions or orders issued by the central govt.)
2	Senior Inspector / Auditor Group - C Pre revised Pay band PB-1, ₹ 52,00-₹ 20,200, GP - ₹ 2,800/- Pay Matrix - Level - 5 (₹ 29200/- ₹ 92,300/-)	03 (Three) Daman & Diu	UR - 02 OBC - 01	<u>Essential:</u> 1) Graduate in Commerce or B.A. with Economics as Principal Subject. 2) Post Graduate Diploma in Co-operation / co-operative Management of at least one year duration from Government/ Government recognized institution.	Not exceeding 30 years. (Relaxable up to 5 years for govt. servants in accordance with the instructions or orders issued by the central govt.)
3	Field Surveyor Group - C Pre revised Pay band PB-1, ₹ 5,200 - ₹ 20,200, GP - ₹ 2400/- Pay Matrix -Level-4 (₹ 25500/- ₹ 81100/-)	02 (Two) Daman & Diu	UR - 02	<u>Essential:</u> 1) Std 10 th Pass from recognized Board 2) Three year Diploma in Civil Engineering from any government recognized University / Board. Or Two years course in Land Surveying from ITI	Between 18 and 27 years (Note: Upper age limit relaxable for departmental candidates up to 40 years)
4	Gram Sevak Group - C Pre revised Pay band PB-1, ₹ 5200-20200, GP - ₹2000/- Pay Matrix - Level - 3 (₹ 21700/- ₹ 69100/-)	09 (Nine) Daman & Diu	UR - 06 OBC - 02 ST - 01	<u>Essential:</u> a) H.S.C.E (XII) with 50% from a recognized board b) Diploma or certificate of computer course of at least 3 months duration from a reputed institute	18 to 30 years. (Relaxable for govt. servant up to 5 years in accordance with the instructions or orders issued by the central govt.)
5	Village Panchayat Secretary Group - C Pre revised Pay band PB-1, Rs 5200-20200, GP - Rs.2000/- Pay Matrix Level - 3 (₹ 21700/- ₹ 69100/-)	10 (Ten) Daman & Diu	UR - 06 OBC - 03 ST - 01	<u>Essential:</u> a) H.S.C.E (XII) with 50% from a recognized board b) Diploma or certificate of computer course of at least 3 months duration from a reputed institute	18 to 30 years. (Relaxable for govt. servant up to 5 years in accordance with the instructions or orders issued by the central Govt.)

Cont..2/-

Sr. No.	Name of Posts	No. of Posts	Categories	Education & Other Qualification	Age limits.												
6	Grader / Assessor Group – C Pre revised Pay band PB-1, Rs 5200-20200, GP – Rs.1900/- Pay Matrix – Level – 2 (₹ 19900 – ₹ 63,200)	02 (Two) Daman & Diu	UR – 01 OBC - 01	Essential: 1) XII th passed with 50% marks	30 years. (Relaxable for govt. servants up to 5 years)												
7	Forest Guard / Forest Sepoy Group – C Pre revised Pay band PB-1, Rs.5200-20200, GP – Rs.2000/- Pay Matrix – Level –3 (₹21700/- – ₹ 69100/-)	13 (Thirteen) Daman & Diu	UR-10 OBC – 03	Essential:- XII th Passed. Physical Standard (minimum) i) Sound State of Health, free from defect / deformity/ disease, Vision 6/6 without glasses both eyes, free from colour blindness. ii) <table border="1" style="margin-left: 20px;"> <thead> <tr> <th></th> <th>Male</th> <th>Female</th> </tr> </thead> <tbody> <tr> <td>Height</td> <td>163 cms</td> <td>150 cms</td> </tr> <tr> <td>Chest Normal</td> <td>79 cms</td> <td>---</td> </tr> <tr> <td>Chest - expanded</td> <td>84 cms</td> <td>----</td> </tr> </tbody> </table> <u>Walking Test:</u> Male 25 Kms within 4 hours Female 14 Kms within 4 hours		Male	Female	Height	163 cms	150 cms	Chest Normal	79 cms	---	Chest - expanded	84 cms	----	Between 18 years & 27 years. (The upper age limit is relaxable for departmental candidates up to 40 years in accordance with the instructions or orders issued by the central government)
	Male	Female															
Height	163 cms	150 cms															
Chest Normal	79 cms	---															
Chest - expanded	84 cms	----															

Instruction for the candidates:-

- 1) Online application may be filled on official website daman.nic.in/ojas by paying a fee of Rs. 100/- (Including all the Candidates).
- 2) Online link for filling up the application form will be activated as per the date shown in below:
 - i) Special Auditor / Co-operative Officer will be opened with effect from **28.05.2018** and the closing date for the applications will be **27.06.2018**
 - ii) Senior Inspector / Auditor will be opened with effect from **28.05.2018** and the closing date for the applications will be **27.06.2018**
 - iii) Field Surveyor will be opened with effect from **31.05.2018** and the closing date for the applications will be **30.06.2018**
 - iv) Gram Sevak / Village Panchayat Secretary will be opened with effect from **31.05.2018** and the closing date for the applications will be **30.06.2018**
 - v) Grader / Assessor will be opened with effect from **04.06.2018** and the closing date for the applications will be **03.07.2018**
 - vi) Forest Guard / Forest Sepoy will be opened with effect from **04.06.2018** and the closing date for the applications will be **03.07.2018**
- 3) The detailed instructions are attached herewith.
- 4) Earlier the post was advertised stands cancelled and candidate should apply again afresh.



**Deputy Secretary (SSB)
Daman & Diu.**

**THE DETAILED INSTRUCTION FOR APPLICANT FOR THE POST ADVERTISED VIDE
ADVERTISEMENT NO. 5. DATED 18/05/2018**

1. Earlier the post was advertised stands cancelled and candidate should apply again afresh.
2. Online applications successfully filled through the website daman.nic.in/ojas within the stipulated time limit shall only be considered. The candidates are advised to fill their active e-mail address and mobile number in the online application as all the correspondence will be made by the Board through email and /or SMS.
3. The candidates should submit applications within the stipulated time limit.
4. Applicant having domicile of Daman & Diu shall be given weightage, subject to him / her producing Domicile Certificate issued by the Mamlatdar, Daman & Diu.
5. The selection will be made on the basis of written test/computer bases examination only.
6. There will be 80 questions in the written examination/computer based examination carrying 01 Mark each. There will be negative marking. For each wrong answer, 0.25 marks will be deducted. 33% will be the passing cut – off in the written examination. The Merit List will be prepared from 100 marks i.e. 80 marks of Written Examination and 20 marks of Domicile of Daman & Diu. The written examination will be Computer based. The marks for preparation of Merit List will be awarded only for Written Examination and Domicile. No other marks will be awarded. 20 marks for domicile will be added for only those candidates who secure minimum 33% in written/computer based examination.
7. For Group "C" post, the reservation concession belonging to the Castes / Tribes and Other Backward Classes should be available only to those candidates who belong to SC/ST category as notified in the Re-Organization Act, 1987 in respect of SC and ST and as notified by the UT Administration of Daman & Diu for OBC. The Candidates belonging to SC/ST/OBC should submit the Caste / Tribes Certificate issued by the Competent Authority.
8. The syllabus of each posts a separate sheet attached herewith.
9. Upper age limit relaxation for the posts advertised will be in accordance with instructions or orders issued by the Central Government
10. The Application Fees for all applicants including SC, ST, OBC and females of Rs. 100/- will be charged for each application to be deposit (Non-refundable) in the account of Daman & Diu only.
11. Helpline No. : 0260- 2230098 (Daman & Diu)
Timing: 10.00 a.m. to 06.00 p.m. (Monday to Friday)
(01:30 to 2:00 p.m. lunch break)
12. While filing the online application form any technically or practically any error happens, the same will be at the responsibility of the applicant concerned only.



**Deputy Secretary
Staff Selection Board (SSB)
Daman & Diu**