

**U.T. Administration of Dadra & Nagar Haveli,
(Staff Selection Board)
Silvassa**

No. A/12/11/23/2019/DY.SEC(SSB)/ 173

Date: 11/12/2019


ADVERTISEMENT NO - 11

The UT Administration of Dadra & Nagar Haveli invites online applications from the eligible candidates for the posts mentioned below under the Child Development Project Office, DNH and Department of Personnel & Administrative Reforms, DNH:

Sr. No.	Name of the post	No. of posts & categories	Educational & other qualifications	Age limits
1	Female Supervisor, Level-4 in the Pay Matrix (Rs. 25500-81100) (PB-1 + Grade Pay Rs. 2400/- pre-revised)	Existing 07 (Seven) SC-01 ST-03 UR-03	Essential: Degree of a recognized University with Home Science OR Degree of a recognized university with one of the subject as Sociology OR Diploma in Child Development OR Diploma in Nutrition	Between 18 and 27 years. Note: (i) Upper age-limit relaxable in accordance with the instructions or orders issued by the Central Government. (ii) Upper age-limit relaxable to persons working on Daily Wages / Ad-hoc / Contract / Work Charge basis in Departments of UT Administration of Dadra & Nagar Haveli and autonomous bodies substantially funded by UT Administration of Dadra & Nagar Haveli as per the guidelines issued by Personnel Department, DNH vide Circular No. 1-12(B-113)/2015-ADM/29 dated 07/01/2015.
2	Lower Division Clerk / Panchayat Secretary / Cashier Level-2 in the Pay Matrix (Rs. 19900-Rs.63200) (PB-1 + Grade Pay Rs. 1900/- pre-revised)	Existing 28 (Twenty-eight) ST-11 OBC-01 EWS-01 UR-14 PH-01* *Hearing Impaired. Anticipated 04* (Four) ST-02 UR-02 *Subject to variation.	Essential: 12th class or equivalent qualification from recognized Board or University. Skill Test on Computer: English Typing @ 35 WPM or Hindi @ 30 WPM (time allowed 10 minutes) (35 w.p.m. and 30 w.p.m. Correspond to 10500 KDPH/9000KDPH on an average of 5 key depression for each word.)	Between 18 and 27 years. Note: (i) Upper age-limit relaxable in accordance with the instructions or orders issued by the Central Government. (ii) Upper age-limit relaxable to persons working on Daily Wages / Ad-hoc / Contract / Work Charge basis in Departments of UT Administration of Dadra & Nagar Haveli and autonomous bodies substantially funded by UT Administration of Dadra & Nagar Haveli as per the guidelines issued by Personnel Department, DNH vide Circular No. 1-12(B-113)/2015-ADM/29 dated 07/01/2015.

2. Online applications may be filled on www.daman.nic.in/ojas by paying fees of Rs. 100/- (Rupees One hundred only) latest by **11/01/2020**. The link for filling up the application form will be activated from **12/12/2019** at www.daman.nic.in/ojas for the above advertised vacancies. The closing date for the applications will be **11/01/2020**.

3. The detailed instructions are available on www.daman.nic.in/ojas


Deputy Secretary (SSB)
Dadra & Nagar Haveli

THE DETAILED INSTRUCTIONS FOR THE APPLICANT APPLYING FOR THE POST OF 'FEMALE SUPERVISOR' ADVERTISED FOR CHILD DEVELOPMENT PROJECT OFFICE, DNH. (ADVERTISEMENT No. 11)

- 1) Only female candidate can apply for the post of Female Supervisor.
- 2) Candidates should submit the online application within the stipulated time limit.
- 3) Applicant having domicile of Dadra & Nagar Haveli will be given weightage subject to her producing Domicile certificate issued by Mamlatdar (Silvassa / Khanvel).
- 4) There will be 80 questions in the computer based examination carrying 01 mark each. There will be negative marking. For each wrong answer, 0.25 mark will be deducted. 33% will be the passing cut-off in the written / computer based examination. The Merit List will be prepared from 100 marks i.e. 80 marks of computer based examination and 20 marks of Domicile of Dadra & Nagar Haveli. The marks for preparation of Merit List will be awarded only for Computer based 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 computer based examination.
- 5) The benefit of reservation for SCs/STs will be available to only those candidates who belong to the SCs/STs category as notified in the Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 in respect of SCs and in the Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962 in respect of STs. The candidates belonging to SC/ST should submit their Caste Certificate issued by the Competent Authority.
- 6) Age relaxation for 05 years i.e. upto 32 years will be **available only to candidates of SC / ST category**. Candidates belonging to OBC category will not get any age relaxation as there is no reserved post for OBC category. **The upper age-limit for OBC candidates will be 27 years.**
- 7) The post of Female Supervisor is **found suitable for the below mentioned PH categories:-**
 - (i) BL – Both legs affected but not arms.
 - (ii) OL – One leg affected (R or L).
 - (iii) OA – One arm affected (R or L).
 - (iv) OLA – One Leg and One Arm Affected.
 - (v) B – Blind.
 - (vi) LV- Low Vision.
 - (vii) HH – Hearing Impaired.
- 8) The syllabus for the post is uploaded in the 'Syllabus' section.
- 9) The applicants are requested to read the '**User Manual**' and '**Payment Manual**' carefully before filling up the online application form.
- 10) The application fees of Rs. 100/- will be charged for each application. The fees collected will be debited in the account of Staff Selection Board, Dadra & Nagar Haveli only. For any technical queries, please mail to email id: ds-ssb-dnh@gov.in for any clarification / guidance.


Deputy Secretary (SSB)
Dadra & Nagar Haveli

THE DETAILED INSTRUCTIONS FOR THE APPLICANT APPLYING FOR THE POST OF 'LOWER DIVISION CLERK / PANCHAYAT SECRETARY / CASHIER' ADVERTISED FOR PERSONNEL DEPARTMENT, DNH. (ADVERTISEMENT No. 11)


- 1) Candidates should submit the online application within the stipulated time limit.
- 2) Applicant having domicile of Dadra & Nagar Haveli will be given weightage subject to her producing Domicile certificate issued by Mamlatdar (Silvassa / Khanvel).
- 3) There will be typing / skill test as mentioned below:

Skill Test on Computer:

English Typing @ 35 WPM or Hindi @ 30 WPM (time allowed 10 minutes) (35 w.p.m. and 30 w.p.m. Correspond to 10500 KDPH/9000KDPH on an average of 5 key depression for each word.)

Note: Skill test will only be qualifying.

- 4) There will be 80 questions in the computer based examination carrying 01 mark each. There will be negative marking. For each wrong answer, 0.25 mark will be deducted. 33% will be the passing cut-off in the written / computer based examination. The Merit List will be prepared from 100 marks i.e. 80 marks of computer based examination and 20 marks of Domicile of Dadra & Nagar Haveli. The marks for preparation of Merit List will be awarded only for Computer based 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 computer based examination.
- 5) The benefit of reservation for STs/OBCs/EWSs will be available to only those candidates who belong to the STs category as notified in the Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962 in respect of STs and as notified by the UT Administration of Dadra & Nagar Haveli for OBCs/EWSs. The candidates belonging to SC/ST/OBC/EWS should submit their Caste Certificate / EWSs certificate issued by the Competent Authority.
- 6) Age relaxation for 05 years i.e. upto 32 years will be available only to candidates of ST category. Age relaxation for 03 years i.e. upto 30 years will be available only to candidates of OBC category. **Candidates belonging to SC category will not get any age relaxation as there is no reserved post for SC category. The upper age-limit for SC candidates will be 27 years.**
- 7) The post of 'Lower Division Clerk / Panchayat Secretary / Cashier' is **found suitable for the below mentioned PH categories:-**
 - (i) OA = One Arm.
 - (ii) OL = One Leg.
 - (iii) BL = Both Leg.
 - (iv) OAL = One Arm and one Leg.
 - (v) B = Blind.
 - (vi) LH = Low Vision.
 - (vii) HH = Hearing Impaired.
- 8) The syllabus for the post is uploaded in the 'Syllabus' section.
- 9) The applicants are requested to read the '**User Manual**' and '**Payment Manual**' carefully before filling up the online application form.
- 10) The application fees of Rs. 100/- will be charged for each application. The fees collected will be debited in the account of Staff Selection Board, Dadra & Nagar Haveli only. For any technical queries, please mail to email id: ds-ssb-dnh@gov.in for any clarification / guidance.


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