



OMNIBUS INDUSTRIAL DEVELOPMENT CORPORATION OF DAMAN & DIU AND DADRA & NAGAR HAVELI LIMITED.

(Synonymous with Development)

Corporate Office: Plot No. 35, Somnath, Nani Daman-396 210. Ph. No.(0260) 2241112, Fax (0260) 2241108

No.OIDC/2/Recruit Asstt./2013/201/764

Date:- 6/01/2016

### VACANCY CIRCULAR

Applications are invited from eligible candidate for filling up Four posts of Assistant on Regular basis in OIDC. Details and eligibility criteria for the post is as under:-

No. of Post :- 04 (Four)

Category/  
Reservation :- Un-Reserved – 04 (Four)

Pay :- PB – 1 Rs. 5,200 – 20,200 + Grade Pay of Rs.1,900/-

Age Limit :- Not exceeding 30 years

- Essential:-**
- 12<sup>th</sup> Std. Passed or or equivalent from recognized Institute/Board.
  - 2 years Practical experience in concerned field in reputed organizations/ Companies/ Central/State Govt./UTs/Public Sector Undertaking.
  - Knowledge of Computer
  - Typing speed 40 WPM in English

**Desirable: -** Knowledge of English, Hindi & Gujarati.

Eligible candidates may forward their biodata alongwith their complete details, self attested copies of all the necessary testimonials, age & address proof and latest photograph at OIDC's Corporate Office, Plot No. 35, Somnath, Nani Daman, within a period of (30) Thirty Days from the date of publication of this Advertisement. Bio-Data proforma can be downloaded from the website [www.oidc.nic.in](http://www.oidc.nic.in) and [www.daman.nic.in](http://www.daman.nic.in).

Any Indian Citizen can apply for the post. However, applicants having domicile of Daman & Diu shall be given weightage in accordance with O.M.No.1-1-87-CS/PF/2823 dated 16.12.2013, subject to him/her producing Domicile Certificate issued by Mamlatdar, Daman/Diu. Application received in the prescribed proforma with requisite documents as stated above shall only be taken in consideration if received within the stipulated time. No. correspondence will be entertained as regards to incomplete/time barred applications.

No TA / DA applicable

Sd/-  
Chief General Manager



APPLICATION FOR THE POST OF  
ASSISTANT  
OIDC, PLOT NO.35, SOMNATH,  
NANI DAMAN – 396210.

Paste recent  
Passport size  
Photograph duly  
Self Attested

1. Applicant's Name (in Block Letter) : \_\_\_\_\_
2. Father's Name (in Block Letter) : \_\_\_\_\_
3. Residential Address : \_\_\_\_\_  
\_\_\_\_\_
4. Date of Birth (DD/MM/YYYY) : \_\_\_\_\_
5. Gender (Male / Female) : \_\_\_\_\_
6. Whether SC / ST / OBC / PH : \_\_\_\_\_
7. Domicile of Daman / Diu : \_\_\_\_\_
8. Educational Qualification : \_\_\_\_\_

| Sr. No | Board / University | Year Passing | of | Percentage |
|--------|--------------------|--------------|----|------------|
|        |                    |              |    |            |

9. (a) Information/ documents regarding Education and other Qualification: (✓ as appropriate)

|                 |                                                                                                                                                  |                          |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| (i). Essential  | (i) 12 <sup>th</sup> std Passed or equivalent from recognized Board                                                                              | <input type="checkbox"/> |
|                 | (ii) 2 yrs. Practical experience in concerned filed in reputed organizations / companies / Central / State Govt./ UTs/ Public Sector undertaking |                          |
|                 | (iii) Knowledge of computer                                                                                                                      |                          |
|                 | (iv) Typing speed 40 WPM in English                                                                                                              |                          |
| (ii). Desirable | Knowledge of English, Hindi & Gujarati                                                                                                           | <input type="checkbox"/> |

9. (b) Information regarding Knowledge of information & Communication Technology Skills:

| Sr. No. | ICT Skill<br>(✓ in the next column as applicable)                                                                                                                               |                          |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1.      | Has studied and passed Computer Science / Information Technology as a Subject at Std. 12 <sup>th</sup> Level or at any higher level or BCC or any higher level course on NIELIT | <input type="checkbox"/> |
| 2.      | CCC Course on NIELIT of any higher level course of NIELIT                                                                                                                       | <input type="checkbox"/> |
| 3.      | B. SC in Computer Science / Information Technology / BCA                                                                                                                        | <input type="checkbox"/> |
| 4.      | B. Tec in Computer Science / Information Technology / M.Sc in Computer Science.                                                                                                 | <input type="checkbox"/> |
| 5.      | M. Tech in Computer Science / Information Technology / MCA                                                                                                                      | <input type="checkbox"/> |
| 6.      | None of the above                                                                                                                                                               | <input type="checkbox"/> |

10. Experience, if any

| Name of Organisation | Designation | Nature of Duty | Period of service |    |
|----------------------|-------------|----------------|-------------------|----|
|                      |             |                | From              | To |

**Declaration:**

I, declare that I fulfill all the conditions of eligibility regarding age limit and Education Qualification, Experience etc., for the post of Assistant.

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 of after the examination, my candidature / appointment is liable to the cancelled.

Dated:

(Signature of Candidate)  
Unsigned application will be rejected

**Note :- Attach self attested copy of Birth / Educational / Experience Certificate / Caste Certificate (if relevant), Domicile Certificate (If of Daman & Diu), Physically Handicapped Certificate (if relevant) failing which the application will be summarily rejected.**