

**Rashtriya Madhyamik Shiksha Abhiyan
Implementation Society
Department of Education, IInd floor, Block No.5
P.W.D Complex,
U.T. of D&NH, Silvassa - 396 230.**

No. RMSA/DNH/Staff/2012-13 /275

Date: - 10/10/2012

ADVERTISEMENT

Applications are invited from willing and eligible candidates for engaging Duftary /Office Clerk, Lab Attendant, Resource Persons (Guidance and Counselling) and Guest Faculty for High School / Higher Secondary Schools purely on short term contractual basis under RMSA Implementation Society. The applications along with required documents will have to be submitted personally on 23/10/2012 from 10:00 AM to 5:00 PM to the Office of the undersigned. The date, time and venue for written test/interview will be intimated individually after the scrutiny of applications.

For further details login to the official website of UT Administration of Dadra &Nagar Haveli -www.dnh.nic.in

**(Sd/-)
State Project Director
RMSA Implementation Society
Dadra and Nagar Haveli
Silvassa-396230
Phone No/Fax:- (0260)-2630071/ 2642098**

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**ADVERTISEMENT FOR ENGAGEMENT
OF DUFTARY/OFFICE CLERK, LAB ATTENDANT AND RESOURCE PERSON FOR GUIDANCE
AND COUNSELLING, GUEST FACULTY FOR HIGH SCHOOL & HIGHER SECONDARY.
UNDER RMSA IMPLEMENTATION SOCIETY**

Sr. No	Name of the Post	No of Posts	Qualification, Experience and Age limit	Nature of Job
1	Duftary/Office Clerk Fixed perks @ `10,000/- per month	20	<ul style="list-style-type: none"> • 10th Pass • Skill Test on Computer (Typing Speed 30 w.p.m.) Desirable: • 12th Pass • Minimum 2 years experience in clerical work. • Knowledge of Hindi, English and Gujarati languages. • Age limit 18 to 25 years as on 01/10/2012 (Age relaxation as per GOI Norms) 	To assist the Head Master/ I/c Principal or officers in Administrative Work of the school /office. ANNEXURE-I
2	Lab Attendant (High School) Fixed perks @ `12,000/- per month	12	<ul style="list-style-type: none"> • Higher Secondary School Certificate (12th Science) passed with Maths, Physics, Chemistry and Biology. • Age limit 18 to 25 years as on 01/10/2012 (Age relaxation as per GOI Norms) 	To assist the Subject Teachers in practical work in the Laboratory of Maths, Physics, Chemistry and Biology ANNEXURE-I
3	Resource Persons for Guidance and Counselling (Under Rashtriya Madhyamik Shiksha Abhiyan Implementation Society `20,000/-)	02	<ul style="list-style-type: none"> • M.A (Psychology). • Degree / Diploma in Educational & Vocational Guidance and Counselling Desirable: • Experience in the field of guidance & Counselling. • Age not exceeding 35 years as on 01/10/2012 . 	To give guidance and counselling to the students of secondary schools of this Territory and to motivate the students for the academic and co curricular activities including vocational guidance.
4	Guest Faculty High School. (110 per period restricted to maximum 05(Five) periods a day).	5	Graduate with 50% marks in respective subject with B. Ed Degree from the institution recognized by NCTE.	For further details please refer ANNEXURE-II.
5	Guest Faculty Higher Secondary School. (120 per period restricted to maximum 05(Five) periods a day).	8	Post Graduate with 50% marks in their respective subject with B. Ed degree from the institution recognized by NCTE.	For further details please refer ANNEXURE-II.

The assignments are purely on short term contractual basis and will continue till the relevant scheme is under implementation.

The assignment can be terminated earlier also without assigning any reason.

Schedule:-

Last date for submission of application: - 23 /10/2012, before 05:00 PM.

Date, time & Venue of written test/interview: - Will be intimated individually after scrutiny of the applications.

Note: -

- 1. For the Post of Duftary / Office Clerk there will be a written test and a Skill test on computer.**
- 2. Only for Guest faculty Walk-in-interview will be conducted.**
- 3. Applications sent through post / courier will not be accepted. The candidate has to submit the application personally in the prescribed format along with attested Photocopies of the certificates of educational qualification & experience. The original certificates will have to be produced at the time of interview.**

(Sd/-)
State Project Director,
RMSA Implementation Society,
U.T. of Administration,
Dadra and Nagar Haveli,
Silvassa.

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APPLICATION FOR _____

Please affix recent
passport size self
attested photo

1. Name in full (in block letters) :
2. Husband's Name :
3. (a) Date of Birth (In Figures) :
(b) Date of Birth (In Words) :
4. Marital Status :
5. Sex :
6. Nationality :
7. Religion :
8. Category :
9. Employment Registration :
No. of DNH & Date, if any
10. Address for Correspondence (in block letters
With Pin Code, Tel. No/Mobile No.) :
11. Permanent Address :

P.T.O.

12. Education Qualifications (please attached proof) :

Qualification	Year of Passing	Institution	Board /University	%	Division	Main subject
SSC						
HSC						
Graduation						
Post Graduation						
Professional Qualification						
If any other, please specify						

13. Experience, if any, with Certificate issued by the Head of Institution. :

14. Any other information you may like to add :

15. Extra Curricular Activities :

DECLARATION

- I certify that the above information is correct and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. If at any time, it is found that any material information, concealed/distorted the engagement shall be liable to be terminated without any notice. I understand that the engagement is purely on short term contractual basis and it will be in any High/Higher Secondary School of D&NH as per the requirement.

Place:-

Date: -

SIGNATURE OF THE CANDIDATE

FOR OFFICE USE ONLY

The candidate is eligible/not eligible for appearing in the Walk-In Interview.

Roll No. : _____

Checked By:-

ASPD:-

SPD:-

Sr. No.	Name of the School	Duftary /Office Clerk	Lab Attendant
		Required	Required
1	Govt. High School Silvassa(Z)	1	0
2	Govt. High School Silvassa(T) (EM)	1	1
3	Govt. High School Silvassa(T) (HM)	1	1
4	Govt. High School Silvassa(T) (MM)	1	1
5	Govt. High School Naroli	1	0
6	Govt. High School Kharadpada	1	1
7	Govt. High School Dadra	1	0
8	Govt. High School Dokmaradi	1	1
9	Govt. High School Galonda	1	1
10	Govt. High School Morkhal	1	1
11	Govt. High School Randha	1	0
12	Govt. High School Rakholi	1	0
13	Govt. High School Dapada	1	1
14	Govt. High School Surangi	1	0
15	Govt. High School Amboli (MM)	1	1
16	Govt. High School Khanvel(GM)/ (MM)	1	0
17	Govt. High School Mandoni (MM)	1	0
18	Govt. High School Bedpa (MM)	1	1
19	Govt. High School Dudhani	1	1
20	Govt. High School Sindoni (MM)	1	1
Total		20	12

ANNEXURE-II

Statement showing requirement of Guest Faculty for High / Higher Secondary School

	High Schools									
Name of the School Sub	Silvassa (zanda-chowk)	Surangi	Silvassa (T) (E.M)	Silvassa (T) (G.M)	Galonda	Rakholi	Silvassa (T) (HM)	Bedpa	Amboli	Total
English	01	01	-	-	-	-	-	-	-	02
Maths	-		-	-	-	-	-	01	01	02
S.S	-		-	-	-	-	01	-	-	01
Total (A)	01	01	-	-	-	-	01	01	01	05
Higher Secondary School										
English	-	-	01	-	01	01	-	-	-	03
Commerce	-	-	03	-	01	-	-	-	-	04
Economics	-	-		01						01
Total (B)	-	-	04	01	02	01	-			08
Total (A) + (B)	01	01	04	01	02	01	01	01	01	13

(Sd/-)
State Project Director
RMSA Implementation Society
Dadra and Nagar Haveli
Silvassa