

**Silvassa Institute of Higher Learning
Dadra & Nagar Haveli Ucchha Shiksha Samiti,
Silvassa (Naroli).**

No.EDN/GNL/GDC/POST/170/2011/15-IV/698

Dtd.31/12/2011

ADVERTISEMENT

The Principal, Silvassa Institute of Higher Learning, (a Govt. aided College) under Dadra & Nagar Haveli Ucchha Shiksha Samiti, Silvassa invites applications from eligible candidates for the post of **Upper Division Clerk:**

Sr. No	Name of Post & Mode of appointment	Mode of recruitment	Pay Scale	No. of Post
1.	Upper Division Clerk	Direct Recruitment	Rs.5,200-20,200+G.P.2400/-	01 (UR)

Note:- Details regarding eligibility/educational qualifications, experience and selection procedure is provided in the official website www.dnh.nic.in.

Eligible candidates shall apply on plain paper enclosing therewith a recent passport size photograph and attested copies of all certificates etc. relevant to the post applied for. No travelling allowance shall be paid to any of the candidates for attending the test and/or interview. Complete application in all respect along with relevant documents should reach to the undersigned (at the above address) on or before 31/01/2012. Applications received after due date shall not be entertained.

Applicants found canvassing in any form shall be out rightly rejected.

**Sd/-
(Dr.D.C.Agrawal)
Principal**

**Silvassa Institute of Higher Learning
Dadra & Nagar Haveli Ucchha Shiksha Samiti,
Silvassa.**

Copy to :-

1. All the Head of Offices, D&NH, Silvassa for wide publicity
2. The Chief Publicity Officer, D&NH, Silvassa with a request to publish the same in two leading local news papers having wide circulation.
3. The Director (Information & Technology), Silvassa for displaying it on the official website of D&NH.

RECRUITMENT RULES AND SELECTION PROCEDURE FOR POST OF UPPER DIVISION CLERK IN SILVASSA INSTITUTE OF HIGHER LEARNING, DADRA & NAGAR HAVELI UCCHHA SHIKSHA SAMITI, UT OF DADRA & NAGAR HAVELI, SILVASSA.

Details of Recruitment Rules are as follows:-

Name of Post	:-	Upper Division Clerk
Pay Scale	:-	Rs.5,200-20,200 + GP 2,400
No. of Posts	:-	01 (one)
Mode of Appointment	:-	Direct Recruitment

Maximum Qualification:-

- i). Degree/Graduates from a recognized University with minimum 05 (five) years experience.
- ii). Knowledge of computer and application of software packages such as MS Excel, MS Word, MS Power Point etc.
- iii). should have a good working knowledge in English & Hindi.

Desirable:- Should have the knowledge of Govt. Departmental procedures and Rules.

Should be Domicile of Dadra & Nagar Haveli.

Age:- Not exceeding 30 years of age. The upper age limit is relaxable upto 40 years in case of SC/ST.

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