

**U.T. ADMINISTRATION OF
DADRA & NAGAR HAVELI AND DAMAN & DIU
DIRECTORATE OF EDUCATION
SAMAGRA SHIKSHA**

No. DOE/SS/DNH/Recruitment of Staff/2024/2610

Date: 16 /03/2024

ADVERTISEMENT


The Directorate of Education, UT Administration of Dadra & Nagar Haveli and Daman & Diu invites applications from the eligible candidates to engage District MIS Coordinator purely on Short Term Contract (STC) Basis under Samagra Shiksha for Dadra and Nagar Haveli district. The details are as follows: -

Name of Post	Minimum Essential Qualification/ Eligibility Criteria	Desirable Qualification & Experience
District MIS Coordinator No. of Post: 01 Location: Dadra & Nagar Haveli Age limit: 30 Years Salary: Rs. 33,000 per month	Graduate Degree in Computer Science / Information Technology / Electronics Communication Engineering from recognized University with at least 55% marks in aggregate. OR B.E. (Computer / IT / CS) from recognized University with at least 55% marks in aggregate.	<ul style="list-style-type: none">• 03 years post-Qualification (post) / experience in Govt. Organization / reputed Private Organization / PSU / Institute of Higher Learning / University Autonomous, Body with the following Experience:• Development of web-based monitoring tool, Management of a database and implementation of Data Based Application.• Data Capture, Analysis. Management Reporting and Performance Monitoring.• Developing Modifying MIS system and other software's• Experience in the of development of Monitoring and Management Tool on ASP NET, JAVA and other commonly used databases. Working in the field of education is preferred. <ol style="list-style-type: none">1. The Candidate should have strong analytical skill with thorough and excellent working knowledge of computers and information technology.2. Good Presentation Skill and strong written and oral communication skill.3. Candidates must have proficiency in reading, writing & speaking in English, Guajarati & Hindi.

Note: The upper age limit is relaxable as per the Orders/instructions issued by the Central Government from time to time.

- Application in the prescribed format (enclosed herewith) with copy of relevant documents should be submitted in **hard copy** to the office of the Department of Education, 3rd Floor, Room No. 312, Lekha Bhavan, 66 KV road Amli-Silvassa-396230 on or before **16/4/2024 by 05:00pm.**
- The engagement will be purely on contractual basis and may be renewed based on performance.

This is issued with the approval of the competent authority.


(Jatin Goyal)
State Project Director (SS)/
Director (Education)

To: -

The SIO (NIC), Daman with the request to upload the above advertisement with enclosure on official website i.e. on www.ddd.gov.in, www.dnh.gov.in and www.diu.gov.in.

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DIRECTORATE OF EDUCATION
SAMAGRA SHIKSHA**

*Paste self-
Attached recent
passport size
Photograph*

Application for the Post of District MIS Coordinator

1.	Applicant's Name								
2.	Father's Name								
3.	Residential Address								
4.	Mobile No.								
5.	Email Id								
6.	Date of Birth								
7.	Age as on last date of application	Years		Months		Days			
(Tick in the below boxes as applicable)									
8.	Gender	Male		Female					
9.	Caste category (Whether SC/ST/OBC)	SC		ST		OBC		General/Ur-reserved	
10.	Whether belongs to Physically Handicapped category or other Special Category	Yes		No					
11.	Marital Status	Married		Unmarried					
12.	Domicile of DNH/Daman/Diu	Yes		No					
13.	Education Qualification: -								

Sr. No.	Qualification	Board / University	Year of Passing	Percentage
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

14. Experience: -					
Sr. No.	Name of the Organization /Department	Post held	Worked		Brief of service
			From	To	
1.					
2.					
3.					
4.					
5.					
6.					
7.					

15.	Why are you interested in joining the selected field?
16.	Mention any work done by you relevant to the field selected by you?
17	Write your Biographical Sketch (not exceeding 300 words). The Sketch is important as it enables the Interview Panel to assess your interests.

DECLARATION

I, hereby declare that, I fulfill all the conditions for the engagement to the applied post. I am also aware that the post for which I have applied is contractual in nature and does not have any right for regularization in future in any case.

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 or after the examination, my candidature/engagement is liable to be cancelled.

Date: / / 2024

Place:

SIGNATURE OF THE CANDIDATE