

**UNION TERRITORY ADMINISTRATION OF DADRA & NAGAR HAVELI**  
**DEPARTMENT OF COOPERATION**  
**SILVASSA.**  
e-mail: arcs-dnh@nic.in

No. COOP/EST/25(30)/14/141

Dated : 04/07/2016

**ADVERTISEMENT**

Applications are invited for filling up of post of **Cooperative Officer cum Auditor** in the Administration of Dadra and Nagar Haveli as under :

Sr. No.	Name of the Post & Pay Scale	No. of Posts	Educational Qualifications	Age Limit	Reservation
1	<b>Cooperative Officer-cum-Auditor,</b>  PB-1 Rs. 5200-20200 + Grade Pay Rs. 2800/-	01 (One)	<b>Essential:-</b> Degree from recognized university in Commerce or equivalent.  <b>Desirable :-</b> (i) Post graduation Diploma in Cooperation.  (ii) 03 years experience in Cooperation Auditing of Accounts in Cooperative Societies.	Between 18 and 27 years.  <b>Note:-</b> The upper age-limit relaxable in accordance with the instructions or orders issued by the Central Government.	<b>UR-01 (One)</b>

2. The candidates should submit their application accompanied with self attested copies of each certificate so as to reach the **Office of the Assistant Registrar Cooperative Societies, ITI Campus, Aml, Silvassa, UT of Dadra & Nagar Haveli 396230 within a period of (45) Forty five days from the date of publication of this Advertisement in Employment News.** (The application form can be downloaded from [www.dnh.nic.in](http://www.dnh.nic.in)). The candidates claiming SC / ST / OBC shall be required to furnish a self attested copy of certificate issued by Competent Authority that he / she belongs to SC / ST / OBC community along with his / her applications.

3. Any Indian citizen can apply for the post. However, applicant having domicile of Dadra & Nagar Haveli shall be given weightage in accordance with O.M. No.1-12(B-54)/2012-ADM/1261 dated 26-12-2013 subject to him / her producing Domicile Certificate issued by Mamlatdar, Silvassa / Khanvel. **Applications received in the prescribed proforma with requisite documents as stated above shall only be taken into consideration if received within the stipulated time.** No correspondence will be entertained as regards incomplete / time barred applications.

  
(Jignesh S Patel)  
Assistant Registrar  
Cooperative Societies  
Tel – 0260-2642965

To

1. The Director (IT), DNH for uploading in DNH Administration Website.

**APPLICATION FOR THE POST OF  
Cooperative Officer-cum-Auditor  
Administration of Dadra & Nagar Haveli  
Department of Cooperation**

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. Email: \_\_\_\_\_ Mobile No.: 

--	--	--	--	--	--	--	--	--	--
5. Date of Birth (DD / MM / YYYY) : \_\_\_\_\_
6. Gender (Male / Female) : \_\_\_\_\_
7. Whether SC / ST / OBC / PH : \_\_\_\_\_
8. Domicile of Dadra & Nagar Haveli : (Yes /No)
9. Educational Qualification

Sr. No.	Board / University	Year of passing	Percentage
1. Degree from recognized university in Commerce or equivalent.			
2. Post graduation Diploma in Cooperation.			
3. 03 years experience in Cooperation . Auditing of Accounts in Cooperative Societies.			

**10 (a) Information / documents regarding Educational and other Qualifications: (√ as appropriate)**

i. <b>Essential:</b>	Degree from recognized university in Commerce or equivalent.	<input type="checkbox"/>
ii. <b>Desirable:</b>	(i) Post graduation Diploma in Cooperation.	<input type="checkbox"/>
	(ii) 03 years experience in Cooperation . Auditing of Accounts in Cooperative Societies.	<input type="checkbox"/>

**10 (b) Information regarding Knowledge of Information & Communication Technology Skills:**

Sr. No.	ICT Qualification ( √ 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 of NIELIT.	<input type="checkbox"/>
2	CCC course of NIELIT or any higher level course of NIELIT.	<input type="checkbox"/>
3	B.Sc in Computer Science / Information Technology / BCA	<input type="checkbox"/>
4	B.Tech 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"/>

**11. Experience, if any**

Name of Organisation	Designation	Nature of Duty	Period of Service	
			From	To

**12. Declaration:**

I, declare that I fulfill all the conditions of eligibility regarding age limit and Education Qualification, Experience etc., for the post of **Cooperative Officer-cum-Auditor**.

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 / appointment is liable to be 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 Dadra & Nagar Haveli), Physically Handicapped Certificate (if relevant) failing which the application will be summarily rejected.