



Administration of the  
Union Territory of Lakshadweep  
(Directorate of Health Services)  
Kavaratti-682555

F. No. 21/4/2016 DHS (CRS)

Dated: 07 /12/2016

**EMPLOYMENT NOTICE**

Applications are invited from local schedule Tribe candidates of Lakshadweep for the post of **Data Processing Assistant (DPA)**, on **Contract** basis for a period of **one year** under Civil registering System (CRS), U. T. of Lakshadweep, Kavaratti as per the qualifications and other details shown below.

**Educational Qualification.**

- Any Degree from a recognized University
- Non- Computer Degree candidates must have Diploma/Certificate in Computers/IT for minimum duration of 1year from any recognized Institute/Organization.
- Must be well conversant with typing on computer.
- Should have good command over Hindi/English& local language.

**Desirable Qualification.**

- 1year experience in relative field like data collection, compilation and data entry etc.

**Age Limit:** Age of the candidates who are going to apply for this post should not exceed 35 years of age as on date of this employment notice.

**Remuneration:**

- a) Data processing Assistant will be paid a consolidated remuneration of Rs. 15,000/- per month.

**Method of Recruitment:-** Candidates having specified qualifications and experiences as detailed above shall be shortlisted and will be called for personal Interview to make an assessment for selection.(Qualification 80%, Experience-10% and personal Interview-10% respectively)

**Procedure to apply:** - Interested candidates may send their application in the prescribed format (to be downloaded from the Official Website of Lakshadweep Administration) to the Director Health services & Addl. Chief Registrar of births and deaths, Directorate of Health services, UT of Lakshadweep, Kavaratti. All the certificates in support of essential and desirable qualifications must be submitted along with the application duly attested by a Gazetted Officer.

**Last date for submitting Application:** - The application must reach to the above mentioned address on or before 21.12.2016. Applications received without proof of age, educational qualification, Cast Certificate and after due date will be summarily rejected.

This is issued with the approval of Secretary (Health), & Chief Registrar of Birth & Death, U. T. of Lakshadweep vide Diary No. 3324 dated 29.11.2016



(Dr. K. Shamsudheen)  
Director Health services

To:

The Editor, Lakshadweep Times with request to publish the matter in the next immediate edition of Lakshadweep Times.

**APPLICATION FOR THE POST OF:.....**

1. Name:
2. Sex
3. Date of Birth: DD/MM/YYYY (in words)
4. Age as on 01.12.2016: ..... Years ..... Months ..... Days
5. Father/ Husband's Name:
6. Mother's Name:
7. Permanent Address:
8. Correspondence Address:
9. Contact No.: Mob:
10. E-mail address:
11. Are you conversant with Hindi/English & local Language of the State: Yes/No
12. Are you conversant with basic computer knowledge: Yes/No
13. Educational Qualifications (attach self-attested copy of the documents in support):

Exam Passed	Institute/University/Board	Subject Offered	Passing Year	Marks Obtained (%)
Post Graduate				
Graduate				
Intermediate				
High School				
Others (if any)				

I hereby certify that the information furnished in the application is correct as per my knowledge and belief.

Place:  
Date:

**Signature of the Candidate**