



**ADMINISTRATION OF THE  
UNION TERRITORY OF LAKSHADWEEP  
(COLLECTORATE)  
KAVARATTI**

F.No.1/15/2011-ADM-(MPLADS)

Dated. 16 .01.2012

**EMPLOYMENT NOTICE**

Application invited from eligible local candidates for engagement as “Office Assistant” to MPLADS Section, Collectorate, Kavaratti on a fixed consolidated remuneration ₹ 8000/- (Rupees Eight thousand) only per month on contract basis for one year.

Sl.No	Name of the Post	No.of Post	Age	Qualification	Salary/month (Consolidated)
1	Office Assistant	1	25 to 40 (Relaxable for SC/ST as per Govt.of India orders)	<b>Essential:-</b> B.Com from a recognized University with certificate course in Tally.  <b>Desirable</b> Diploma in Computer Application.	₹ 8000/-

Application in plain paper with attested copies of certificates in proof of age, caste and educational qualification etc. should be addressed to the Additional District Magistrate, Collectorate, Kavaratti so as to reach on or before **16.02.2012**. Applications received without attested copy certificates, proof of age and educational qualifications and submitted after due date will not be entertained.

This issued with the approval of CDC vide D.No.14395. dated.31.12.2011.

  
**(RAJANISH KUMAR SINGH)**  
**ADDITIONAL DISTRICT MAGISTRATE**

To,

The Director, Information & Public Relation UT of Lakshadweep, Kavaratti with a request to publish in the edition of Lakshadweep Times Daily.

The Technical Director, NIC, Lakshadweep with a request to upload the matter in the Lakshadweep site for wide publicity.

Copy to OSD, LDCL with a request to transmits the same in LDCL cable TV as scrolling news for a period of 4 weeks.

Copy to SDO/DC all Islands.

*Approved*  
*For website* 