#### UT Administration of Daman & Diu Society for Promotion of Tourism Art and Culture Daman-396 210

No. DD/SPOTAC/EST/1/190

#### **ADVERTISEMENT**

Dated: 04/08/2017

Society for Promotion of Tourism Art and Culture, Daman & Diu, invites applications from eligible candidates for below mentioned posts on Contract Basis for one year with a provision of extension for another one year on merit basis. The applications should reach the undersigned on or before 21/08/2017.

#### 1. Post of Assistant Manager

01	Name of the Post	Asst. Manager		
02	Number of Post	02		
03	Job location	1 at Daman and 1 at Silvassa		
04	Method of Recruitment	Purely on Contract basis for tenure of 1 year with possibility of extension depending upon merit of the case. The contract can be terminated anytime after 1 month's notice.		
05	Pay	Rs. 40,000/- per month		
06	Educational Qualification	MBA (Tourism)/PG MTA (Master of Tourism Administration /PG Diploma in Management of Issues in Tourism & Travel/PG Diploma in Travel and Tourism Management or Equivalent.		
07	Experience	Minimum 3 years in Tourism Promotion, events and Tourism related activities.		
08	Nationality	Indian		
09	Age Limit	Not exceeding 45 years		

10	Relaxation	The Executive body of SPOTAC reserves	
		the right to relax any of the conditions in	
		highly deserving case.	

### 2. Post of Accountant

01	Name of the Post	Accountant	
02	Number of Post	02	
03	Job location	1 at Daman and 1 at Silvassa	
04	Method of Recruitment	Purely on Contract basis for tenure of 1 year with possibility of extension depending upon merit of the case. The contract can be terminated anytime after 1 month's notice.	
05	Pay	Rs. 25,000/- per month	
06	Educational Qualification	Graduate/Post Graduate in commerce/MBA finance from any Govt. recognized university.	
07	Experience	Minimum 2 years experience in Accounts/Finance/Taxation departments with knowledge of Tally accounting software will preferred. Experience in Government sector will be preferred.	
08	Nationality	Indian	
09	Age Limit	Not exceeding 45 years	
10	Relaxation	The Executive body of SPOTAC reserves the right to relax any of the conditions in highly deserving case.	

## 3. Post of Data Entry Operators

01	Name of the Post	Data Entry Operators
02	Number of Post	05
03	Job location	04 at Daman and 01 at Silvassa
04	Method of Recruitment	Purely on Contract basis for tenure of 1 year with possibility of extension depending upon merit of the case. The contract can be terminated anytime after 1 month's notice.
05	Pay	Rs. 20,000/- per month
06	Educational Qualification	Graduate degree in any stream
07	Experience	1.Knowledge of data entry with 30-40 wpm in English typing. 2.Working knowledge of MS office (Good knowledge of MS Excel required such as application of formulae) 3.Good Communication skills in English, Hindi and Gujarati 4.Minimum 1-2 years of work experience preferred
08	Nationality	Indian
09	Age Limit	Not exceeding 45 years

10 Relaxation		The Executive body of SPOTAC reserves		
		the right to relax any of the conditions in		
		highly deserving case.		

# Conditions:

- All applicants should be of Indian Nationality.
- The Governing body of SPOTAC reserves the right to relax any of the conditions in highly deserving case.
- The Governing Body of SPOTAC reserves the right to alter the remuneration based on the merit of the candidate.

# How to apply:

Candidates should apply with detailed bio data in the prescribed format suggested below with a recent passport size photograph duly self attested by themselves and photocopies of testimonials in support of qualifications, experience and age should be sent by RPAD/courier or by hand on or before 21<sup>st</sup> August 2017 in a sealed cover subscribing in bold letters "APPLICATION FOR THE POST OF ASSISTANT MANAGER/ACCOUNTANT/DATA ENTRY OPERATORS" to the address mentioned below:

The Member Secretary (SPOTAC)

Department of Tourism

UT Administration of Daman & Diu

Behind Nani Daman Bus Stop,

Daman-396 210

Phone: 0260- 2250002

Member Secretary SPOTAC

Daman & Diu

# **Application Format**

1. Name in Full:	Photo		
2. Father's Name:			
3. Present Postal Address:			
4. Email:			
5. Mobile No:			
6. Nationality:			
7. Date of Birth:			
8. Post Applied:			
<ul><li>9. Educational Qualification:</li><li>(From Matriculation onwards with percentage of marks, board/ university from where passed,</li><li>Subjects taken and year of passing in tabular form)</li><li>*Copy of Certificates to be submitted</li></ul>			
10. Field of specialization:			
11.List of previous Employments: (In order of most recent first together with designation, Period of service, details of duties, pay scale, gross salary Drawn and reasons for leaving, in tabular form)			
12. Preferred Location: Daman DNH			
13. Any other relevant information:			