



U.T. Administration of Dadra & Nagar Haveli and Daman & Diu
 संघप्रदेशदादराएवंनगरहवेलीऔरदमणएवंदिव
Society for Promotion of Tourism, Art & Culture (SPOTAC)
Department of Tourism / पर्यटनविभाग
Paryatan Bhavan / पर्यटनभवन
Nani Daman / नानीदमण- 396 210



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No: DD/SPOTAC/EST/POSTS/2017-18/143

Date: 06/02/2023


ADVERTISEMENT

The Society for Promotion of Tourism, Art & Culture (SPOTAC), Department of Tourism, DNH & DD invites applications from eligible candidates for below mentioned post on contract basis and details is as below:

A.	Name of the Post	Executive Assistant
1.	Number of Post	01
2.	Job Location	Daman
3.	Remuneration	Rs. 20,000/- per month
4.	Essential Educational Qualification	Graduate Degree in any stream
5.	Minimum Experience Required	1. Minimum 1-2 years of work experience 2. Knowledge of data entry with 30-40 wpm in English typing 3. Working knowledge of MS office (Good knowledge of MS Excel required such as application of formulae) 4. Good communication skills in English, Hindi and Gujarati
6.	Important Mandatory documents to be submitted along with application form	i. Passport size photograph ii. Detailed Resume/CV iii. Identity and Age Proof issued by Government (i.e. Aadhar card/Election ID/Driving License/PAN card) iv. Mark sheets of SSC and HSC v. Graduation/Bachelor's Degree Mark sheets and Degree Certificate vi. Relevant experience letters issued by the employer vii. Appointment letter/order if any viii. Certificate of computer knowledge
B.	Other Terms & Conditions for the post of EA	
1.	Nationality	Indian
2.	Age Limit	Not Exceeding 40 years (as on date of issuance of advertisement)
3.	Method of Recruitment	Purely on contract basis for tenure of one (01) year with possibility of extension depending upon the merit of the case. The contract can be terminated anytime after one (01) month notice.
4.	Method of selection	After scrutiny of the applications received within last date and time, the eligible candidates as per criteria

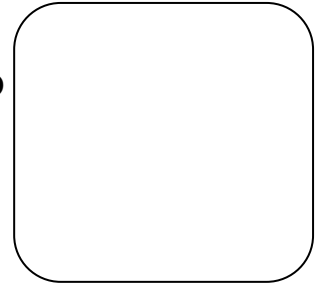
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		mentioned in the advertisement shall be called for personal interview.
5.	Method of application	The interested eligible candidate may submit the application in prescribed format along with mandatory documents (as mentioned in point no. 6 of A) which should be sent by RPAD/courier/by hand in a sealed envelope subscribing "APPLICATION FOR THE POST OF EXECUTIVE ASSISTANT, SPOTAC, DNH & DD" on or before last date of submission to the address mentioned below: To, The Member Secretary (SPOTAC) Society for Promotion of Tourism, Art & Culture Department of Tourism, Paryatan Bhavan Behind Bus Stand, Nani Daman, Daman – 396210 Contact No.- 0260-2250002
6.	Last Date & time of submitting the application	09/03/2023
7.	Note:	<ul style="list-style-type: none"> i. The Society reserves the right to accept/reject any or all applications without assigning any reasons. ii. Late applications received after the last date & time of submission will not be accepted in any case. iii. The Society reserves the right to modify/alter remuneration based on merit of the candidate.
* The applicant has to attach a form in prescribed format as per the provided format, the application without the format will be considered rejected.		



**Member Secretary (SPOTAC)/
Director (Tourism), DNH & DD**

**APPLICATION FORM FOR THE POST OF
EXECUTIVE ASSISTANT, SPOTAC, DNH & DD**



(TO BE FILLED IN UPPERCASE LETTERS ONLY)

Application for the post of:				
Name of the Applicant				
Address				
Contact Number				
Email ID				
Educational Details				
Course/Degree	Name of the Institute	Name of the University/Board	Specialization	Passing Grade/Marks
HSC				
Bachelors Degree				
Masters Degree				
Additional Certification (if any)				
Computer course certification				
Work Experience				
Name of the Company/Agency	Designation	Working Period	Role/Responsibilities in brief	Experience certificate attached (YES/NO)

Details of documents submitted	
Passport size photograph	YES/NO
Detailed Resume/CV	YES/NO
Identity and Age Proof issued by Government (i.e. Aadhar card/Election ID/Driving License/PAN card)	YES/NO
Mark sheets of SSC and HSC	YES/NO
Graduation/Bachelor's Degree Mark sheets	YES/NO
Degree Certificate	YES/NO
Relevant experience letters issued by the employer	YES/NO
Appointment letter/order if any	YES/NO
Certificate of computer knowledge	YES/NO

Signature of the Applicant