

WIC

The Daman Club
Registered office at Planning and Development Authority,
1st Floor, Collectorate, Dholar, Moti Daman.
Moti Daman – 396220.

No. PDA/DMN/DRC.Recruitment/81/2023/42

Date: 12/04/2023

Diary Num 264
ADVERTISEMENT

The Daman Club, a registered Society under the Societies Registration Act, 1860, seeks to provide culinary, Sports and Recreational facilities, to its members. To this end, the Club seeks applications from eligible candidates for filling up one post of Manager and one post of Assistant Manager on a contract basis (initially for 1 year which may be further extended depending upon the performance) to manage and look after the functioning of the Club.

The details are as follows: -

No. of posts	Educational Qualifications Skills and Experience Required	Age Limit
01 (One)	<p><u>FOR MANAGER:-</u></p> <p><u>Educational Qualification:-</u></p> <p>a) Graduate in Management/Business Studies from a recognized University or Institution.</p> <p><u>Skills Required:-</u></p> <p>a). Must be confident and articulate with exceptional interpersonal, presentation, analytical, and communication skills in English and Hindi.</p> <p>b). Marketing and budgeting knowledge would be advantageous.</p> <p>c). Exceptional outreach, organizational, social, and relationship management skills.</p> <p>d). Ability to coach staff members and computer literate.</p> <p>e). Dealing promptly with all grievances from both staff and club members.</p> <p>f). Building loyalty between clients and the club and setting goals for improving the business.</p>	Not Exceeding 35 years

	<p><u>Experience Required:-</u></p> <p>a). Minimum of 5 years in Business Management, Customer Relationship Management, and hospitality industry in a reputed club or recreational club.</p>	
01 (One)	<p><u>FOR ASSISTANT MANAGER:-</u></p> <p><u>Educational Qualification:-</u></p> <p>a) Graduate /Postgraduate with Certification in Hotel or Hospitality Management from a recognized University or Institution.</p> <p><u>Skills Required:-</u></p> <p>a). Must be confident and articulate with exceptional interpersonal, presentation, analytical, and communication skills in English and Hindi.</p> <p>b). Marketing and budgeting knowledge would be advantageous.</p> <p>c). Exceptional outreach, organizational, social, and relationship management skills.</p> <p>d). Ability to coach staff members and computer literate.</p> <p>e). Dealing promptly with all grievances from both staff and club members.</p> <p>f). Building loyalty between clients and the club and setting goals for improving the business.</p> <p><u>Experience Required:-</u></p> <p>a). Experience in the hospitality industry with a minimum of 3 years of experience in a reputed Hotel/Club.</p> <p>b). Experience in management.</p>	Not Exceeding 35 years


(Mohit Mishra)
 Member Secretary
 The Daman Recreation Club.

To: -

1. The SIO (NIC), DNH & DD with the request to upload the above advertisement with enclosure on the official website i.e. on www.ddd.gov.in.

RECRUITMENT RULES FOR THE POST OF MANAGER, THE DAMAN RECREATION CLUB.

SCHEDULE

Name of Post	No. of Post	Salary	Age limit	Educational Qualifications and Experience Required
(1)	(2)	(3)	(4)	(5)
Manager	01	Rs.80,000/- p.m. consolidated (Increment @5% after 1 year depending upon the performance)	Not exceeding 35 years.	<p>1. Qualification: Graduate in Management/Business Studies from a recognized University or Institution.</p> <p>2. Skills required:</p> <ul style="list-style-type: none">i. Must be confident and articulate with exceptional interpersonal, presentation, analytical, and communication skills in English and Hindi.ii. Marketing and budgeting knowledge would be advantageous.iii. Exceptional outreach, organizational, social, and relationship management skills.iv. Ability to coach staff members and computer literate.v. Dealing promptly with all grievances from both staff and club members.vi. Building loyalty between clients and the club and setting goals for improving the business. <p>3. Work Experience:</p> <ul style="list-style-type: none">i. Minimum 5 years of experience in Business Management, Customer Relationship Management, and hospitality industry in a reputed club or recreational club.


(Mohit Mishra)
Member Secretary,
The Daman Recreation Club

RECRUITMENT RULES FOR THE POST OF ASSISTANT MANAGER, THE DAMAN RECREATION CLUB.

SCHEDULE

Name of Post	No. of Post	Salary	Age Limit	Educational Qualifications and Experience Required
(1)	(2)	(3)	(4)	(5)
Assistant Manager	01	Rs.50,000/- p.m. consolidated (Increment @5% after 1 year depending upon the performance)	Not exceeding 35 years.	<p>1. Qualification: Graduate /Postgraduate with Certification in Hotel or Hospitality Management from a recognized University or Institution.</p> <p>2. Skills required:</p> <p>i. Must be confident and articulate with exceptional interpersonal, presentation, analytical, and communication skills in English and Hindi.</p> <p>ii. Marketing and budgeting knowledge would be advantageous.</p> <p>iii. Exceptional outreach, organizational, social, and relationship management skills.</p> <p>iv. Ability to coach staff members and computer literate.</p> <p>v. Dealing promptly with all grievances from both staff and club members.</p> <p>vi. Building loyalty between clients and the club and setting goals for improving the business.</p> <p>3. Work Experience:</p> <p>i. Experience in the hospitality industry with a minimum of 3 years of experience in a reputed Hotel/Club.</p> <p>ii. Experience in management.</p>


(Mohit Mishra)

Member Secretary,
The Daman Recreation Club

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Application for the Post of (Manager & Assistant Manager):-

Paste a self-attested recent passport-size photograph

1.	Applicant's Name						
2.	Father's Name						
3.	Residential Address						
4.	Mobile No.						
5.	Email ID						
6.	Date of Birth						
7.	Age as on the last date of application	Years		Months		Days	
(Tick ✓ in the below boxes as applicable)							
8.	Gender	Male		Female			
9.	Whether belongs to the Physically Handicapped category or other Special Category	Yes		No			
10.	Marital Status	Married		Unmarried			
11.	Domicile of DNH/Daman/Diu	Yes		No			

12 Educational Qualification					
Sr. No	Qualification	Board / University	Year of Passing	Marks Obtained out of Total Marks	Percentage
1.	SCC				
2.	HSC				
3.	Graduation				
4.	Post Graduate				
5.	Professional Qualification				
6.	Any other				

13. experience : (* Additional Sheet may be attached if required)					
Sr. No.	Name of the Organization / Department	Post held	Worked		Brief of Service
			From	To	
1.					
2.					
3.					
4.					
14. Any other achievements with respect to the applied post :-					

Note: - Candidate should attach supporting documents (Tick ✓ in the below boxes as applicable)

- | | | |
|--|--|--|
| <input type="checkbox"/> Leaving Certificate / Birth Certificate | <input type="checkbox"/> SCC Marksheet / SCC Certificate | <input type="checkbox"/> HSC Marksheet / HSC Certificate |
| <input type="checkbox"/> Graduation Marksheet / Degree Certificate | <input type="checkbox"/> Professional Qualification Marksheet and Degree / Diploma Certificate | |
| <input type="checkbox"/> Experience Certificate (if Applicable) | | |

DECLARATION

I, hereby declare that I fulfil all the conditions for the engagement to the applied post. I am also aware that the post for which I have applied is contractual and does not have any right for regularization in the future in any case.

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, my candidature/engagement is liable to be cancelled.

Dated: -

Place: -

SIGNATURE OF THE CANDIDATE

Note: - Application form, dully completed must reach to the Member Secretary, Daman Recreation Club, at registered office at Planning and Development Authority, 1st Floor Collectorate, Dholar, Moti Daman, so as to reach on or before 5.00 p.m. on 26/04/2023 positively. The applications received after due date may not be accepted.

FOR OFFICE USE ONLY

The candidate is eligible / not eligible.

Application No.: _____

Checked by: _____

Remarks:-