

**संघ प्रदेश दादरा एवं नगर हवेली और दमण एवं दिव प्रशासन**  
U.T. ADMINISTRATION OF DADRA & NAGAR HAVELI AND DAMAN & DIU  
**पर्यटन विभाग /DEPARTMENT OF TOURISM,**  
SOCIETY FOR PROMOTION OF TOURISM, ART & CULTURE (SPOTAC),  
DNH & DD

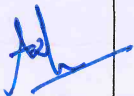
F.No.1/155/DT/DMN/Consultant/2023-24/857

Date: 08/11/2023

**विज्ञापन/ADVERTISEMENT**

Society for Promotion of Tourism, Art and Culture (SPOTAC), Department of Tourism, UT Administration of Dadra & Nagar Haveli and Daman & Diu invites application from eligible and desirous retired government officers at the level of the level of Joint Secretary/ Additional Secretary and above having considerable experience of functioning of Government/ Ministries/ Department, for engagement as consultant on short term contract basis.

1.	Name of the post	Consultant – Retired officers of any Government Department /PSU (Central/State)/ statutory /autonomous organization possessing the desired qualification/ experience.
2.	No. of Vacancy	01 (One)
3.	Period of contract	11 (Eleven) months.
4.	Job Location	U.T. of Dadra & Nagar Haveli and Daman & Diu.
5.	Working duration.	Full time
6.	Qualification	MBA (Tourism) /PG Diploma in Travel and Tourism Management or Equivalent/ PG in History or equivalent / PG in Arts or equivalent / Master's in Architecture or equivalent
7.	Experience	i. Minimum 2 years of administrative experience of Govt. of India in Tourism, Art, Culture and related fields at Joint Secretary/Additional Secretary level and above ii. Experience in conceptualizing and curating tourism projects like Museums, art and cultural center etc. Experience in the field of Art, culture & heritage and curating art, culture & heritage events and festivals.
7.	Age eligibility	Should be less than 65 years as on date of issuance of this advt.
8.	Remuneration.	Last Pay drawn minus pension plus TA. <ul style="list-style-type: none"><li>• Fixed remuneration.</li><li>• No Dearness Allowances.</li><li>• No HRA</li><li>• There will be no annual increment /percentage increase during the contract period.</li></ul>




<p>9.</p>	<p>Scope of work</p>	<ul style="list-style-type: none"> <li>i. Conceive project ideas and help SPOTAC to implement new and innovative tourism development projects in the areas of conservation, adaptive use of heritage buildings, Conserving Art &amp; Culture, implementing and conceptualizing upcoming technology products like Drone shows &amp; sound and light show etc., Urban Design interventions, Landscaping interventions and Planning Disciplines.</li> <li>ii. Gap analysis for the tourism and allied sector in the UT. Infrastructure gap assessment and proposals for different types of projects like- Tourism development projects, Water-based/ Land-based recreation projects, Integrated Masterplans, Interiors, and Landscaping etc.</li> <li>iii. Preparation of destination development plans encompassing various Cultural Festivals and Events, Spatial planning, Detailed Reports, etc.</li> <li>iv. Identification of new tourism products &amp; projects and formulation of implementation strategy (short term, mid-term &amp; long term) – mode of development, financing, timelines, etc.</li> <li>v. Ensuring Architectural compliance and suitability of the project including ensuring confirmation of the quality and standards.</li> <li>vi. Assist in Development of new products to attract niche and high-end tourists.</li> <li>vii. Assist in development of online educational and informative modules in tourism for aspiring students and tourism guides</li> <li>viii. Assist in development of online platforms or mobile application for visitors and Tourists.</li> </ul>
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		<p>ix. Any other projects/Scope as per direction of SPOTAC/ Department of Tourism.</p> <p>The services shall be provided with true intent and meaning, regardless of whether the same has or has not been particularly described but can be reasonably inferred there-from. The scope of services shall be governed by the provisions of the Notification and the appointment order. There may be several incidental services &amp; assignments which are not mentioned herein but will be necessary to complete the work in all aspects.</p>
10	Other Terms & conditions	<p>i. The engagement of the Consultant will be purely on contract basis.</p> <p>ii. Income Tax or any other tax, whichever are applicable will be deducted as per the prevailing rules at source before effecting the payment for which the Department will issue TDS certificate.</p> <p>iii. The candidate will require to sign a non-disclosure undertaking.</p> <p>iv. The Department may terminate the consultant engagement in case he is unable to achieve the assigned works within the time-frame, the work assigned to him is not satisfactory to the Department and/or found lacking in honesty and integrity.</p> <p>v. Department shall also reserve the right to terminate the service of Consultant at any time giving one week notice without assigning any reason.</p>

2. Candidate should submit the detailed Bio-Data in the prescribed format with a recent Passport Size photograph duly self-attested and photocopies of testimonials in support qualification, experience and age should be sent by RPAD/courier or by hand in a sealed cover mentioning in bold letter "Application for the post of consultant at the SPOTAC, DNH & DD" and should be addressed to the to the below mentioned address:

The Chairman (Executive Committee),  
SPOTAC, DNH & DD  
Office of Member Secretary, SPOTAC,  
Department of Tourism,  
Vidhut Bhavan, Kachigam,  
Nani Daman 396 210  
Ph: 0260 2250002  
Email: [dnhddtourism@gmail.com](mailto:dnhddtourism@gmail.com)

3. The last date for receiving application from the eligible candidates will be 23/11/2023. Application received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected and no correspondence shall be entertained in this regard.
4. The candidate will be shortlisted and thereafter eligible shortlisted candidates will be called for personal interview. The date of the interview will be intimated separately.
5. The selection will be based on the performance in the interview and on the basis of the qualification & experience. The decision of the competent authority on selection of candidates will be final.

  
**Member Secretary  
(SPOTAC), DNH & DD  
Daman.**

Copy to:

1. The Chairman EC(SPOTAC)/ Secretary (Tourism), DNH & DD for information please.
2. The SIO, NIC Daman for uploading the advertisement on the official website of the UT Administration for wide publicity.
3. Office copy.

Annexure I

Application form for the post of the Consultant on Contract basis



(self-attested latest photograph)

1	Name of Applicant	
2	Address for correspondence	
3	Phone number	Mob Residence
4	Email id	
5	Date of Birth	
6	Age as on date	
7	Date of joining of Government Service	
8	Date of retirement and post from which retired (enclosed copy of retirement order)	
9	Last pay Drawn (please enclose copy)	

10	P.P.O. No. (please enclosed copy)	
11	Address of the last office attended, designation and contact details of the reporting officer	
12	Nature of Duty, broad responsibilities of the last assignment	
13	Education qualification: (Only Graduation and above to be stated)	
14	Details of Project Curated or Executed in past 10 years	1. 2. 3.
15	Particulars of service for last 5 years (starting from latest in chronological order) (Separate sheet may be attached, if required)	
16	Currently holding any position or charge with any Govt. sector (if yes please specify)	

I ..... hereby declare that the above information given is true to the best of my knowledge. I undersigned agree that in the event of any information being found false or incorrect/ incomplete or ineligibility being detected at any time before or after selection/ interview, my candidature is liable to be rejected and I shall be bound by the decision of the UT Administration of DNH & DD. I have read this advertisement and ready to accept all the terms and conditions for engagement of Consultant.

Signature .....

Name .....

Date .....

- Note:**
1. Please attach Valid Photo Id proof with the application form.
  2. If space is not sufficient, separate sheet may be enclosed.
  3. All documents submitted must be self-attested by the applicant.