U.T. ADMINISTRATION OF DADRA & NAGAR HAVELI AND DAMAN & DIU
SOCIETY FOR PROMOTION OF TOURISM, ART AND CULTURE
(SPOTAC), DNH & DD

No.DD/SPOTAC/EST/POSTS/2017-18/375	Dated: 23/08/2024

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

A.	Name of the Post	Manager
1.	Number of Post	01
2.	Job Location	Daman
3.	Remuneration	Rs. 50,000/- per month
4.	Essential Educational Qualification	MBA /PGDMA/ MMS/ CA/ Any Masters Degree with the specialization of Finance or equivalent or PHD /Master's in Hospitality Management/ Master's in Hotel Management/ Master's in Business Administration (MBA) with a Focus on Hospitality. Degree from IIMs/IITs will be given preference.
5.	Experience	Minimum 2 years of work experience in hospitality sector or equivalent is required. Experience in the government sector is preferred.
6.	Minimum skills required	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
7.	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. 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.	Name of the Post	Assistant Manager
1.	Number of Post	01
2.	Job Location	Daman
3.	Remuneration	Rs. 40,000/- per month
4.	Essential Educational Qualification	Minimum MBA (Tourism) or an equivalent degree, or BBA/B.Com/BA/B.Sc./BEM in Travel, Tourism & Hospitality from a nationally recognized university in India.

		Candidate with higher qualification and suitable experience shall be given preference.
5.	Experience	Must have worked in the Tourism, Hospitality, Event, or Administration fields for the last 3 consecutive years in the private, public, or government sectors.
		Experience in the government sector is preferred.
6.	Minimum skills required	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
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. 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
C.	**Other Terms & Conditions for the post of Manager & Assistant Manager**	
1.	Nationality	Indian
2.	Age Limit	Not Exceeding 45 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 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 MANAGER/ASSISTANT MANAGER (SELECT ANY ONE), 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, 4th Floor, Vidyut Bhavan Kachigam, Nani Daman, Daman – 396215
6.	Last Date & time of submitting the application	13/09/2024
7.	Note:	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 enclosed, the application without the format will be considered rejected.		

Sd/-
Member Secretary (SPOTAC),
DNH & DD

APPLICATION FORM FOR THE POST OF
MANAGER/ASSISTANT MANAGER, SPOTAC, DNH & DD

(TO BE FILLED IN UPPERCASE LETTERS ONLY)

Application for the post of : (Select any one)	o MANAGER o ASSISTANT MANAGER
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

Work Experience

Name of the Company/Agency	Designation	Working Period	Role/Responsibilties 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
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