



U.T. Administration of Dadra & Nagar Haveli and Daman & Diu

संघ प्रदेश दादरा एवं नगर हवेली और दमण एवं दिव

Society for Promotion of Tourism, Art & Culture (SPOTAC)

सोसाइटी फॉर प्रमोशन ऑफ टूरिज्म, आर्ट्स एंड कल्चर (SPOTAC)

Department of Tourism / पर्यटन विभाग

Daman / दमण



☎ 0260 2250002 | ✉ tourism-dmn-dd@ddd.gov.in

No.DD/SPOTAC/EST/POSTS/2017-18/200

Dated: 11 / 05 / 2026

ADVERTISEMENT

The Society for Promotion of Tourism, Art and Culture (SPOTAC), Department of Tourism, 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	Assistant Manager
1.	Number of Post	01
2.	Job Location	Daman & Diu
3.	Remuneration	Rs. 40,000/- per month
4.	Essential Educational Qualification	Minimum MBA (Tourism) or equivalent degree or BBA/B.Com/BA/B.Sc in Travel, Tourism & Hospitality Sector/board (Preferable) OR MBA (Any other field) Candidate with higher qualification and suitable experience shall be given preference.
5.	Minimum Experience Required	Minimum 3 years of work experience in Tourism, Hospitality, Event or Administration fields in private, public or government sectors is required. Experience in government sector will be preferable.
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.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.	Name of the Post	Executive Assistant
1.	Number of Post	01
2.	Job Location	Daman & Diu
3.	Remuneration	Rs. 20,000/- per month
4.	Essential Educational Qualification	Graduate Degree in any stream
5.	Minimum Experience required	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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
C.	Other Terms & Conditions for the post of Assistant Manager & 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 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/B) 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, 4 th Floor, Vidyut Bhavan Kachigam, Nani Daman, Daman – 396215
6.	Last Date & time of submitting application	01/06/2026 till 06:00 PM
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 enclosed, the application without the format will be considered rejected.		

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

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