No. DD/SPOTAC/EST/1/31   Dated: 08/03/2019

ADVERTISEMENT

The Society for Promotion of Tourism Art and Culture, Daman & Diu, invites applications from eligible candidates for below mentioned posts on Contract Basis for one year with a provision of extension for another one year on merit basis. The applications should reach the undersigned on or before 29/03/2019.

1. **Post of Manager**

01	Name of the Post	Manager
02	Number of Post	01
03	Job location	Daman
04	Method of Recruitment	Purely on Contract basis for tenure of 1 year with possibility of extension depending upon merit of the case. The Selected candidate can only quit after giving 2 month notice.
05	Pay	Rs. 60,000/- per month consolidated
06	Educational Qualification	MBA (any), with 1 year of experience. OR PG Diploma in Management of Issues in Tourism & Travel/PG Diploma in Travel and Tourism Management or Equivalent with 2 years of experience. The experience of providing consultancy services to Tourism Department will be preferable.
07	Nationality	Indian
08	Age Limit	Not exceeding 40 years
09	Relaxation	The Executive body of SPOTAC reserves the right to relax any of the conditions in highly deserving case.

2. Post of Assistant Manager

01	Name of the Post	Asst. Manager
02	Number of Post	01
03	Job location	Daman/DNH
04	Method of Recruitment	Purely on Contract basis for tenure of 1 year with possibility of extension depending upon merit of the case. The Selected candidate can only quit after giving 2 month notice.
05	Pay	Rs. 40,000/- per month
06	Educational Qualification	MBA (any) OR PG MTA (Master of Tourism Administration /PG Diploma in Management of Issues in Tourism & Travel/PG Diploma in Travel and Tourism Management or Equivalent with 1 (one) year of experience.
07	Nationality	Indian
08	Age Limit	Not exceeding 40 years
09	Relaxation	The Executive body of SPOTAC reserves the right to relax any of the conditions in highly deserving case.

3. Post of Accountant

01	Name of the Post	Accountant
02	Number of Post	01
03	Job location	Daman
04	Method of Recruitment	Purely on Contract basis for tenure of 1 year with possibility of extension depending upon merit of the case. The Selected candidate can only quit after giving 2 month notice.
05	Pay	Rs. 25,000/- per month
06	Educational Qualification	Graduate in commerce/MBA finance from any Govt. recognized university or equivalent.
07	Experience	Minimum 2 years experience in Accounts/Finance/Taxation departments with knowledge of Tally accounting software will preferred. Experience in Government sector will be preferred.
08	Nationality	Indian
09	Age Limit	Not exceeding 40 years
10	Relaxation	The Executive body of SPOTAC reserves the right to relax any of the conditions in highly deserving case.

4. Post of Executive Assistants

01	Name of the Post	Executive Assistants
02	Number of Post	03
03	Job location	Daman
04	Method of Recruitment	Purely on Contract basis for tenure of 1 year with possibility of extension depending upon merit of the case. The Selected candidate can only quit after giving 2 month notice.
05	Pay	Rs. 20,000/- per month
06	Educational Qualification	Graduate degree in any stream
07	Experience	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 4.Minimum 1-2 years of work experience preferred
08	Nationality	Indian
09	Age Limit	Not exceeding 40 years
10	Relaxation	The Executive body of SPOTAC reserves the right to relax any of the conditions in highly deserving case.

5. Post of Social Media Manager

01	Name of the Post	Social Media Manager
02	Number of Post	01
03	Job location	Daman & Diu and Dadra & Nagar Haveli
04	Method of Recruitment	Purely on Contract basis for tenure of 1 year with possibility of extension depending upon merit of the case. The Selected candidate can only quit after giving 2 month notice.
05	Pay	Rs. 50,000/- per month
06	Educational Qualification	Bachelor's degree in Information Technology/computer Science Engineering or equivalent with 1+ year of Proven working experience in social media marketing or as a digital media specialist.
07	Job Description	• Creation & Maintenance of all Social Media Platforms • Query Management • Creation of content and ensuring that the content shared online must be copyright protected and unauthorized use of this must be monitored. • Use of tools like Google Analytics, Facebook Insights, Twitter Analytics, You-tube analytics, or any other social media monitoring tools to analyze the growth in the page through Social Media engagements. • Off and On page Search Engine Optimization and updating the Tourism website from time to time.

08	Nationality	Indian
09	Age Limit	Not exceeding 40 years
10	Relaxation	The Executive body of SPOTAC reserves the right to relax any of the conditions in highly deserving case.

Conditions:

- The Executive Committee of SPOTAC reserves the right to relax any of the conditions in highly deserving case.
- The Executive Committee of SPOTAC reserves the right to alter the remuneration based on the merit of the candidate.
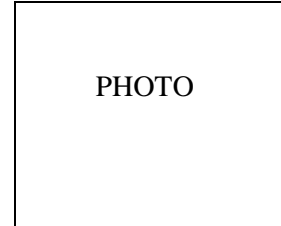
How to Apply:

Candidates should apply with detailed bio data in the prescribed format suggested below with a recent passport size photograph duly self attested by themselves and photocopies of testimonials in support of qualifications, experience and age should be sent by RPAD/courier or by hand on or before 29/03/2019 in a sealed cover subscribing in bold letters "APPLICATION FOR THE POST OF MANAGER/ASST MANAGER/ACCOUNTANT/EXECUTIVE ASSISTANT/SOCIAL MEDIA MANAGER, SPOTAC, Daman/ DNH" to the address mentioned below:

The Member Secretary (SPOTAC)
Society for Promotion of Tourism Art and Culture
Department of Tourism
UT Administration of Daman & Diu
Behind Nani Daman Bus Stop, Daman – 396210
Phone 0260-2250002

Sd/-
Member Secretary (SPOTAC)
Daman & Diu

Post Applied For :

Application Format

PHOTO

1. Name in Full:

2. Father's Name:

3. Present Postal Address:

4. Email:

5. Nationality:

6. Date of Birth:

7. Educational Qualification:

(From Matriculation onwards with percentage

of marks, board/ university from where passed,

Subjects taken and year of passing in tabular form)

*Copy of Certificates to be submitted

8. Field of specialization:

9. List of previous Employments:

(In order of most recent first together with designation,

Period of service, details of duties, pay scale, gross salary

Drawn and reasons for leaving, in tabular form)

10. Any other relevant information:

Signature of the candidate