

RASHTRIYA MADHYAMIK SHIKSHA ABHIYAN SOCIETY
U.T. OF DAMAN AND DIU
DAMAN

No. RMSA/D&D/Staff/10-11/67

Dated: 02/12/2011

WALK IN INTERVIEW

Walk in Interview for following post is hereby fixed on 21/12/2011 for the office of the Rashtriya Madhyamik Shiksha Abhiyan Society, U.T. of Daman & Diu up to March, 2012 on purely contractual basis. :

Sr. No.	Name of the post & Pay Scale	No. of Posts	Age limit	Educational Qualification	Nature of Job.
1	2	3	4	5	6
1	ACCOUNTANT Fixed Salary Rs. @ 20,000/- per months	01 (General)	Below 30 years.	- B.Com. 2 nd class with Accountancy from recognized university. OR - Should have certificate of Computer Course & Typing speed of minimum 40 w.p.m. (English) from recognized Institution - Knowledge of English	He/She shall be responsible for maintenance of Accounts of RMSA including preparation of Budget Estimate, tracking of expenditure, obtaining sanction from competent authority, Correspondence of RMSA, Auditing of Accounts through Chartered Accountant etc.
2	DATA OPERATOUR Fixed Salary Rs. @ 12,000/- per months	01 (General) 1. Daman Dist.	Below 30 years	- Graduation from recognized University with 2 nd class. - Candidate must have one year certificate of Data Entry OR PGDCA(Post Graduate Diploma in Computer Application) - Should have certificate of Computer Course & Typing speed minimum 40 w.p.m. (English) from recognized institution. - Knowledge of English	He/She shall be responsible for preparation of Data Capture Format of RMSA, consolidation of Data of Daman & Diu, Submission of online data to Ministry, Compilation of Reports of RMSA, Correspondence of RMSA etc.

The eligible Candidates may appear for interview on 21/12/2011 at 11:00 a.m. with self-hand written application, 02 recent Passport size Photographs and attested/certified copies of their Educational Qualification also with originals of all Educational Qualifications in the chamber of State Project Director (RMSA), U.T. of Daman & Diu, Secretariat, Moti Daman.

Please Note that no TA/DA shall be paid to the candidate for appearing for the said interview.

(Field Publicity Officer),
Daman



(B.S. Shrimali),
Asstt. State Project Director (RMSA)
U.T. of Daman & Diu