

U.T. Administration of Daman & Diu
BAL BHAVAN BOARD
Daman- 396220 .

Dated:

Vacancy for the posts at Bal Bhavan

Application are invited for appointment to the posts at Bal Bhavan on contractual basis. Further extension will be given depending on work performance of the employee. The salary would be consolidated. The appointment will be governed by the Bye-laws and Rules & Regulations of Bal Bhavan Board, Daman.

Subject :-Application for filling up 03 posts for Bal Bhavan Board Daman .

Sr. No	Name of the post	No of Post	Education Qualification	Consolidate Remuneration in Rs.
1	Administrative assistant	01	Master/Bachelor Degree in any discipline: At least 3 years professional work experience in providing administrative support: knowledge of effective Government procedure and practices will be an added advantage. Knowledge and experience in using appropriate software and other computerized Microsoft office: and ability to organize and prioritize workloads, meet deadline and targets.	15,000/- p.m.
2	LDC	01	Graduate/H.S.C. passed in English and Maths with atleast 3 year experience in routine office work. And a typing speed of 35 w.p.m. in English Good communication skill, both oral and written in English. Good knowledge in M.S Office application. Good knowledge in office procedures and accounting like tally or in excel.	10,000/- p.m.

3.	Teacher	01	<p>Graduate degree or equivalent from recognized University/Institution.</p> <p>Degree/Diploma in the field of any one from -Music / Dance / Fine art / Science.</p> <p>3 year experience of working with children, in any organization / institution.</p> <p><u>Desirable</u></p> <p>Recognized contribution in the field of Music, Dance and / or creative performance, Art Experience in organizing cultural programmes , etc.</p>	10,000/- p.m.
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- The number of post can be changed as per requirement.
- A signed declaration to the effect..." I certify that all information and document submitted by me are correct and if found in correct,I can be disqualified from the interview has to be attached with the application Original certificate have to be produced during interview.
- Age should be below 40 yrs.
- Application must accompany Xerox copies of all academic qualifications testimonials experience certificate duly self attested with recent passport size photograph pasted on the main application.
- Last date of submission of application; within 20 days from the date of publication of the advertisement .


 Director , Bal Bhavan Daman

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NIC ,Daman