

UT Administration of  
Daman & Diu  
Society for Promotion of Tourism Art and Culture  
Daman-396 210

No. DD/SPOTAC/EST/1/116

Dated 08/06/2017

**ADVERTISEMENT**

Society for Promotion of Tourism Art and Culture, Daman & Diu, invites applications from eligible candidates for below mentioned post 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 27/06/2017.

Name of the Post	No. of Post	Qualification and Experience	Job location	Salary per month
Social Media Manager	01	Bachelor's degree in Information Technology/computer Science Engineering or equivalent with 3+ years of Proven working experience in social media marketing or as a digital media specialist.	Daman, Diu and Dadra & Nagar Haveli	Rs. 50,000/-

Job Description (In Brief):

- 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.


Conditions:

- All applicants should be of Indian Nationality.
- The Governing body of SPOTAC reserves the right to relax any of the conditions in highly deserving case.
- The Governing Body 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 27<sup>th</sup> June 2017 in a sealed cover subscribing in bold letters "APPLICATION FOR THE POST OF SOCIAL MEDIA MANAGER- SPOTAC" to the address mentioned below:

The Member Secretary (SPOTAC)  
Department of Tourism  
UT Administration of Daman & Diu  
Behind Nani Daman Bus Stop,  
Daman- 396 210  
Phone: 0260- 2250002

  
Member Secretary SPOTAC  
Daman & Diu

## 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