

**U.T. ADMINISTRATION OF DADRA & NAGAR HAVELI AND DAMAN & DIU  
SOCIETY FOR PROMOTION OF TOURISM, ART AND CULTURE  
(SPOTAC), DNH & DD**

No.DD/SPOTAC/EST/POSTS/2017-18/33

Dated: 19/01/2022

**ADVERTISEMENT**

The Society for Promotion of Tourism Art & Culture, DNH & DD invites applications from eligible candidates for below mentioned post on contract basis and details as below:

<b>A.</b>	<b>Name of the Post</b>	<b>Accountant</b>
1.	Number of Post	01
2.	Job Location	Daman
3.	Remuneration	Rs. 25,000/- per Month
4.	Essential Educational Qualification	Graduate in Commerce/MBA Finance from any Govt. recognized college or university
5.	Desirable Educational Qualification	MBA/CA/PG/PG Diploma/equivalent to masters degree in the field/specialization of Finance
6.	Minimum Required Experience	Minimum Experience of Two (02) years in Accounts/Finance/Taxation departments with knowledge of Tally accounting software will be preferred. Experience in Government Sector will be preferred.
7.	Important Mandatory Documents to be submitted along with application form	<ul style="list-style-type: none"> <li>i. Passport Size Photograph</li> <li>ii. Detailed Resume/CV</li> <li>iii. Identity and Age Proof issued by Government (i.e Adhar Card/Election ID/Driving License/PAN Card)</li> <li>iv. Mark sheets of SSC and HSC</li> <li>v. Certificate of course (if any)</li> <li>vi. Graduation/Bachelors Degree Mark sheet and passing certificate/Degree Certificate</li> <li>vii. Master Degree/Post Graduate Mark sheet and passing certificate/Degree Certificate</li> <li>viii. Relevant experience letters issued by the employer,</li> <li>ix. Appointment letter/order</li> <li>x. Contract/agreement (if any)</li> </ul>
<b>B.</b>	<b>Name of the Post</b>	<b>Executive Assistant</b>
1.	Number of Post	01
2.	Job Location	Daman
3.	Remuneration	Rs. 20,000/- per Month
4.	Essential Educational Qualification	Graduate Degree in any stream
5.	Minimum Required 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
6.	Important Mandatory Documents to be	<ul style="list-style-type: none"> <li>i.Passport Size Photograph</li> <li>ii.Detailed Resume/CV</li> <li>iii.Identity and Age Proof issued by Government (i.e</li> </ul>



submitted along with application form	Adhar Card/Election ID/Driving License/PAN Card) iv.Mark sheets of SSC and HSC v.Graduation/Bachelors Degree Mark sheet and passing certificate/Degree Certificate vi.Relevant experience letters issued by the employer, vii.Appointment letter/order viii.Contract/agreement (if any)
<b>C. Other Terms &amp; Conditions for the Post of Accountant &amp; Executive Assistant</b>	
1. Nationality	Indian
2. Age Limit	Not Exceeding 40 years (as on date of issuance of this 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 carrying total 20 Marks.
5. Method of Application	The interested eligible candidate may submit the application in prescribed format along with mandatory documents (as mentioned in point no 12) should be sent by RPAD/courier/by hand in a sealed envelope subscribing "APPLICATION FOR THE POST OF ACCOUNTANT/EXECUTIVE ASSISTANT(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 Paryatan Bhavan Behind Bus Stand, Nani Daman, Daman - 396210 Contact No - 0260-2250002
6. Last Date & time of submitting the application	07/03/2022
7. Note:	i. The Society reserve right to accept/reject any or all applications without assigning any reasons. ii. Late applications received after last date & time of submission will not be accepted in any case. iii. The Society reserves right to modify/alter any terms or criteria of selection at any stage. iv. The Society reserves right to modify/alter remuneration based on merit of the candidate.

\*The applicant has to attach a form in prescribed format as per the next page, the application without the format will be considered rejected.



Member Secretary  
(SPOTAC), DNH & DD

**APPLICATION FORM FOR THE POST OF  
ACCOUNTANT/EXECUTIVE ASSISTANT, SPOTAC, DNH & DD**

(TO BE FILLED IN UPPERCASE LETTERS ONLY)

Application for the post of : (select any one)	<input type="checkbox"/> ACCOUNTANT <input type="checkbox"/> EXECUTIVE ASSISTANT			
Name of the Applicant				
Address				
Contact Number				
Email ID				
<b>Educational Details</b>				
Course/Degree	Name of the Institute	Name of the University/ Board	Specialization	Passing Grade/ Marks
HSC				
Bachelors Degree				
Masters Degree				
Certification				
Additional Certification (if any)				
<b>Work Experience</b>				
Name of the Company/Agency	Designation	Working Period	Role/ Responsibilities in brief	Experience Certificate attached (YES/NO)

Signature of the Applicant