



UT Administration of  
Dadra & Nagar Haveli and Daman & Diu  
Office of Mission Director  
National Rural Livelihood Mission  
Dadra & Nagar Haveli, Silvassa

No: DP/NRLM/Resources/2022-23/658

Date: 17/03/2023

**ADVERTISEMENT**

The Office of Mission Director, NRLM, UT Administration of Dadra Nagar Haveli invites applications in prescribed format (Annexure - A) from eligible candidates for below mentioned Posts to be filled purely on short term contract basis under the National Rural Livelihoods Mission. The application should reach the above said Office on or before 04:00 PM, 31/03/2023.

Sr.No	Name of Post	No of vacancy	Eligibility & Job Description	Salary
1	Cluster Coordinator	3	<p><b>Eligibility:</b></p> <ol style="list-style-type: none"><li>1. Any Graduation (preference in Social Science, Development studies)</li><li>2. 1+ year experience within the community.</li><li>3. Well versed with local language.</li></ol> <p><b>Job Description:</b></p> <ol style="list-style-type: none"><li>1. Formation of SHG, VO and CLF</li><li>2. Community Mobilization</li><li>3. Capacity Building of SHGs</li><li>4. Monitoring of SHG activities</li><li>5. Coordination with DMM for planning activities in the cluster</li><li>6. Ensure maintenance of SHG Books, Records and Data, Bank related work of SHGs</li><li>7. Any other work as assigned by reporting authority</li></ol>	Rs. 20,000/- TA/DA as per the NRLM HR Manual & guidelines
2	MIS Coordinator	1	<p><b>Eligibility:</b></p> <ol style="list-style-type: none"><li>1. Graduate proficiency in data entry computer Ms Office work / Knowledge of tally, Accounting and other accounting software.</li><li>2. 1+ year experience.</li></ol> <p><b>Job Description:</b></p> <ol style="list-style-type: none"><li>1. Ensure timely and accurate data entry of all MIS-related data of the mission as well as community level.</li><li>2. Maintenance and updating of NRLM district administration accounts</li><li>3. Provide support to other divisions/departments/external agencies for the proper collection of</li></ol>	Rs. 20,000/-

*J. H. H. H.*


			<p>data.</p> <p>4. Ensure timely availability of data and generation of required progress reports.</p> <p>5. Any other work as assigned by reporting authority.</p>	
--	--	--	---	--

Eligible and desirous candidates may submit their applications to the department with one set of attested photocopy of educational qualification and experience in the Office of Dispatch Section, Development and Planning Office, District Panchayat, Silvassa, Dadra and Nagar Haveli-396230.

Note:

1. Only shortlisted candidates shall be called for an interview.
2. No TA/DA will be paid to the candidates for attending the interview.
3. Applications will be summarily rejected if found deviant from prescribed format and required criteria without assigning any reason.
4. Mission Director (NRLM)/ CEO (DP) Dadra and Nagar Haveli reserves the right to terminate the selection process without any reason.

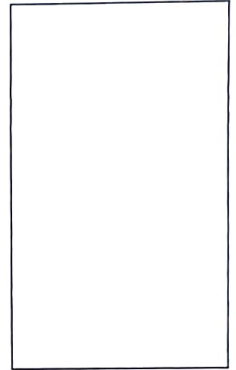
Encl: Annexure – A

  
 Mission Director (NRLM)  
 Dadra and Nagar Haveli  
 Silvassa

Copy to:

1. On office notice board.
2. All Gram Panchayat for display on notice board.
3. Local news paper for wide circulation.

**APPLICATION FORM**  
**UT Administration of**  
**Dadra & Nagar Haveli and Daman & Diu**  
**Office of the District Panchayat**  
**National Rural Livelihood Mission**



Name of the post applied for:.....

Name of Candidate (in block letters):.....

Fathers Name:.....

Address for communication:.....

.....

.....

.....

Mobile Number:..... Alternate Number:.....

E-mail Address:.....

Date of Birth:.....(attested copy valid Proof should be enclosed)

Age (as on 28/02/2023) Years:.....Months.....Days.....

Category : ST/SC/OBC/ Others (attested copy of valid proof should be closed)

Domicile of DNH&DD: Yes / No(attested copy of Domicile Certificate issued by  
Mamlatdar)

Language Known:.....

Marital Status:  Married  Unmarried.

**Educational Qualification:**

Academic	Name of School/ College	Board/ University	Stream/ Special subject	Year of Passing	Percentage
Graduation in .....					
Post Graduation .....					
Any other Please specify .....					

**Work Experience:**

Sr. No	Designation	Organization	Duration			Nature of Duties
			From	To	Total exp.	

I hereby declare that all the statements made by me in the application form and information sheet are true and complete to the best of my knowledge and belief. I also understand that in case, any of my statements is found untrue during any stage of recruitment and thereafter. I shall be disqualified for the post applied for and I shall be liable for any penal action.

Date:

Place:

Signature

Attested Copies of Relevant Certificate / Documents should be attached along with application form