



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/2022-23/216

Date 15/02/2024

**ADVERTISEMENT
(WALK IN INTERVIEW)**

The Office of Mission Director, NRLM, UT Administration of Dadra and Nagar Haveli invites walk-in interview applications along with the prescribed format (Annexure - A) from the eligible candidates for below mentioned Post to be filled purely on a short-term contract basis under the National Rural Livelihoods Mission. The applicants should reach the above said Office before 09:00 AM, 18/02/2024.

Sr. No	Name of Post	No of vacancy	Eligibility & Job Description	Salary
1	MIS Coordinator	1	<p>Eligibility:</p> <ol style="list-style-type: none">1. Graduate proficiency in data entry computer Ms Office work / Knowledge of tally, Accounting, and other accounting software.2. 1+ year experience. <p>Job Description:</p> <ol style="list-style-type: none">1. Ensure timely and accurate data entry of all MIS-related data of the mission as well as community level.2. Maintenance and updating of NRLM district administration accounts3. Provide support to other divisions/departments/external agencies for the proper collection of data.4. Ensure timely availability of data and generation of required progress reports.5. Any other work as assigned by reporting authority.	Rs. 20,000/-

Eligible and desirous candidates attend along with a filled application form and submit one set of attested photocopy of educational qualifications and experience in the Office of NRLM Department, District Panchayat, Silvassa, Dadra and Nagar Haveli-396230.

Note:

1. Only those candidates who are eligible will be allowed to 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 the prescribed format and required criteria without assigning any reason.
4. Mission Director (NRLM)/ Chief Executive Officer (DP) Dadra and Nagar Haveli reserve the right to terminate the selection process without any reason.

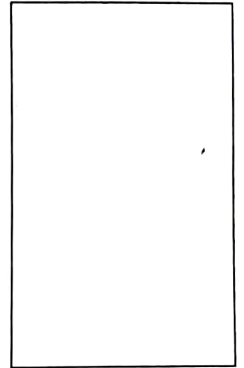
Encl: Annexure – A


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 newspaper 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 09/02/2024) 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.