

**Office of the
Director of Education &
Member Secretary,
Dadra and Nagar Literacy Mission Authority (DNHLMA),
U.T. of Dadra and Nagar Haveli,
Silvassa – 396230.**

No.DNHLMA/Coord/2011-12/3527

Date: - 16 / 12/2011

**A D V E R T I S E M E N T
WALK-IN-INTERVIEW
FOR ENGAGING COORDINATORS UNDER DNHLMA**

The Dadra and Nagar Literacy Mission Authority (DNHLMA), under Department of Education invites applications from willing and eligible candidates for engaging as Coordinators at different levels . The Walk-In-Interview is fixed on 30th December, 2011 at 10:00 AM at the office of the Member Secretary, DNHLMA, Department of Education, 1st floor, P.W.D Complex, D&NH, Silvassa. For further details login to the official website of Administration of D&N.H. (www.dnh.nic.in).

(Sd/-)
(R. K. GAUR)
Member Secretary
DNH Literacy Mission Authority
Dadra and Nagar Haveli
Silvassa

Phone No:- (0260)- 2642098

**Office of the
Director of Education &
Member Secretary,
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U.T. of Dadra and Nagar Haveli,
Silvassa – 396230.
WALK IN INTERVIEW**

A Walk –In-Interview for the Coordinator has been scheduled on
30/12/2011 at 10:00 AM under DNHLMA, U.T of D&NH :-

Sr. No	Name of the Post	No of Posts	Qualification and Experience	Nature of Job
1	District Coordinator	01	<ul style="list-style-type: none"> • At least Graduation. • Minimum three years academic and administrative experience • Preference will be given to retired Govt. Officer having experience of having worked in Total Literacy Campaign or any other Adult Education Programme. 	To coordinate activities of Saakshar Bharat Programme at the U.T level and with NLMA
2	Coordinator (Financial Management)	01	<ul style="list-style-type: none"> • At least B.Com. • Minimum three years experience of maintaining accounts in (a) Govt. Department/Autonomous body. 	To maintain the account and to manage the finances of the scheme and coordinate with NLMA
3	Coordinator (Administration)	01	<ul style="list-style-type: none"> • At least Graduation. • Minimum three administrative experience in Govt./autonomous body. • Preference will be given to retired Govt. Officer having experience of having worked in Total Literacy Campaign or any other Adult Education Programme. 	To coordinate activities of Saakshar Bharat Programme at the U.T level and coordinate with NLMA
4	Coordinator (Adult Education Centres)	01	<ul style="list-style-type: none"> • At least Graduation. • Experience of Adult Education programme, conduct of survey on Adult Education programme 	To identify and open the Adult Education Centre and to manage the centres efficiently.

5	Coordinator (IT)	01	<ul style="list-style-type: none"> • At least BCA/B.Sc (IT)/Computer Science or other equivalent qualification. • Minimum three years experience in the field of IT, preferably experience in Web based application. 	To manage online system of the scheme, ensure functioning of IT system and to coordinate with NLMA.
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Honorarium: - Rs. 6000/- per month.

The assignment as coordinator is purely on temporary nature and will continue till the Saakshar Bharat Programme is under implementation.

The assignment can be terminated earlier also without assigning any reason.

(Sd/-)
(R. K. GAUR)
Member Secretary
D&NH Literacy Mission

Authority.

- Education Qualifications (please attached proof) :

Qualification	Year of Passing	Institution	Board / University	% Marks	Division	Main Subjects
S.S.C. (X)						
H.S.C. (XII) Graduation						
Any other please specify						

- Experience (please attached proof) ::

Sr. No	Period		Department/Field of Experience
	From	To	

- Any other information you may like to add :

- Extra Curricular Activities :-

**SIGNATURE OF THE
CANDIDATE**

DECLARATION

- I certify that the above information is correct and complete to the best of my knowledge and belief and nothing has been concealed/ distorted.

Place:-

Date: -
CANDIDATE

SIGNATURE OF THE

FOR OFFICE USE ONLY

The candidate is eligible/not eligible for appearing in the Walk-In Interview.

Roll No. : _____

Checked By:-