

**Office of the  
Director of Education &  
Member Secretary,  
DNH Literacy Mission Authority,  
Education Department, PWD Complex,  
U.T. of Dadra & Nagar Haveli,  
Silvassa - 396 230.**

No. DNHLMA/G&C/2013-14/

Date: - 22/01/2012

**WALK IN INTERVIEW**

A Walk-In-Interview for engaging Coordinators has been scheduled on 01/02/2013 at 11:00 AM under DNH Literacy Mission Authority and the date of **submission of application is up to 31.01.2013 till 17:00Hrs** at office of Member Secretary, DNLMA, Ist Floor, PWD Complex, U.T. of Dadra & Nagar Haveli.

Sr. No	Name of the Post	No of Posts	Qualification and Experience	Nature of Job
1	<b>Coordinator (Administration) (Honorarium ₹.6000/- under DNH Literacy Mission Authority)</b>	01	<ol style="list-style-type: none"> <li>At least Graduation.</li> <li>Minimum three years administrative experience in Govt. /autonomous body.</li> <li>Preference will be given to retired Govt. Officer having experience of having worked in Total Literacy Campaign or any other Adult Education Programme.</li> </ol>	To coordinate activities of Saakshar Bharat Programme at the U.T level and coordinate with NLMA
2	<b>Coordinator (Financial Management) (Honorarium ₹.6000/- under DNH Literacy Mission Authority)</b>	01	<ol style="list-style-type: none"> <li>At least B.Com.</li> <li>Minimum three years experience in the field of maintaining Accounts in (a)Govt. Department/Autonomous Body.</li> </ol>	To maintain the account and to manage the finances of the scheme and coordinate with NLMA.
3	<b>Coordinator (IT) (Honorarium ₹.6000/- under DNH Literacy Mission Authority)</b>	01	<ol style="list-style-type: none"> <li>At least BCA/B.Sc (IT)/Computer Science or other equivalent qualification.</li> <li>Minimum three years experience in the field of IT, preferably experience in Web based application.</li> </ol>	To manage online system of the scheme, ensure functioning of IT system and to coordinate with NLMA.

The assignments are purely on temporary nature and will continue till the relevant schemes are under implementation.

The assignment can be terminated earlier also without assigning any reason.  
Schedule: - 11:00 AM Interview at Secretariat, Silvassa.

(R. K. Lalwatt)  
Member Secretary  
DNH Literacy Mission Authority  
Dadra & Nagar Haveli,  
Silvassa

**Director of the  
DNH Literacy Mission Authority  
(Department of Education)  
U.T. of D&NH  
Silvassa - 396 230.**

**APPLICATION FOR ENGAGING COORDINATORS UNDER DNH LITERACY MISSION AUTHORITY**

Paste  Duly attested recent passport size Photograph
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1. Name in full (in block letters) :
  
2. Father's/Husband's Name :
  
3. (a) Date of Birth (In Figures) :      Date                      Month                      Year
  
- (b) Date of Birth (In Words) :
  
4. Marital Status :                      Married / Unmarried.
  
5. Sex :                      Male / Female
  
6. Address for Correspondence (in block letters with Pin Code, Tel. No/Mobile No. Fax No, Email)
  
  
7. Permanent Address :

8. 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						
Post Graduation						
Any other please specify						

9. Experience (please attached proof) ::

Sr. No	Period		Department/Field of Experience
	From	To	

10. Any other information you may like to add :

11. Extra Curricular Activities :-

**SIGNATURE OF THE CANDIDATE**

**DECLARATION**

1. 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: -

**SIGNATURE OF THE CANDIDATE**

**FOR OFFICE USE ONLY**

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

Roll No. : \_\_\_\_\_

Checked By:-