

**INDIAN RED CROSS SOCIETY
DADRA & NAGAR HAVELI U.T. BRANCH
SILVASSA – 396 230
(Tel. No.: 0260 – 2640577)**

Vacancy for the post of Assistant Secretary

Applications are invited for appointment to the post of Assistant Secretary in Indian Red Cross Society, Dadra & Nagar Haveli U.T. Branch, on contractual basis on the fixed salary of Rs. (*to commensurate with Educational Qualification & experience - negotiable*) per month. The appointment will be governed by the Rules & Regulations of the Society.

Job Description:

To carry out all the administrative & ministerial work under the direction of the Secretary of the Branch and will supervise the general medical & social welfare activities of the Society.

Essential Qualification & Experience:

- a) Post Graduate Degree **OR** equivalent from a recognized University / Institution.
- b) 10 years experience in a responsible position in the field of project formulation, implementation, planning, fund raising, administration & accounts besides knowledge of computers application and should possess excellent verbal & written interpersonal skills.
- c) Knowledge of Govt. Rules & Procedures, desirable.

Age limit 35 to 60 years (as on date of publication of the advertisement)

Last date of submission:

Applications alongwith Bio-data, photographs, photocopies of educational & experience certificates in sealed & superscripted envelop addressed to “The Secretary, Indian Red Cross Society, Red Cross House, Silvassa – 396 230, Dadra & Nagar Haveli U.T.”, should reach the office of the Society within 15 days of publication of this advertisement.

Secretary
IRCS, D&NH U.T. Br.