

UT Administration of Dadra & Nagar Haveli
Social Welfare Department
Block 4, PWD Office campus
(D & N. H. Waqf Board)
Silvassa

F.NoDNH. Waqf /Recruit/15/

Dated : 13 /07/ 2016

ADVERTISEMENT

Deputy Director (Social Welfare) under the Scheme of “Computerization of Waqf records” & “Strengthening of State Waqf Board “ shall conduct Walk- In –Interview for the following mentioned posts on short term contract basis on 28/07/2016 at 3.00 pm at the office of DNH Waqf Board Situated in Social Welfare Department.

Sr. No	Name of the post	No. of Vacancy	Age	Qualification & Experience	Consolidated Pay
1	Accountant Cum Assitant	01	Below 45 years	Graduate preferably commerce with 3 years Experience in accounts and well versed with Waqf matters	Rs. 12000/- Per Month
2	System Analyst/Data Entry Operator	01	Below 45 years	Graduate with Diploma certificate in computers, BBA preferred and well versed with Waqf matters	Rs. 12000/- Per Month
3	Lower Division Clerk	01	Below 35 years	Graduate with 1 yrs Experience in Admin work , well versed with office procedures and Computer work	Rs. 10000/- Per Month
4	Multi task Staff	01	Below 35 years	Minimum SSC passed with knowledge of Housekeeping/Driving/ other office work	Rs. 8000/-Per Month

Candidates residing in UT of Dadra & Nagar Haveli and command on English and Local Languages shall be preferred.

Eligible and desirous candidates may forward their applications to the Chief Executive Office, Dadra & Nagar Haveli Waqf Board and may appear for walk in interview with original educational and experience certificates etc, with one set of attested photocopies at the time of interview.

Phone No:- 0260 2632027/ 2643780

Website :- www. Dnh.nic.in

Chief Executive Officer (WAQF)
Department of social welfare
UT of Dadra & Nagar Haveli
Silvassa

Copy to :

1. The Joint Secretary (Information Technology) Secretariat, DNH. Silvassa.
2. All Head Offices & Muttawallies of awaqfs.