



DIU SMART CITY LIMITED

CIN: U74999DD2018PLC009814
C/o Diu Municipal Council,
Fort Road, Diu 362520
Contact: +91 2875 252126
Email: Diudscl@gmail.com

DMC/Diu/SMARTCITY/KMP/2018-19/1214

Date: 18th March 2020

Advertisement

Diu Smart City Ltd., Diu, invites applications from eligible candidates for below mentioned post to be filled on short term contract basis in Diu Smart City Ltd. Walk-in Interviews will be held on 30th March 2020 at 09:30am in the office of Collector, Diu.

Position	Company Secretary
Vacancies	One (1)
Emoluments	Rs.50, 000/- to Rs.70,000/- (fixed per month based on qualifications and experience)
Qualifications	Member of Institute of Company Secretaries of India (ICSI) Preference would be given to candidate who is fluent in English, has excellent written/verbal communication skills and excellent knowledge of word, excel, power point. LLB is desirable
Experience	3 years of work experience as a Company Secretary

1. Eligible candidates are requested to bring one set of self-attested photocopy of educational qualification and experience certificate duly attached with the application form as below.

Note:

1. No TA/DA will be paid to the candidates for attending the interviews.
2. Eligibility and qualification criteria, and application form for the above said posts is available on official website <http://diu.gov.in>
3. For further details applicant may visit office of the Chief Executive Officer, DSCL/Deputy Collector, Collectorate, Diu.

Yours faithfully,

Harminder Singh
CEO, DSCL

Website: <http://diu.gov.in>
email Id: diudscl@gmail.com

Application Form
Diu Smart City Limited

(Please fill the form in block letters only)

Name of the position applied for: _____

Name of the candidate: _____

Father's name: _____

Address for communication:

Affix a passport size
photograph

Phone no.: _____

Mobile no.: _____

email address: _____

Date of birth: _____ (attested copy of valid proof must be submitted)

Age (as on _____): _____ years _____ months _____ days

Category: ST/SC/OBC/others (attested copy of valid proof must be submitted, wherever applicable)

Domicile of UT of DD and DNH: Yes/No (attested copy of Domicile certificate issued by Mamlatdar of Daman and Diu and Dadra and Nagar Haveli, must be enclosed)

Languages known: _____

Marital status: Married/Unmarried

Educational qualifications:

Level	Name of school/ college	Board/ University	Stream/ Specialisation	Year of passing	Percentage marks
SSC					
HSC					
Diploma in _____					
Graduation in _____					
Others, please specify _____					

Work experience:

Sr no	Designation	Organisation	Employed from	Employed until	Total duration	Nature of duties

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 if any of my statements are found untrue, during any stage of recruitment or thereafter, I shall be disqualified for the post applied for and I shall be liable for any penal action.

Date:

Place:

Signature of candidate

- Attested copies of relevant certificates/documents should be attached along with application form;
- Incomplete or unsigned applications will be rejected.