



DIU SMART CITY LIMITED

CIN:U74999DD2018PLC009814

Fort Road, Diu 362520

Contact : +91 2875 252126

Email:diudscl@gmail.com

No. DMC/DIU/SMARTCITY/KMP/2018-19/485

Dated:26 /02/2022

ADVERTISEMENT

Diu Smart City Ltd., Diu, invites applications from eligible candidates for below mentioned posts to be filled on short term contract basis in Diu Smart City Ltd.

Position	Manager (Information Technology)
Vacancies	One (1)
Emoluments	Rs. 50,000/- to Rs. 75,000/- (fixed per month based on qualification and experience)
Qualifications	Degree in Computer Engineering/Computer Science Engineering / Information Technology/ Electronics & Communication / MCA
Experience	7-10 years of experience in IOT led interventions, GIS solutions, MIS covering various facets of technology and ICT based smart solutions. Experience of dealing with various technology providers/ suppliers for ICT tools specially with State Government and/or ULBs

Position	Company Secretary cum Legal Advisor
Vacancies	One (1)
Emoluments	Rs. 50,000/- to Rs. 70,000/- (fixed per month based on qualification and experience)
Qualifications	1. Member of Institute of Company Secretaries of India. 2. LLB is desirable.
Experience	• 3 years of work experience as company secretary, 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.

Note: -

1. The candidates may forward their applications at diudscl@gmail.com latest by **5 pm on 10/03/2022**. Only the shortlisted candidates will be contacted for further rounds of selection.
2. The application should be submitted in prescribed format as attached with this advertisement along with self attested scanned copies of requisite documents.
3. The candidates can attend the interview through VC or by being physically present at the venue.
4. Incomplete applications/applications without necessary document will summarily be rejected. Canvassing in any form will lead to disqualification.
5. No correspondence will be entertained as regarding incomplete and time barred application.
6. Any addendum/dedendum/corrigendum shall be posted on Diu official NIC website only.



Vivek Kumar
(Dr. Vivek Kumar)
Chief Executive Officer,
DSCL, Diu

Copy for information to:

- NIC, Diu, for uploading the notice on the website of Diu Administration.

Diu Smart City Limited
Application Form

(Please fill the form in block letters only)

Indicate your preference for interviews (please put a **√**):

Physically present in Diu Via Video Conferencing

Name of the position applied for: _____

Name of the candidate: _____

Father's name: _____

Address for communication:



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.