



## DIU SMART CITY LIMITED

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

No. DMC/DIU/SMARTCITY/KMP/2018-19/ 495

Dated: 09 /03/2022

### ADVERTISEMENT


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

<b>Position</b>	<b>Office Assistant</b>
<b>Vacancies</b>	One (1)
<b>Emoluments</b>	Rs.20, 000/- to Rs.30,000/- (fixed per month based on qualifications and experience)
<b>Qualifications</b>	Graduate in any field. Proficiency in computers, Proficiency in English Language
<b>Experience</b>	2 years of relevant experience, Preference shall be given to candidates having experience in Smart Cities

#### Note:

1. The candidates should report along with duly filled prescribed form and self-attested photocopies of requisite documents, certificates on **21<sup>st</sup> March 2022** sharp at 10.00 A.M. at Diu Smart City Limited, Diu, with original certificates.
2. Registration and document verification will be carried out at the venue from 10.00 AM to 10.30 AM only. No candidate will be entertained on late reporting.
3. No TA/DA will be paid to the candidates for attending the interviews.
4. For further details, applicant may visit office of the Chief Executive Officer, DSCL/Deputy Collector, Collectorate, Diu.



  
(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.