

DIU SMART CITY LIMITED

CIN: U74999DD2018PLC009814

Fort Road, Diu 362520

Contact: +91 2875 252126

Email: Diudscl@gmail.com

Ref. No.:- DMC/DIU/SMARTCITY/KMP/2022-23/60

Date:-04.05.2022

ADVERTISEMENT

Diu Smart City Limited, Diu invites application from eligible candidates for the below mentioned posts to be filled on short term contract basis.

(01)

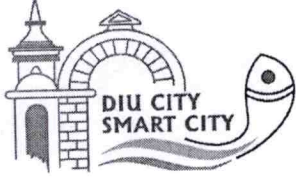
Position	Auditor
Vacancies	One (01)
Emoluments	Rs.25,000/- to Rs.40,000/- (fixed per month based on qualifications and experience)
Qualifications	UG OR PG in Commerce, OR Inter CA OR MBA in Finance
Eligibility Criteria	<ol style="list-style-type: none">1. One (01) year of relevant experience.2. Proficiency in Computers and English Language.3. Candidates having completed certified course in Tally/ERP9).

(02)

Position	Company Secretary cum Legal Advisor
Vacancies	One (01)
Emoluments	Rs.50,000/- to Rs.70,000/- (fixed per month based on qualifications and experience)
Qualifications	LLB is desirable.
Eligibility Criteria	<ol style="list-style-type: none">1. Member of Institute of Company Secretaries of India.2. 3 Years of work experience as Company Secretary. (Preference shall be given to the candidate who is fluent in English language, has excellent written/verbal communication skills and good knowledge of word, excel and power point).

(03)

Position	Executive Assistant to the CEO
Vacancies	One (01)
Emoluments	Rs.30,000/- to Rs. 45,000/- (fixed per month based on qualifications and experience)
Qualifications	Graduate in any field..
Eligibility Criteria	<ol style="list-style-type: none">1. 4 years or more of Office work related experience.2. Proficiency in computers. Proficiency in English Language.



DIU SMART CITY LIMITED

CIN: U74999DD2018PLC009814

Fort Road, Diu 362520

Contact: +91 2875 252126

Email: Diudscl@gmail.com

Note:

1. The candidate may forward their applications at diudscl@gmail.com latest by 5 pm on 15.05.2022 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 documents 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
Diu Smart City Limited, Diu

Copy for Information to:

1. 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:

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.