



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/ 1505

Dated: 13/01/2021

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. Due date for submission of completed applications is 25th January 2021 by 12 pm.

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

Note:

1. The candidates can attend the interview through VC or Walk in Interview
2. Last date for submission of completed applications in prescribed format:
 - a. **Candidates attending through VC:** Eligible candidates may forwards their applications at diudscl@gmail.com latest by 5 pm on 28/01/2021. Only shortlisted candidates will be contacted for further rounds of selection through VC. The date of VC will be informed later through mail.
 - b. **Walk-in-Interview:** Eligible candidates may preferably forwards their applications at diudscl@gmail.com latest by 5 pm on 26/01/2021 and appear for interview on 29/01/2021 at 10 am. Candidates are requested to bring attested copies of relevant documents, for interviews at Collectorate, Diu.
3. Shortlisted candidates are requested to bring one set of self-attested photocopies of educational qualification and experience certificates duly attached with the application form (attached herewith), for interviews in Diu. Candidates choosing to interview via video conferencing may forward scans of those documents to us, at diudscl@gmail.com.
4. No TA/DA will be paid to the candidates for attending the interviews.
5. For further details, applicant may visit office of the Chief Executive Officer, DSCL/Deputy Collector, Collectorate, Diu.


(HARMINDER SINGH)
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.