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.

<table>
<thead>
<tr>
<th>Position</th>
<th>Company Secretary</th>
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<tbody>
<tr>
<td>Vacancies</td>
<td>One (1)</td>
</tr>
<tr>
<td>Emoluments</td>
<td>Rs.50,000/- to Rs.70,000/- (fixed per month based on qualifications and experience)</td>
</tr>
<tr>
<td>Qualifications</td>
<td>Member of Institute of Company Secretaries of India (ICSI) Preferene 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</td>
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<tr>
<td>Experience</td>
<td>3 years of work experience as a Company Secretary</td>
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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](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](http://diu.gov.in)
e-mail 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:

<table>
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<tr>
<th>Level</th>
<th>Name of school/college</th>
<th>Board/ University</th>
<th>Stream/ Specialisation</th>
<th>Year of passing</th>
<th>Percentage marks</th>
</tr>
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<tbody>
<tr>
<td>SSC</td>
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<tr>
<td>HSC</td>
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<tr>
<td>Diploma in</td>
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<tr>
<td>Graduation in</td>
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<tr>
<td>Others, please specify</td>
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Work experience:

<table>
<thead>
<tr>
<th>Sr no</th>
<th>Designation</th>
<th>Organisation</th>
<th>Employed from</th>
<th>Employed until</th>
<th>Total duration</th>
<th>Nature of duties</th>
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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.