

U.T. Administration of Dadra and Nagar Haveli and Daman & Diu
Diu Municipal Council, Diu

Fort Road, Diu-362520

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No. 71-10-2026/EST/DMC/185

Dated : 08/05/2026

ADVERTISEMENT

Diu Municipal Council, Diu invites applications from the eligible candidates for the below mentioned posts to recruited purely on **short term contract basis for 11 months.**


Sr. No.	Name of the post	No. of Posts	Educational Qualification	Age Limit	Remuneration per month
1	Lower Division Clerk (L.D.C.)	2 (Two)	Essential: 1. S.S.C. passed 2. Typing Speed of 30 W.P.M. in English. 3. Good Working knowledge of computer. Desirable: 4. CCC Certification by Govt. approved institution.	18 to 30 years. Note: Upper age limit relaxable as per Orders/Guidelines issued by Central Government or U.T. Administration from time to time.	₹ 19,900/- + Dearness Allowance (DA) as decided by Central Government time to time.


The interested candidates may submit their application (prescribed form) along with self-attested copies of educational qualifications & other relevant certificates at the office of Chief Officer, Diu Municipal Council, Diu, Fort Road, Diu - 362520 in physical form on or before 30/05/2026 up to 5.00 P.M. Application form is available on the website www.diusmartcity.com & www.diu.gov.in. Applications received after due date will be rejected.

GENERAL CONDITIONS:

1. The above posts are purely temporary on short term contract basis. The selected candidate will not have any rights to claim for permanent post in future. The contract appointment can be terminated at any time by the Diu Municipal Council, Diu.
2. Incomplete/incorrect applications without necessary information/documents will summarily be rejected.
3. No correspondence will be entertained as regard to incomplete and time barred applications. Canvassing in any form will lead to disqualification.

4. Application received after due date & time will be considered as rejected.
5. Any addendum/dedendum/corrigendum shall be posted on the official website only.
6. List of eligible and non-eligible candidates will be displayed on office Notice board as well as official websites.
7. Only shortlisted & eligible candidates will be contacted for further rounds of selection.
8. The date for Typing test/ Interview will be communicated to eligible candidates on official websites.
9. The candidates with Domicile of Daman and Diu would be given preference.
10. No TA/DA shall be paid to candidates for attending the interview.
11. The candidates are advised to visit official websites for latest updates.


(SHIVAM MISHRA)
Chief Officer,
Diu Municipal Council, Diu.


(KAPADIA HARESHBHAI PANCHHA)
President,
Diu Municipal Council, Diu.

Copy to:-

1. The Collector, Diu.; for kind information.
2. The President, Diu Municipal Council, Diu.; for kind information.
3. The DIO, NIC, Diu.; to upload the above notice on Diu Administration's Website.
4. Notice Board of Office.
5. Guard File.

**U.T. ADMINISTRATION OF DAMAN & DIU
DIU MUNICIPAL COUNCIL, DIU.**

Photo

APPLICATION FOR THE POST OF LDC (Contract Basis)

- 1) Name :
2) Father's Name :
3) Address :

- 4) Date of Birth :
5) Gender :
6) Nationality :
7) Whether SC/ST/OBC/PH etc. :
8) Age as on normal closing date :
9) Educational Qualifications :

Qualification	Year of Passing	Institute	University/ Board	Percentage	Division

- 10) Work Experience :

Sr. No.	Place worked at	Designation	Duration	Work profile

- 11) Languages Known :

- 12) Address : Complete communication address including name in English capital letters (with blue or black pen)

Name : _____

Address : _____

Mobile No : _____

Email ID : _____

13 Declaration

1. I declare that I fulfil a conditions of eligibility regarding age limit and Education Qualification.
2. I declare that all statements made in, this application form are true complete and correct to the best of my knowledge and belief. I understand that event of any information being found suppressed/false or incorrect of ineligibility being detected before or after the examination my candidature/appointment is liable to be cancelled.

Dated : /05/2026

(SIGNATURE OF CANDIDATE)