

# Diamond Research and Mercantile City Limited

A Government of Gujarat owned Company

CIN : U75143GJ2015SGC083828

SMC Reading Room, Near Althan Canal, Soham Circle, Althan, Surat-395017

Email: dreamclsurat@gmail.com,

Website: www.dreamcitysurat.in

Diamond Research and Mercantile City Limited is Government of Gujarat Owned Company invites suitable candidates for walk in interview for the post of "**Chief Financial Officer**" on contract basis for a period of Eleven (11) Months:

<b>Post:</b>	Chief Financial Officer
<b>No. of Post:</b>	One(01)
<b>Qualification criteria:</b>	M.Com with minimum 10 years of post experience of handling all accounts, finance related work in any recognized firm or government organization. Preference shall be given to the Chartered Accountants.
<b>Monthly Remuneration:</b>	Upto Rs. 50, 000/-

## **General Instruction for candidates appearing for interview:**

1. Appointment will be on contract basis for a period of 11 months.
2. The Candidate need to fill all the relevant details in the attached application form along with all necessary documents.
3. Eligible and interested candidate will have to come for the above position with duly signed prescribed application form, 1 passport size photos, the original and one set of self attested copies of qualifications and requisite experience certificates.
4. No TA/DA will be paid to the candidate to attend interview.
5. Reporting time is 8.30 A.M. on 16.07.2019 at **Room No. 88, Conference Room, Second Floor, Surat Municipal Corporation, Muglisara, Surat-395003.** No application shall be accepted after 10.00 A.M.

**Sd/-**  
**General Manager**  
**(Planning & Administration)**

# DIAMOND RESEARCH AND MERCANTILE CITY LTD.

## APPLICATION FORM

Post (Contract basis): Chief Financial Officer (CFO)

NAME: \_\_\_\_\_  
*SURNAME FIRST NAME SECOND NAME*

DATE OF BIRTH: 

D	D	M	M	Y	Y	Y	Y
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AGE : \_\_\_\_\_

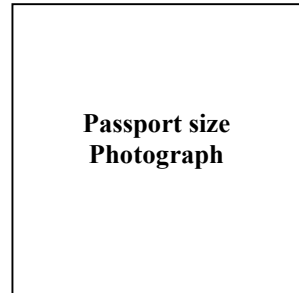
SEX: Male [ ] Female [ ] NATIONALITY:

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NO (with STD code) : \_\_\_\_\_

MOBILE NO : \_\_\_\_\_

Email ID : \_\_\_\_\_



QUALIFICATION:

Sr. No.	Degree	Institute / University	Year of Passing	% of Marks	Attempt
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**EXPERIENCE:**

Sr. No.	Name of Company / Organisation	Designation	Duration		
			From	to	Total Years & Months
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

**Undertaking**

I hereby declare that the above information is true to the best of my knowledge. If the above information found to be false; I am bound to obey the decision of selection committee.

Place: SURAT

DATE:

SIGNATURE

**Receipt**

Dream City No. / / , Dt.

Mr. /Mrs./Miss \_\_\_\_\_ has submitted his /her application for the post of Chief Financial Officer (CFO) on today.



Dream City,  
Ref : No.: DREAM City/ADV/03/2019-20  
DATE:10/07/2019

Application received by

<b>Self attested photocopies in following order</b>		<b>please tick (√)</b>
(1)	Qualification Certificates:	
	a.	
	b.	
	c.	
	d.	
	e.	
(2)	Experience Certificate	
	a.	
	b.	
	c.	
	d.	
	e.	
(3)	Birth Date Certificate/ School Leaving	

### **DECLARATION**

I hereby declare that all the particulars stated in this application form are true to the best of my knowledge and belief.

In the event of submission of fraudulent, incorrect or untrue information or suppression or distortion of any fact like education qualification, marks, experience etc., I understand that my selection is liable for cancellation.

I further understand that my selection is purely on contractual basis subject to the verification of the eligibility conditions.

I undertake to abide by the decision / order of the Authority of Diamond Research and Mercantile City Ltd. to cancel my selection and/or to prosecute me in case any incorrect information or discrepancy is found in this form either at the time of selection or at any time during the course of my employment.

I hereby agree, if selected, to conform to the Rules and Regulations of Diamond Research and Mercantile City Ltd. in force and that may hereafter be made for the governance of the organisation and undertake that so long as I am a contractual staff of the organization I will do nothing either inside or outside the organization that will interfere with its orderly governance, discipline and good name.

**Place:** \_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_

**(Signature of the Applicant)**