

**GOVERNMENT OF NCT OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
2ND LEVEL, 'A' WING: DELHI SECRETARIAT
I.P. ESTATE: NEW DELHI-110002**

EMPLOYMENT NOTICE

Applications are invited for the engagement of **01 Program Coordinator** in General Administration Department, GNCTD on contract basis on following terms and conditions:

Age limit : Maximum 35 years.

Period of Engagement

The contract will be for one year. The candidate appointed will have to execute bond of contract in favour of the Government.

Emoluments

Program Coordinator will be paid a consolidated remuneration of Rs.35000/- per month.

Qualification

Masters Degree OR,
PG Diploma preferably in Social Work/ Mass Communication & Journalism/ Project Management.

Desirable Experience

Two years experience in the field of Project Management, Coordination & Communication.

Duties of the Program Coordinator

The Program Coordinator shall be responsible for works related to the celebration of "Azadi ka Amrit Mahotsav" (AKAM) for commemorating the 75 years of India's Independence,

- Collecting information on activities proposed to be held by various departments of GNCTD.
- Preparing proposals for activities/ events to be held by GAD.
- Obtaining and compiling fortnightly/monthly reports of events/ activities held by other departments of GNCTD.
- Planning and organising programs/ events/ activities related to AKAM.
- Coordinating and communicating with various departments of GNCTD and Govt. of India on matters related to AKAM.
- Any other work related to the subject.

Last date of receipt of application

Application form duly completed alongwith the Curriculum Vitae must reach the Deputy Secretary (Admn.), General Administration Department, Room No. C-202, 2nd Level, 'C' Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002 by 5:00 PM on 29.11.2021. The envelope containing application should be super-scribed in bold letters as "**APPLICATION FOR PROGRAM COORDINATOR, GAD**". Applications received after the stipulated period will not be considered under any circumstances whatsoever.

Mode of Selection

The engagement of Program Coordinator shall be done on the basis of interview of the shortlisted applicants. The eligible applicants shall be informed about the interview detail.

Deputy Secretary (GAD)

**APPLICATION FOR ENGAGEMENT OF PROGRAM COORDINATOR IN GAD,
DELHI SECRETARIAT.**

Name in full :
Gender :
Father's/Husband Name :
Permanent Address :
Present Address :
Date of Birth :
Aadhar No. :
Mobile No. :
Email id :

(pl. affix
recent
passport size
photo)

Education Qualification (Supporting documents must be attached):

Sl. No.	Examination Passed	Subjects	Year of Passing	Total Marks	Marks obtained	% of marks	Name of Board/ University
i.	Matriculation						
ii.	10+2						
iii.	Graduation						
iv.	Post-Graduation/ PG Diploma						

Experience/ work history (if any, supporting documents be attached):

Sl. No.	Particulars (Role)	Organisation Name & Address	From	To
i.				
ii.				

DECLARATION:

I hereby declare that all the information/statements made in this application are true and correct to the best of my knowledge and belief. Nothing has been concealed therefrom. I understand that in the event of suppression of material facts, misinformation, and concealment of any information or found false or incorrect or ineligible at a later stage, my appointment will be terminated.

Place :

Date :

(Signature of candidate)