

**EAST DELHI MUNICIPAL CORPORATION  
(COMMUNITY SERVICES DEPARTMENT)**

1<sup>st</sup> Floor, Udyog Sadan,  
419, Patparganj Indl. Area,  
Delhi - 110092

Mail ID: [directoresdedmc@gmail.com](mailto:directoresdedmc@gmail.com)

3058  
NO. /Dir/CSD(HQ)/EDMC/2017

Dated: 18/1/17

To,

The Director (IT)  
Civic Centre,  
Delhi

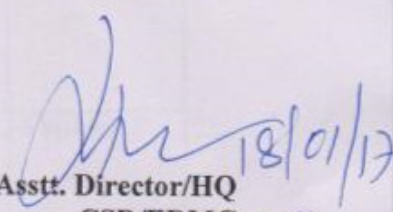
**Sub:- Advertisement for engagement of trainer etc on temporary basis to conduct the skill development trainings program .**

Sir,

Community Services Department /EDMC is going to conduct skill development training in different trades to 200 PWDs with the financial help of Pt. Deendayal Upadhyaya Institute of Physically Handicapped, Ministry of Social Justice and Empowerment, Govt. of India. To conduct different skill development trainings, CSD intends to invites application from suitable interested candidate for engagement on temporary basis.

You are therefore, requested to kindly upload the document along with all documents on official EDMC website, so that interested/eligible candidate may appear for walk-in- interview on 23/01/17 in EDMC/HQ.

**Encl: As above.**

  
Asstt. Director/HQ  
CSD/EDMC  
ASSISTANT DIRECTOR (HQ)  
Community Services Deptt.  
East Delhi Municipal Corporation

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**NOTICE FOR INVITING APPLICATION**

Applications are invited from the eligible candidates for following posts to conduct following skill development trainings. These will be conducted by Community Services Department/ EDMC on different community halls under sponsorship of Pt. Deendayal Upadaya Institute of Physically Handicapped, Ministry of Social Justice and Empowerment, Govt of India.

Post	No, of Post	Minimum Educational Qualifications	Experience	Duration of training hours	Duration of Engagement
Project Coordinator	1	12 <sup>th</sup> pass or equivalent Desirable computer friendly, English spoken.	1 year working experience in similar work in NGOs/reputed institutes/industry	Liaison office at Balco	4 Months
Trainer of Domestic Data Entry Operator	2	Matric or Equivalent. Certificate Course/diploma in related trade.	1 year working experience in similar work in NGOs/reputed institutes, Govt. Institution.	400 hours	3 Months
Trainer of Hand Set Repair Engineer Level II	2	Matric or Equivalent. Certificate Course/diploma in related trade.	1 year working experience in similar work in NGOs/reputed institutes, Govt. Institution.	300 hours	3 Months
Trainer of Sewing Machine	2	Matric or Equivalent. Certificate Course in related trade.	1 year working experience in similar work in NGOs/reputed institutes, Govt. Institution.	270 hours	3 Months
Trainer of Hand Embroidery	2	Matric or Equivalent. Certificate Course in related trade.	1 year working experience in similar work in NGOs/reputed institutes, Govt. Institution.	200 hours 4 hours daily	2 Months
DEO	1	12 <sup>th</sup> Pass + Typing Speed 30 wpm in English.	6 month work experience in DEO work.	Liaison office at Balco	Months
Mobilizer	1	10 <sup>th</sup> + 2+ Basic Computer Course	2 years work experience in mobilization capacity.	Liaison office at Balco	3 Month

Applicant may please appear before the interview board on 23/01/2017 in the chamber of DC/Director/CSD/EDMC 1<sup>th</sup>Floor, Udyog Sadan, 419, Patparganj Indl. Area, Delhi - 110092 for walk-in-interview alongwith Original documents and 1 photocopy set. Honorarium will be decided by the committee on the basis of qualification, experience and minimum wages of GNCTD.

**Note: No of Vacancies can be increased or decreased. Penal v ill be prepared by the Selection Committee for future requirements and suitable candidates will be called for joining on merit list recommended by the committee.**

*23/01/17*  
Asstt. Director (HQ)  
CDS/EDMC  
ASSISTANT DIRECTOR (HQ)  
Community Services Deptt.  
East Delhi Municipal Corporation

Notice Board