



Ph : 27321839

GOVERNMENT OF NCT OF DELHI
DELHI KNOWLEDGE DEVELOPMENT FOUNDATION

(Society registered under Societies Registration Act of XXI, 1860)

(Registration No. S/61569/2008)

ROOM NO:-2&7, Board of Technical Education: MUNI MAYA RAM MARG, PITAMPURA, DELHI-110088

e-mail: ms.dkdf@gmail.com

DELHI KNOWLEDGE DEVELOPMENT FOUNDATION

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

DEPARTMENT OF TRAINING & TECHNICAL EDUCATION

MUNI MAYA RAM MARG, PITAMPURA, DELHI-110088

(Ph: 011-27321839, e-mail: ddsbtte@gmail.com)

Applications are hereby invited from the eligible candidates from appointment to one post of Junior Consultant purely on contractual basis for a period of one year for Delhi Knowledge Development Foundation (DKDF) to work in the field of Communication, Media and Information Management.

Application should reach to the Member Secretary (DKDF) at above address on or before 16.03.2018.

Details regarding Qualification, Experience, Job Profile, Remuneration & other details are available at the website: www.tte.delhigovt.nic.in. Corrigendum if any will be posted on above website only.

Ashwani Kumar Kansal
Member Secretary (DKDF)

दिल्ली नौलज डेवलेपमेंट फाउंडेशन

राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार

प्रशिक्षण और तकनीकी शिक्षा विभाग

मुनि माया राम मार्ग, पीतमपुरा, दिल्ली - 110088

(Ph: 011-27321839, e-mail: ddsbtte@gmail.com)

दिल्ली नौलज डेवलेपमेंट फाउंडेशन (DKDF) द्वारा, संचार, मीडिया और सूचना प्रबंधन के क्षेत्र में काम करने के लिए, कनिष्ठ सलाहकार के एक पद पर विशुद्ध रूप से अनुबंध के आधार पर एक वर्ष की अवधि के लिए, नियुक्ति के लिए पात्र उम्मीदवारों से आवेदन आमंत्रित किये जाते हैं।

आवेदन सदस्य सचिव (DKDF) को उपरोक्त पते पर 16.03.2018 तक या इससे पहले पहुँच जाने चाहिए।

योग्यता, अनुभव, जॉब की प्रोफाइल, पारिश्रमिक और अन्य विवरण www.tte.delhigovt.nic.in वेबसाइट पर उपलब्ध है। शुद्धिपत्र यदि कोई हुआ केवल ई पोर्टल पर पोस्ट किया जाएगा।

(अश्वनि कुमार कन्सल)
सदस्य सचिव (DKDF)



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The Development Foundation requires services of One Junior Consultant for Communication, Media and Information Management with the following qualification and experience.

1. The candidate should be a Graduate/Post Graduate in any field having 05 years to 07 years' experience in Mass Communication, Media Communication and Information Management. He should be able to work independently and should be self-reliant having a go-getter approach; and should have the capability of working as member of the team. He should have the hands-on knowledge of designing software such as Photoshop, Adobe In-design, Corel Draw.
2. Job Description
 - To implement communication based campaigns, in coordination with School Education, Training and Technical Education and Higher Education department, Institutions.
 - To implement the Conceptualization and formulation media and communication plan and budget estimates in consultation with higher authorities and ensure proper implementation.
 - To implement the Designed and Developed information collaterals: brochures, pamphlets, branding material for print, electronic and social media.
 - To implement the Content creation for internal newsletters/external newsletters/press releases/website/internet.
 - Design and development of department/employees/students magazine.
 - Research Industry trends and submit reports in this regard for better placement opportunity of students.
 - Promotional activities for Government activities and policies.
 - Organisation of Employees/Students engagement activities.
 - Assure paper presentation/participation in key industry/knowledge events and take care of the promotional activities.
 - To assist in liaising with industry, media and Industry Chambers.
 - To assist to develop department's video and Photo Library and compilation of important presentations.
 - To keep track of important event/development including those in collaboration with industry partners.
 - Conceptualizing the design for out-door field publicity of the department i.e, hoarding on major roads, bus shelters, etc.
 - Formulation of strategy for creating public awareness regarding policies and achievements of department.
3. Duration: Candidates would be appointed on contract basis for one year.
4. Approximate emoluments Rs. 60,000/- Per Month (in the case of retired government employee shall not exceed the ceiling of last pay drawn (Pay+DA) – Basic Pension subject to the remuneration band mentioned above.
5. Maximum Age Limit - 65 years.

Interested candidates may send their CV along with an application in the enclosed format by post to the Member Secretary, Delhi Knowledge Development Foundation, Room No. 7, Board of Technical Education, Muni Maya Ram Marg, Pitampura Delhi on or before 16/03/2018 upto 5.00 P.M from the date of Advertisement.

Application format for appointment as Junior Consultant Communication, Media and Information Management.

1. Name: _____
2. Father's Name : _____
3. Date of Birth : _____
4. Nationality : _____
5. Gender : _____
6. Postal Address : _____
: _____
7. Tel/Mob. No. : _____
8. Email Id: _____
9. Educational Qualification: _____

Latest Color
Photograph

(Not more than 3
month old)

S.No	Course	Subjects	Institute/University	Year of Passing	Division/Grade
1.					
2.					
3.					
4					

10. Work Experience: _____

S.No	Organization/Institute	Period		Nature of Work	Remarks
		From	To		
1.					
2.					
3.					
4					

11. Whether SC/ST/OBC: _____

12. Two Reference with their name and contact details.

a) _____

b) _____

Dated: _____

(Signature)