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DELHI KHADI & VILLAGE INDUSTRIES BOARD(DKVIB)
GOVERNMENT OF NCT OF DELHI
5th Floor, Nigam Bhawan, Kashmere Gate, Delhi-110006

Advertisement No:.....

Notice

Re.: Project Management Unit in DKVIB for Eight (08) positions with High Salaries & Office Facilities to implement "DELHI KHADI KAUSHAL VIKAS YOJNA"

1. Delhi Khadi & Village Industries Board proposes to engage 08 Professionals on contractual basis for a period of one year extendable by one more year.
2. The details regarding the essential qualification required, consolidated remuneration, alongwith the format of application is available at the DKVIB website(<https://dkvib.delhi.gov.in/>).
3. The aspiring candidates are requested to submit the application in the prescribed format through online mode only at md-dkvib@nic.in on or before 15.07.2026, at 04.00PM.

[website: <https://dkvib.delhi.gov.in/> → Notification.

K. Mahesh
Managing Director
DKVIB

Email: md-dkvib@nic.in
Telephone: 011- 20837094

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दिल्ली खादी एवं ग्रामोद्योग बोर्ड (डीकेवीआईबी)

राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार

पांचवां तल, निगम भवन, कश्मीरी गेट, दिल्ली-110006

विज्ञापन संख्या

सूचना

‘‘दिल्ली खादी कौशल विकास योजना’’ के कार्यान्वयन हेतु डीकेवीआईबी में परियोजना प्रबंधन इकाई के लिए उच्च वेतन एवं कार्यालय सुविधा सहित आठ (08) पदों के संबंध में।

1. दिल्ली खादी एवं ग्रामोद्योग बोर्ड एक वर्ष की अवधि के लिए संविदा आधार पर 08 पेशेवरों को नियुक्त करने का प्रस्ताव करता है, जिसे एक और अधिक वर्ष के लिए बढ़ाया जा सकता है।
2. आवश्यक योग्यता, समेकित पारिश्रमिक और आवेदन के प्रारूप से संबंधित विवरण डीकेवीआईबी की वेबसाइट (<https://dkvib.delhi.gov.in/>) पर उपलब्ध है।
3. इच्छुक उम्मीदवारों से अनुरोध है कि वे निर्धारित प्रारूप में आवेदन केवल ऑनलाइन माध्यम से md-dkvib@nic.in पर दिनांक 15.07.2026 को सायं 4.00 बजे या उससे पहले जमा करें।

[वेबसाइट: <https://dkvib.delhi.gov.in/>-- अधिसूचना

के. प्रदीप

प्रबंध निदेशक

DKVIB

ई-मेल : md-dkvib@nic.in

दूरभाष: 011-20837094

DELHI KHADI & VILLAGE INDUSTRIES BOARD
GOVERNMENT OF NCT OF DELHI
5th Floor, Nigam Bhawan, Kashmere Gate, Delhi-110006

ADVERTISEMENT NOTICE

RECRUITMENT FOR PROJECT MANAGEMENT UNIT (PMU) ON CONTRACTUAL BASIS

Applications are invited from eligible and dynamic candidates for engagement in the Project Management Unit (PMU), purely on a contractual basis initially for a period of One year, extendable by one year to implement the Delhi Khadi Kaushal Vikas Yojana (DKKVY) scheme. The detailed breakdown of positions, required qualifications, experience, age limit, and consolidated monthly remuneration are as under:

Details of Positions of Project Management Unit:

Sl.No.	Post	Qualification	Age	Task	Period of engagement	Salary
1.	Project Director - 01(One)	MBA (2 years full time course) (Graduate /post graduate from Central, State or Deemed Universities shall be given preference,) having minimum 25 years' experience in Handling a team of minimum 10 Manager level position in Marketing/ Production, 5 years' experience of candidate in training and Assessment activities, such candidate having working experience in Sector Skill Council, Export Promotion Council and large Training Set-up shall be preferred (Retired) Working experience in handling Govt. training projects, like VSSY, ODOP, Vocational Centres, Exposure in Quality Control, Exposure in exports, Experience in Project planning and execution, Experience of	Minimum 50 Years as on 01.01.2026 to maximum 62 Years	- Carry out the management and administration of the Project and ensure the overall quality of all outputs; - Report to MD, DKVIB; - Coordinate and manage the PMU; - Assist DKVIB in bid process management including bidding document presentation and prequalification through to the completion of contract negotiations and award; - Support DKVIB in Project Monitoring; and - Prepare Quarterly Progress Reports.	One year, extendable by one year	Rs.2.00 Lakh/ Per Month consolidated

		working with Artisans in North India.				
2.	MIS Manager - 02 (Two)	MIS Manager -1 MCA with Post graduation (Graduate/ Post Graduate from Central, State or Deemed Universities shall be given preference), experience of minimum 10 years in National Level Informative Centre with Govt./ PSU with exposure to web based projects, web based software solutions, Knowledge of ASP. NET Core MVC, with databases of SQL server 2012. Oracle 10g OS such as window server 2016, visual studio etc. MIS Manager -2 Experience in Programme (System) with 25 years' experience in handling Public Grievance, Public hearing, exposure in working in Govt. Institutions/ Confidential documents etc./ Managing high level meetings/ drawing of minutes	Minimum 50 Years as on 01.01.2026 to 62 Years	MIS-1 - Preparation of Web base Application Framework, web services, service Management. - Development of Internet Portal - Preparation of Dashboard - Generation of MIS reports MIS-2 - Management of Centralized Public Grievance redressal Management - Maintenance of PMU Account	One year, extendable by one year	Rs.70,000 / each Per Month consolidated
3.	Steno - 01(One)	- Graduate, (Graduate/Post Graduate from Central, State or Deemed University shall be given preference). - Shorthand speed: Typically requires a speed of 80-100 words per minute. - Typing speed: Typically requires a speed of 30--40 words per minute. - Skill test: Proficiency in shorthand and typing is	Minimum 35 Years as on 01.01.2026 to 45 years	Converting dictated notes or recorded audio into a written document using shorthand or a stenotype machine; Taking notes during live events like legal proceedings, meetings, or lectures in a coded language for rapid documentation; high typing speeds and with	One year, extendable by one year	Rs. 40,000/- Per month consolidated

		essential to pass the skill test as part of the selection process.		high accuracy; Typing and formatting official documents like letters, reports, and minutes; Organizing, filing, and maintaining official documents and records; Arranging meetings, appointments, and sometimes travel for the person they are assisting; Maintaining lists of contacts, keeping reference books up to date, and tracking the progress of cases.		
4.	Field Assistants - 02(Two)	(Graduate/ Post Graduate from Central, State or Deemed Universities shall be given preference) Master/ Post Graduation in Management/ Bachelor of Computer Application with 1-2 years of experience in dealing with tender application, data handling, assessment work, business problem assignments, blog, SEO & Content experience in virtual conference, experience in social empowerment, women empowerment education, exposure to start ups in India. Possess IT Skills (Word, Excel, Outlook, PPT, SPSS	Minimum 25 Years as on 01.01.2026 to 40 Years	- Producing Content Development support to MIS Department - Field survey, collections of data & analysis; - Organization of webinars, online surveys - Public Communication.	One year, extendable by one year	Rs. 30,000/- per month each Consolidated
5.	Multi-Tasking Person - 01(one)	(Graduate/ Post Graduate from Central, State or Deemed Universities shall be given preference), Graduate,	Minimum 20 Years as on	-Co-ordinate and manage data for project at District level	One year, extendable by one year	Rs.25,000/-per month consolidated

		experience in data management, report writing skills, in Hindi/ English, Computer skill in MS word, MS Excel, MJ PPT, Google Spread Sheet	01.01.2026 to 35 Years	- Manage accounts - Prepare reports		
6.	Receptionist -01(One)	(Graduate / Post Graduate shall be given preference from Central, State or Deemed Universities), Graduate, experience in data management, report writing skills, in Hindi/ English, Computer skill in MS word, MS Excel, MJ PPT, Google Spread Sheet	Minimum 25 Years as on 01.01.2026 to 40 Years	-To handle reception, - Telephone calls, -Visitor's facilitation, -Manage incoming and outgoing courier	One year, extendable by one year	Rs.35000/-per month consolidated

DELHI KHADI & VILLAGE INDUSTRIES(DKVIB)

Format of Application

{Reference Advertisement No: }

1. Post Applied for:

2. Category (SC/ST/OBC/UR):

3. Gender(Male/Female):

4. Name of the candidate:

_____ (In block letters)

5. Father's/Husband's Name:

_____ (In Block Letter)

Photo

Signature

6. Date of birth (DD/MM/YY) _____ Age (as on 15.07.2026) _____

7. Address for communication:

8. Email ID: _____

9. Mobile Number: _____

10. a) Educational/Professional/Technical qualification (Starting from class 10th onwards)*:

[Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.]

Examination passed	Discipline/ Specialization /Subject	Board/ University	Year of Passing	Duration of Course (In Months)	Percentage of marks	Division	Any other information

* All original shall be verified

- b) **Details of Employment if any, starting from previous to present (Total Experience _____Years/____Months)**
 [Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.]

Employer's Name & Address (also indicate whether Central/Govt./State/ Govt./PSC/Private)	Designation	From	To	Brief description of duties

- c) Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

11. Details of awards, professional achievement, extra-curricular activities etc. if any (Documents(s), if any, may also be provided in this regard along with this form)

12. The candidates will be required to submit a write up on 'How he/she will perform the task required for the Concerned post along with his application.

13. If any case pending against you in any court of law at the time of this interview, if so details thereof:_____
14. Have you ever been convicted by a court of law for any offence, if so details thereof:_____
15. Two references are required for the post of Project Director:

Reference No.1:

- i. Name:.....
- ii. Designation:.....
- iii. Address:.....
- iv. Mobile No.....
- v. Email:.....

Reference No.2:

- i. Name:.....
- ii. Designation:.....
- iii. Address:.....
- iv. Mobile No.....
- v. Email:.....

Declaration to be signed by the candidate

I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief and nothing material fact/information has been suppressed or concealed there from. If particulars mentioned by me are found false or incorrect at any stage, then my services shall be liable to be terminated without any notice.

**PLACE:
DATE:**

**SIGNATURE OF THE APPLICANT
Name:**