GOVERNMENT OF N.C.T. OF DELHI
OFFICE OF THE DIVISIONAL COMMISSIONER,
REVENUE DEPARTMENT
(CO-ORDINATION BRANCH)
5 SHAM NATH MARG, DELHI-54.

F 36(19)/Coord./Div.Com./2016/

Dated:-

To,
The Director,
Directorate of Information and Publicity,
Block No.-IX,
Old Secretariat, Delhi- 110054.

Sub: - Publication of Advertisement for appointment of Mohalla Co-ordinators and Co-ordinators on voluntary basis.

Sir,

I am directed to forward an Advertisement/ Public Notice for appointment for Mohalla Co-ordinators and Co-ordinators, for publishing the same in three newspapers, one each in English, Hindi and vernacular language on 15.07.2016 (Friday).

The requisite bill as per approved rates and duly verified by the competent authority, along with copies of published advertisement may be forwarded to this department for payment.

(C.S. Yadav)
Sub-Divisional Magistrate-VIII (HQ)
Ph- 23955017

F 36(19)/Coord./Div.Com./2016/

Dated:- 12/6/16

Copy to:
(1) P.A. to the Secretary (Revenue), GNCTD
(2) P.A. to the D.C. (HQ)-III (Revenue), GNCTD
(3) Sr. System Analyst with the request to upload the public notice along with the application form on the website of the department.
(4) Ms. Atishi, Advisor office of the Hon'ble Deputy Chief Minister, GNCTD, Delhi Secretariat, New Delhi.

(C.S. Yadav)
Sub-Divisional Magistrate-VIII (HQ)
PUBLIC NOTICE

Applications are invited for working as Mohalla Co-ordinators and Co-ordinators purely on voluntary basis, in 11 districts of Revenue Department, Govt. of NCT of Delhi in 2972 Mohalla Sabhas of Delhi.

Application format and terms and conditions of engagement can be downloaded from the website of this department [http://revenue.delhi.gov.in](http://revenue.delhi.gov.in)

The applications in prescribed format along with detailed bio-data should be submitted, either by post or in the office of the concerned District Magistrate, so as to reach on or before the last date i.e. 25th July 2016 1630 Hours.

(C.S. Yadav)
Sub-Divisional Magistrate-VIII (HQ)
Ph- 23955017
विश्वासिति

राजस्व विभाग, दिल्ली सरकार के 11 जिलों में मोहल्ला समन्वयकों को विशुद्ध रूप से स्वयंसेवक आधार पर 2972 मोहल्ला सभा में कार्य हेतु आवेदन आमंत्रित किये जाते हैं।

आवेदन का प्रारूप अनुसंधान के नियम व शर्तें सहित, इस विभाग की वेबसाइट http://revenue.delhi.gov.in से प्राप्त किया जा सकता है।

आवेदनों को निर्धारित प्रमुख में पूर्ण रूप से भरकर अपने विस्तृत जीवन वृत्तांत सहित स्वयं या डाक के माध्यम से संबंधित उपायुक्त कार्यालय में अंतिम तिथि 25.07.2016 को सांध 16.30 बजे तक या उससे पहले जमा करा सकते हैं।

(वर्ष रोहित यादव)
उप मंडलीय विभागीय, VIII ( שר)
District Urban Development Agency, Govt. of Delhi

Application for being considered as Mohalla Coordinator/Co-coordinator

Name: ........................................................................................................................................

Age: ........................................ Gender: ...................................................

Aadhaar No: ...................................... Voter ID No.: ........................................

Assembly Constituency (Name & No.): ..................................................................................

Mohalla No: ....................................................................................................................... Photo

Residential Address: ...........................................................................................................

........................................................................................................................................

Phone Numbers (including Mobile): ....................................................................................

Email-ID: ............................................................................................................................

Occupation: ..........................................................................................................................

Working Address: ................................................................................................................

........................................................................................................................................

Work Experience (if any): .....................................................................................................

Time that can be spent for Mohalla Works (No. of hours):

Weekdays (Monday to Friday) .............................................................................................

Weekends (Saturday and Sunday) .......................................................................................

Enclose a brief-write up as to why do you want to be a Mohalla Coordinator/Co-coordinator (Note More than 200 words)

Enclose your Detailed Bio-Data.

Enclose any other related Information you like to give

SELF-DECLARATION

I UNDERSTAND THAT MY APPLICATION IS PROVISIONAL IN NATURE AND THIS DOES NOT OFFER ANY RIGHT FOR APPOINTMENT OR ANY WILFUL MISREPRESENTATION OF FACTS AND CONCEALMENT OF INFORMATIN WILL RESULT IN CANCELLATION OF THE CANDIDATURE AND INITIATION OF ANY ACTIONS DEEMED FIT BY THE COMPETENT AUTHORITY. I HEREBY DECLARE THAT ALL THE STATEMENTS MADE IN THE APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

PLACE: ........................................

DATE: ........................................ Signature of Applicant
The Roles and Responsibilities and eligibility criteria of Mohalla Coordinators will be as under:-

Roles and Responsibilities:-

i. Take lead in planning and conducting Mohalla Sabha meetings once every month including finalizing the meeting agenda, outreach activities within mohalla to increase participation, detailed planning for each agenda point of the Mohalla Sabha meeting, and effective management of the meeting. Support will be provided by Ward Executive (government-appointed official).

ii. Undertake special outreach activities (special budget will be provided) including door-to-door drives, public announcements etc. at the initial stages of Mohalla Sabha launch to ensure there is adequate awareness of the functions of Mohalla Sabha, and that there is maximum participation from residents across different social strata at the Mohalla Sabha meetings.

iii. Facilitate citizens in registering public grievances, and liaison with field level officials from different government agencies for timely resolution of grievances.

iv. Facilitate citizens in registering suggestions for new projects for implementation under C-LAD scheme. Carry out preliminary feasibility analysis and cost estimation (enabled by a mobile application) of each project, and after approval by Mohalla Sabha, coordinate with implementing government agency for timely project completion.

v. With support of Ward Executive, provide all necessary support that Mohalla Sabhas require for identification of beneficiaries under GNCTD’s social pension schemes.

vi. Coordinate and support the Ward Executive to ensure regular updates/entries are made for all Mohalla Sabha activities on the Mohalla Management System (MMS) through an android application for mobile phones and tablets.

vii. Attend monthly coordination meetings called at the Ward/Assembly/District level by DUDA.

Eligibility Criteria:-

i. Eligibility: Mohalla Coordinators must be registered voters from the mohalla they are representing as per official electoral rolls of Delhi issued on 11.01.2016. They must also be a resident of that Mohalla.

ii. Time Commitment: Though the role is voluntary, Mohalla Coordinators must be able to spend up to 20 hours/week (over weekdays and weekends) to fulfil the above responsibilities. They must be available on weekends and for 1-2 hours on weekdays as well.

iii. Language: Proficient in Hindi.

iv. Computer/Mobile: Must have an Android phone and comfortable working with mobile applications. Working knowledge of computers and emails is preferred.

v. Others: Able to spend time on the field, with a zeal to bring change in the lives of ordinary citizens, work effectively with diversity of citizens and community groups and government agency officials, good communication/public speaking skills.