



DETAILED NOTICE

for

Assistant Administrative Officer

Mahatma Gandhi State Institute of Public Administration (MGSIPA), Punjab is a premier Institute of the Government of Punjab and it undertakes research, consultancy, training and allied activities to improve management efficiency in various areas of public administration. MGSIPA invites applications from retired/ likely to be retired Superintendents/ Establishment Officers etc. for filling up the position of Assistant Administrative Officer purely on contractual basis. The details of this position are as follows:

Name of the position	:	Assistant Administrative Officer (AADO)
No. of positions	:	1 (one)
Who is eligible	:	<ul style="list-style-type: none">Superintendent (Grade-1)/ Establishment Officer (or equivalent supervisory post) or above post in Punjab Government Dept./ Board/ Corporation/ PSUs who are retired/ likely to be retired by 31st January 2025.
Educational qualification	:	<ul style="list-style-type: none">Minimum Graduation (2nd Division)Punjabi language exam pass at matriculate or above level.Preferred higher educational qualification
Experience required	:	<ul style="list-style-type: none">Five years as Superintendent (Grade-1) or Establishment Officer or equivalent supervisory post in Punjab Government Dept./ Board/ Corporation/ PSUs.Having at least 3 years of experience in dealing with service matters, policy matters, court cases and other day to day work of Establishment/H.R.Having good typing speed in English and Punjabi (Raavi Font) on Computer.Well versed with E-office and iHRMS.
Age Limit	:	<ul style="list-style-type: none">Maximum age limit is 63 years on the date of advertisement of this position.

Type and period of assignment	:	<ul style="list-style-type: none"> • Full-time purely contractual assignment. • Initially for a period of 03 years from the date of joining. • The term can be extended further subject to (a) satisfactory performance, (b) availability of funds and (c) functional requirement of MGSIPA.
Remuneration	:	<ul style="list-style-type: none"> • Monthly consolidated remuneration is Rs. 72,000/-(seventy two thousand only)
Job profile	:	<p>(i). He/she will be the overall incharge of Establishment Branch, and will be responsible for its day to day affairs.</p> <p>(ii). Any other duty as assigned by the organization/ Higher Authorities from time to time.</p>
Selection procedure	:	The selection will be purely on merit basis keeping in view the educational qualification, relevant field experience, general demeanour, age, performance during interview etc.
Application Procedure	:	<p>The last date of submission of Application Form (in Annexure - A) is 27.01.2025 (Monday) by 5.00 pm through Registered/Speed Post/ by hand at the following mentioned address:</p> <p>The Administrative Officer, Mahatma Gandhi State Institute of Public Administration, Punjab, Institutional Area, Sector 26, Chandigarh - 160026.</p>

NOTE:

- i). For any clarification/ query, please contact Shri Balvir Chaudhary, Administrative Officer on 9780605772.
- ii). MGSIPA reserves the right to fill or not to fill aforementioned post or to cancel the recruitment process at any stage without giving any reason for the same.

Sd/- Director General, MGSIPA

Annexure - A

Application Form

To

The Administrative Officer,
Mahatma Gandhi State Institute of Public
Administration, Punjab,
Institutional Area,
Sector 26, Chandigarh - 160019.

Recent
Passport size
photo to be
pasted here

Subject: Application for the position of Assistant Administrative Officer.

Kindly refer to advertisement in the (name of the newspaper), dated...../ MGSIPA's website for the position mentioned under the subject.

2. I hereby submit my candidature for the post of Assistant Administrative Officer to be filled on purely temporary contractual basis in MGSIPA. My particulars are as per the following: -

i). Personal details:

(a)	Name of the Applicant	:	
(b)	Father's Name	:	
(c)	Date of Birth	:	
(d)	Nationality	:	
(e)	Marital Status	:	
(f)	Permanent Address	:	
(h)	Contact No.	:	<u>Mobile No.</u> <u>email ID:</u>

ii. **Educational qualification:**

Examination Degree	Board/ University Name	Year of Passing/ Award of degree	Division/ Grade	% of Marks	Main Subject/ Specification
Xth					
Punjabi language exam (if additional)					--
Graduation degree					

Please attach separate sheet/ add rows, if required.

iii. **Particulars of employment:**

Sr. No.	Name of the Department/ PSU etc.	Name of the post/ designation held	From	To	Scale of Pay of post	Major Responsibilities

Please attach separate sheet/add rows, if required.

3. Notice period required to be relieved from the present employer, if any:
.....

4. a). I have read detailed advertisement notice from MGSIPA's website (mgsipa.punjab.gov.in) and wish to present my candidature for the purely temporary contractual assignment of Assistant Administrative Officer.

b). I have attached Self-attested photocopy of following documents:

Sr.No.	Document	Page No.
1.	Matriculation Certificate	_____ to _____
2.	Punjabi language exam (if additional subject)	_____ to _____
3.	Graduation degree (Last semester/year)	_____ to _____
4.	Any other degree (last semester/ year)	_____ to _____
5.	Office Order/Document in support of Experience in requisite post and field.	_____ to _____
6.	Any other document.	_____ to _____

Date:

Place:

(Signature of the applicant)

DECLARATION

I, Son/ Daughter of hereby certify that entries in this form and additional particulars furnished are truly and correctly stated. I understand that any of the facts stated above are found to be incorrect at any stage; my appointment is liable to be quashed by the competent authority besides taking appropriate disciplinary/ legal action against me as per the rules/Law.

Date:

Place:

(Signature of the applicant)