



**Mahatma Gandhi State Institute of Public Administration, Punjab  
Institutional Area, Sector 26, Chandigarh 160019, India**

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**REQUIRED**  
**Project Associate and Project Executive**

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. Applications are invited in the prescribed format attached with this detailed advertisement notice for the post of i) Project Associate and ii) Project Executive purely on contractual basis under the Government of India sponsored Project –National Jal Jeevan Mission. The details of these posts are as follows:

<b><u>1.</u></b>		<b><u>PROJECT ASSOCIATE</u></b>	
<b>i).</b>	<b>No. of posts</b>	<b>:</b>	<b>1 (one).</b>
<b>i).</b>	<b>Educational qualification and experience</b>	<b>:</b>	a) Post graduate in Engineering/Computer application/Business Management/Science/Social work/Statistics/ Sociology / Anthropology, Public Administration/ Social Work Development Studies or related subjects with minimum 55%marks.  b) 3-5 years experience in relevant field. Preference will be given to persons with work experience in the relevant field supported by published papers/ monitoring of projects & schemes/ handling of online platforms/ should have worked as moderator, facilitator and panelist for the training programmes on national/international forum.

	<b>iii) Required</b>	<p><b>:</b></p> <ul style="list-style-type: none"> <li><b>a.</b> Working knowledge in Computer/MS Word/Power Point Presentation/ Excel etc.</li> <li><b>b.</b> Excellent Command over English, Hindi &amp; Punjabi/Good Communication and writing skills,</li> <li><b>c.</b> Willing to undertake extensive field visits/travel especially in rural areas.</li> <li><b>d.</b> Knowledge in e-content Development in Water Governance &amp; Management and statistical software.</li> </ul>
	<b>v). Job profile</b>	<p><b>:</b> He/ She will be responsible for:</p> <ul style="list-style-type: none"> <li>• Assisting the Consultant KRC-NJJM/course Director for the Administrative aspects of the project and coordination with various State departments for getting nominations of employees for the programme</li> <li>• Developing of training package, training, workshop, make arrangement supervise field work and preparation of reports and returns</li> <li>• Developing and delivering training material for the state and local agencies.</li> <li>• Helping local agencies and states upskilling their staff for preparedness of the scheme.</li> <li>• Liaisoning and providing support to various stakeholders for developing training plans, work plans and other capacity strengthening initiatives.</li> <li>• Organizing and facilitating training programmes, workshops and meetings, documenting progress, agreements, and issues and providing follow up assistance.</li> <li>• Coordinating logistics for all events including venue, timing and run of workshop.</li> <li>• Serving as a point of contact.</li> <li>• Developing training module in form of booklet, film, posters, power point presentation and other</li> <li>• IEC material in Hindi and English for training purpose.</li> <li>• Being the face of the event, welcoming all attendees, distributing training material.</li> <li>• Create and implement action plan to ensure all activities are achieved.</li> <li>• Ability to work flexibly and out of hours as required by the role and travel where necessary</li> <li>• All activities related to training under the project-monitoring learning activity of the participants and attending to technical queries of the participants.</li> <li>• Any other duty as may be assigned by the Consultant KRC-NJJM/Course Director/Organization.</li> </ul>

v) <b>Pay and perks</b>	: Monthly consolidated remuneration of Rs. 35,000/- (rupees thirty five thousand only)
2.	<b>PROJECT EXECUTIVE</b>
i).	<b>No. of Posts : 2 (two) (ONE EACH FOR LEVEL 2 &amp; L3)</b>
ii).	<b>Educational qualification and experience :</b> <p><b>a.</b> Post graduate in Business Management/ Computer application/Science/Social work/Statistics/ Sociology / Anthropology, Public Administration/ Social Work Development Studies or related subjects OR Graduate in Engineering with minimum 55%marks</p> <p><b>b)</b> 2 years experience in relevant field</p>
iii)	<b>Required :</b> <p><b>a.</b> Working knowledge in Computer/MS Word/Power Point Presentation/ Excel etc.</p> <p><b>b.</b> Excellent Command over English, Hindi &amp; Punjabi/Good Communication and writing skills,</p> <p><b>c.</b> Willing to undertake extensive field visits/travel especially in rural areas.</p>
iv).	<b>Job profile :</b> He/ She will be responsible for: <ul style="list-style-type: none"> <li>• Assisting Project Associate in <ul style="list-style-type: none"> <li>a. Development of training package, organizing training, workshop and meetings, documenting progress, agreements, and issues and providing follow up assistance, arrangements and liasioning with stakeholders, supervise field work and preparation of reports and returns</li> <li>b. Development of training module in form of booklet, film, posters, power point presentation and other IEC material in Hindi and English to train street vendors.</li> <li>c. Coordinating logistics for all events including venue, timing and run of workshop.</li> </ul> </li> <li>• All activities related to training under the project-monitoring learning activity of the participants and attending to technical queries of the participants.</li> <li>• Any other duty as may be assigned by the Consultant KRC-NJJM/course Director Course Director Project Associate/Organization.</li> <li>• <b>To work flexibly and out of hours as required by the role and travel where necessary</b></li> </ul>
v)	<b>Pay and perks :</b> Monthly consolidated remuneration of Rs. 25000/- (rupees twenty five thousand only),

<b>6. Nature and period of assignment</b>	:	<ul style="list-style-type: none"> <li>• Full-time assignment.</li> <li>• Purely contractual in nature initially for a period of one year from the date of joining or till the completion of project, whichever is earlier.</li> <li>• The term can be extended further subject to a) satisfactory performance, b) continuity of project, c) availability of funds and d) requirement of MGSIPA with annual increase incentive of 4.8%.</li> <li>• TA/DA as per MGSIPA Rules during outstation visit.</li> </ul>
<b>7. Leave</b>	:	12 days of leave in a calendar year on pro-rata basis.
<b>8. Selection procedure</b>	:	<ul style="list-style-type: none"> <li>• Search and Selection Committee shall short-list most suitable candidates amongst the applicants.</li> <li>• Shortlisted candidates will be called for an Interview/ (Test, if any) by Search and Selection Committee, and after this, the Committee will recommend the most suitable and willing person for appointment on the above said posts</li> </ul>
<b>9. Application fee</b>	:	No application fee is required.
<b>10. Last date of applying</b>	:	The applications along with detailed resume should reach to the office of Administrative Officer, MGSIPA latest by 05:00 PM through Registered post/ email (balvirchaudhary@punjab.gov.in) on 29.12.2021 (Wednesday).
<b>11. Contact person for any clarification</b>	:	Dr. Parmod K Kalia, Consultant (NJJM) on 9417005775 (mobile) / Shri Balvir Chaudhary, Administrative Officer on 97806-05772 (mobile)

**NOTE:**

- i. MGSIPA reserves the right to fill all or any one post or to cancel the recruitment process at any stage without giving any reason for the same.
- ii. It will be at the discretion of the Search and Selection Committee to call all applicants or shortlisted applicants only for Interview/ Test, if any.
- iii. The date and time for Interview/ Test, if any will be intimated by the Office only through e-mail on the available email id of the applicant.

Sd/-  
Director, MGSIPA

**Prescribed Application Form**

To

The Administrative Officer  
MGSIPA, Sector-26  
Chandigarh - 160019.



**Subject: Application for the post of Project Associate/ Project Executive.**

Kindly refer to your advertisement in the ..... (name of the newspaper), dated .....

2. I hereby submit my candidature for the post of Project Associate/ Project Executive on Contractual basis in MGSIPA. My particulars are as per the following:-

1. Name of the applicant: .....  
(First Name) (Middle Name) (Last Name)

2. Father's Name: .....  
(First Name) (Middle Name) (Last Name)

3. Date of Birth: ..... Age (as on 01-11-2021) .....

4. Nationality : .....

5. Marital Status : .....



11. Any other information/experience:

(Attach separate sheet, if required)

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12. List of Training Programmes attended, if any:

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13. Notice period required to be relieved from the present employer:

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14. I have read detailed advertisement notice from MGSIPA's website (mgsipa.punjab.gov.in) and wish to present my candidature for the contractual assignment of Accountant.

15. I have attached the self-attested photocopies (For Regd. Post only)/ scanned copies (through email only) of documents in support of information provided by me from Sr. No. 09 to 12 above, with this application.

Date: .....

Signature of the Applicant .....

