

THE TRIBUNE (ENGLISH): 04-07-2021 (SUNDAY) /

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**MAHATMA GANDHI STATE INSTITUTE OF
PUBLIC ADMINISTRATION, PUNJAB**
Institutional Area, Sector 26, Chandigarh
Phone: +91-172-2793589/91 | Fax: +91-172-2793589/91 Extn: 400
E-mail: helpdesk.mgsipa@punjab.gov.in Website: mgsipap.punjab.gov.in

Required: Disaster Management Professional
MGSIPA invites applications with detailed resume for the post (one) of the **Disaster Management Professional on contractual basis.**
Please visit MGSIPA website mgsipa.punjab.gov.in for detailed information regarding qualification, eligibility criteria, job profile etc. Last date of receipt of application through Email/Post is **26.07.2021 (Monday)**. Corrigendum, if any will be placed/displayed only on Institute's website.
For any information, please contact GM (Training), MGSIPA on 98880-37966/ADO, MGSIPA on 97806-05772.
DPR/Pb/5738 Sd/- **SCS-cum-DG, MGSIPA.**

JAGBANI (PUNJABI) : 04-07-2021 (SUNDAY)

**ਮਹਾਤਮਾ ਗਾਂਧੀ ਸਟੇਟ ਇੰਸਟੀਚਿਊਟ ਆਫ ਪਬਲਿਕ ਐਡਮਿਨਿਸਟ੍ਰੇਸ਼ਨ, ਪੰਜਾਬ**
ਇੰਸਟੀਚਿਊਸ਼ਨਲ ਏਰੀਆ, ਸੈਕਟਰ-26, ਚੰਡੀਗੜ੍ਹ
ਫੋਨ : +91-172-2793589/91, ਫੈਕਸ : +91-172-2793589/91 ਐਕਸਟੈਂਸ਼ਨ : 400
ਈ-ਮੇਲ : helpdesk.mgsipa@punjab.gov.in, ਵੈੱਬ : mgsipa.punjab.gov.in
ਲੋੜ ਹੈ : ਡਿਜ਼ਾਸਟਰ ਮੈਨੇਜਮੈਂਟ ਪ੍ਰੋਫੈਸ਼ਨਲ

ਐੱਮ. ਜੀ. ਐੱਸ. ਆਈ. ਪੀ. ਏ. ਵਲੋਂ ਕਾਨਟ੍ਰੈਕਟ ਆਧਾਰ 'ਤੇ ਡਿਜ਼ਾਸਟਰ ਮੈਨੇਜਮੈਂਟ ਪ੍ਰੋਫੈਸ਼ਨਲ ਦੀ ਆਸਾਮੀ (ਇਕ) ਲਈ ਵਿਸਤ੍ਰਿਤ ਬਾਇਓਗ੍ਰਾਫਾ ਸਮੇਤ ਅਰਜ਼ੀਆਂ ਦੀ ਮੰਗ ਕੀਤੀ ਜਾਂਦੀ ਹੈ।
ਯੋਗਤਾ, ਪਾਤਰਤਾ ਮਾਪਦੰਡ, ਜੋਬ ਪ੍ਰੋਫਾਈਲ ਆਦਿ ਸਬੰਧੀ ਵਿਸਤ੍ਰਿਤ ਜਾਣਕਾਰੀ ਲਈ ਕਿਰਪਾ ਕਰ ਕੇ ਐੱਮ. ਜੀ. ਐੱਸ. ਆਈ. ਪੀ. ਏ. ਦੀ ਵੈੱਬਸਾਈਟ mgsipa.punjab.gov.in 'ਤੇ ਵਿਚਿਤ ਕਰੋ।
ਈ-ਮੇਲ/ਡਾਕ ਰਾਹੀਂ ਅਰਜ਼ੀਆਂ ਦੀ ਪ੍ਰਾਪਤੀ ਦੀ ਅੰਤਿਮ ਮਿਤੀ 26.07.2021 (ਸੋਮਵਾਰ) ਹੈ। ਸੋਧ, ਜੇ ਕੋਈ ਹੋਈ ਤਾਂ ਸਿਰਫ ਸੰਸਥਾ ਦੀ ਵੈੱਬਸਾਈਟ 'ਤੇ ਰੱਖੀ/ਪ੍ਰਦਰਸ਼ਿਤ ਕੀਤੀ ਜਾਵੇਗੀ।
ਕਿਸੇ ਵੀ ਜਾਣਕਾਰੀ ਲਈ ਕਿਰਪਾ ਕਰ ਕੇ ਜੀ. ਐੱਮ. (ਟਰੇਨਿੰਗ), ਐੱਮ. ਜੀ. ਐੱਸ. ਆਈ. ਪੀ. ਏ. ਨਾਲ 98880-37966 'ਤੇ ਅਤੇ ਏ. ਡੀ. ਓ., ਐੱਮ. ਜੀ. ਐੱਸ. ਆਈ. ਪੀ. ਏ. ਨਾਲ 97806-05772 'ਤੇ ਸੰਪਰਕ ਕਰੋ।
ਸਹੀ/-
DPR/NA/12/3459/2021/5738 ਐੱਸ. ਸੀ. ਐੱਸ.-ਕਮ-ਡੀ. ਜੀ., ਐੱਮ. ਜੀ. ਐੱਸ. ਆਈ. ਪੀ. ਏ.



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Inviting Applications for
Disaster Management Professional

Mahatma Gandhi State Institute of Public Administration (MGSIPA), Punjab is an ISO 9001:2015 and ISO 14001:2015 certified Institute under the Punjab Government. It undertakes research, consultancy, training and allied activities to improve management efficiency in various areas of public administration.

Position	:	Disaster Management Professional
No. of positions	:	1 (one).
Age	:	Upper age limit is 30 years on the date of applying.
Educational qualification and experience	:	a) Minimum qualification: Full Time Master's Degree in Disaster Management in first division from a recognized university/ institution. b) At least one year of work experience to his/her credit in the relevant field supported by published papers/ monitoring of projects & schemes. c) Handling of online platforms/ should have worked as moderator, facilitator and panelist for the disaster training programmes on national/ international forum.
Preferable	:	a) Punjabi up to matric level. b) Proficiency in MS Office c) English typing speed of min. 30 words per minute. d) Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy. e) Excellent soft skills in English, Hindi and Punjabi languages. f) Handling social media. g) Handling of online platform as anchor, moderator, facilitator for conduct of training.
Job profile	:	He/ She will be responsible for: a) Developing and delivering training material for the state and local agencies. b) Helping local agencies and states upskilling their staff for

		<p>preparedness of the scheme.</p> <p>c) Providing support to various stakeholders for developing training plans, work plans and other capacity strengthening initiatives.</p> <p>d) Facilitating training workshops and meetings, documenting progress, agreements, and issues and providing follow up assistance.</p> <p>e) Identifying fund raising opportunities both large and small scale.</p> <p>f) Coordinating logistics for all events including venue, timing and run of workshop.</p> <p>g) Serving as a point of contact.</p> <p>h) Being the face of the event, welcoming all attendees, distributing training material, thanking the venue, maintaining a positive and upbeat atmosphere.</p> <p>i) Create and implement action plan to ensure all activities are achieved.</p> <p>j) Ability to work flexibly and out of hours as required by the role and travel where necessary.</p>
Pay and perks	:	<p>a) Monthly consolidated remuneration of Rs. 50,000/- (Fifty Thousand only),</p> <p>b) Rs. 500/- per month mobile allowance</p> <p>c) TA/DA as per MGSIPA rules for outstation visits only.</p>
Nature and period of assignment	:	<p>a) Full-time assignment,</p> <p>b) Purely contractual in nature initially for a period of three years from the date of joining, extendable further on an annual basis, subject to a) satisfactory performance, b) availability of funds and c) requirement of MGSIPA with annual increase incentive of 4.8%.</p>
Leave	:	12 days of leave in a year on pro-rata basis
Selection procedure	:	<p>a) Search and Selection Committee may short-list the best eligible candidates amongst the applicants for interview.</p> <p>b) Shortlisted candidates will be called for an Interview-cum-Interaction with this Search and Selection Committee, and after this, the Committee will recommend the most suitable and willing person for appointment to the post of Disaster Management Young Professional purely on contractual basis.</p>
Application fee	:	No application fee is required.
Last date of applying	:	The applications along with detailed resume should reach to the office of Director, MGSIPA latest by 26.07.2021 (Monday) through post/ email (director.mgsipa@punjab.gov.in).
Contact person	:	GM (Training) on 9888037966 / ADO on 97806-05772.

Sd/-
Special Chief Secretary-cum-Director General,
MGSIPA