



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

Phone: +91-172-2793588-91 | Fax: +91-172-2793588-91 Extn: 400

Email: helpdesk.mgsipa@punjab.gov.in | Web: mgsipa.punjab.gov.in

Detailed Notice

WALK-IN INTERVIEW

Research Associate and Field Investigator

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. **Walk-in Interview** is being held for the post of **i) Research Associate and ii) Field Investigator** under the **Panjab University, Chandigarh sponsored project: Manpower Audit of Non-Teaching Staff of Panjab University.**

The details of these posts are as follows:

1.	RESEARCH ASSOCIATE		
i).	No. of posts	:	1 (one).
ii).	Educational qualification and experience, if any	:	a) Masters Degree with in any field of the Social Sciences/ Management/ Commerce/ Sciences with at least 55% marks. b) Preferred: candidates having M.Phil/PhD or research experience/ NET/SET

iii) Desirable	:	<ul style="list-style-type: none"> i). Proficiency in M.S. Office (Excel, Power Point and Word) ii). Strong communication skills (written and oral) to effectively correspond with a diverse audience. This would require Proficiency in English + Punjabi. iii). Effectively coordinate assessment, monitoring and evaluation processes. iv). Knowledge of basic statistical concepts and the ability to deal with large data sets with the help of analysis packages such as SPSS.
iv). Job profile	:	<ul style="list-style-type: none"> i) Work in teams to design evaluation tools and formats based on pre-defined goals and indicators. ii). Conduct and monitor survey pilots on the field. iii). Design, conduct and coordinate field level surveys. iv). Help in Data Collection and analysis v). Collate and analyze findings from the data collected. vi). Reports writing based on findings
v) Salary	:	Monthly consolidated remuneration of Rs. 30,000/-(rupees thirty thousand only)
Vi Maximum age	:	Up to 35 years on the date of Walk-in Interview
2.	FIELD INVESTIGATOR	
i). No. of Posts	:	3 (three)
ii). Educational qualification and experience, if any	:	<ul style="list-style-type: none"> a). Bachelor Degree in the field of Social Sciences/ Management/ Commerce/ Sciences with at least 55% marks. b). Preferred: candidates with experience in research work / project

iii) Desirable	:	<p>i). Proficiency in M.S. Office (Excel, Power Point and Word)</p> <p>ii). Strong communication skills (written and oral) to effectively correspond with a diverse audience. This would require Proficiency in English + Punjabi.</p> <p>iii). Knowledge of basic statistical concepts and the ability to deal with large data sets with the help of analysis packages such as SPSS.</p>
iv). Job profile	:	<p>i). Help to conduct and coordinate field level surveys.</p> <p>ii). Data Collection, Data analysis, Desktop Publishing, Typing Support.</p> <p>iii). Data analysis using MS Excel, SPSS etc.</p> <p>iv). Report writing based on findings</p>
v) Pay and perks	:	Monthly consolidated remuneration of Rs. 20000/- (rupees twenty thousand only),
Vi Maximum age	:	Up to 30 years on the date of Walk-in Interview
6. Nature and period of assignment	:	<ul style="list-style-type: none"> • Full-time assignment. • Purely contractual in nature for a period of 4 months from the date of joining or till the completion of project whichever is later. • TA/DA as per MGSIPA Rules during outstation visit.
7. Leave	:	One day leave in a month.
8. Selection procedure	:	Based upon the educational qualification, experience and performance in Walk-in Interview.
9. Application fee	:	No application fee is required.
10. Date and time of Interview	:	RESEARCH ASSOCIATE:

		<p>Registration time: From 10.30 am to 11.00 am only on 06.01.2022 (Thursday) followed by Interview by the Search and Selection Committee.</p> <p>Venue: Conference Hall No. 3, Convention Centre, MGSIPA Complex</p> <p>FIELD INVESTIGATOR:</p> <p>Registration time: From 02.00 pm to 02.30 pm only on 06.01.2022 (Thursday) followed by Interview by the Search and Selection Committee</p> <p>Venue: Conference Hall No. 3, Convention Centre, MGSIPA Complex</p>
11.	Contact person for any clarification	: Dr. Sanjeev Chaddha, Project In Charge on 87278-57116 / Shri Balvir Chaudhary, Administrative Officer on 97806-05772

NOTE: 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.

Sd/-
Director General, MGSIPA