

DETAILED NOTICE FOR
Regional Project Director at MGSIPA Regional Centre:
Bathinda and Jalandhar

TERMS OF REFERENCE

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 has three Regional Centres situated at Patiala, Bathinda and Jalandhar, and through these Regional Centres, it caters the training and capacity building requirements of various Departmental officials/ public representatives from District Headquarter to village level.

MGSIPA intends to hire the services of retired or likely to retire IAS or PCS (Executive Branch) Officers for purely contractual temporary positions of Regional Project Director (one each) at its Regional Centre at Bathinda and Jalandhar, as per the following details:

Name of the post	:	Regional Project Director
No. of positions	:	2 (two). One position each at MGSIPA's Regional Centre at Bathinda and Jalandhar. Jurisdiction of Regional Centres: Bathinda – Bathinda, Mansa, Fazilka, Faridkot, Ferozepur, Moga & Muktsar districts. Jalandhar – Amritsar, Gurdaspur, Hoshiarpur, Jalandhar, Kapurthala, SBS Nagar (Nawanshahr), Pathankot, Tarn Taran
Eligibility	:	<ul style="list-style-type: none">• Only a retired Officer from the IAS or Punjab Civil Services (Executive Branch) Cadre

		<p>OR</p> <ul style="list-style-type: none"> IAS or Punjab Civil Services (Executive Branch) Cadre Officer retiring up to 30th November 2022, subject to the condition that he/she may intimate their cadre-controlling authority, while applying.
Age	:	Maximum age limit is 65 years on the last date of application.
Preferable	:	<ul style="list-style-type: none"> a. Officers having experience and expertise in Land Revenue Administration. b. He/ She may have served in any capacity during his service tenure in one or more districts falling under the jurisdiction of the Regional Centre. c. He/ She should be having attitude/aptitude for conducting training and allied activities. d. He/ She should fit to travel at grassroots level in various Districts which falls under the jurisdiction of respective Regional Centre or MGSIPA Headquarter at Chandigarh as per the requirement.
Job profile	:	<p>He/ She will be responsible for the following:</p> <ul style="list-style-type: none"> (i) Corresponding and liaising with various officers/officials for the affairs of respective Regional Centre in respective Districts as well as at MGSIPA Chandigarh (ii) Organizing/Coordinating various training programmes/ seminars/ workshops etc. at Regional Centre as well as at field level within the jurisdiction of respective regional centre, as per requirement, and looking after all types of miscellaneous works relating to these activities; (iii) Developing / arranging resource persons for training and allied activities in jurisdiction of the Regional Centre; (iv) Any other duty assigned by the organization.
Pay and perks	:	<ul style="list-style-type: none"> Monthly consolidated remuneration Rs. 65,000/-

		<ul style="list-style-type: none"> Rs. 500/- per month mobile allowance TA/DA as per the MGSIPA rules for outstation visits. As admissible to contractual officers of MGSIPA from time to time <p>NOTE: No official vehicle will be at the disposal of Regional Project Director or Regional Centre. However, taxi can be hired as per norms of MGSIPA during visits relating to affairs of respective Regional Centre.</p>
Nature and period of assignment	:	<ul style="list-style-type: none"> Full-time assignment Purely contractual in nature initially for a period of one year 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% on consolidated remuneration <p>Note: Maximum age to serve in MGSIPA is 68 years.</p>
Leave	:	12 days of leave in a calendar year on pro-rata basis
Last date of applying	:	<p>The interested candidates should send their application along with self-attested requisite document on the following mentioned address latest by 27-12-2022, 4.30 pm through Regd. /Speed Post/ by hand:</p> <p>To The Administrative Officer, Mahatma Gandhi State Institute of Public Administration, Punjab, Institutional Area, Sector 26, Chandigarh - 160019.</p>
Application fee	:	No application fee is required.
Selection procedure	:	MGSIPA reserves the right to invite all or none of

	the applicants or shortlisted applicants for interaction with the Selection Committee at later stage for which an intimation will be sent by the Institute on available mobile no./email ID.
Contact person for any clarification	Shri Gulshan, CGM (T&A) on 81464-77000 Balvir Chaudhary, Administrative Officer on 97806-05772.

NOTE:

- i. 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.
- ii. It will be at the discretion of the Search and Selection Committee to call all applicants or shortlisted applicants for Interview/ Test.
- iii. The date and time for Interview/ Test will be intimated by the Office only through e-mail on the available email id of the applicant.
- iv. Application of non-eligible candidates will be summarily rejected by the Institute without any intimation.

Sd/-Director General, MGSIPA