



Mahatma Gandhi State Institute of Public Administration, Punjab
Institutional Area, Sector – 26, Chandigarh
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Email: helpdesk.mgsipa@punjab.gov.in Web: mgsipap.punjab.gov.in

REQUIRED
Training Associate

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 as Annexure - A for the post of Training Associate purely on contractual basis under the Government of India sponsored Project – Comprehensive Online Modified Modules for Induction Training (COMMIT) as per the following:

1.		<u>TRAINING ASSOCIATE</u>	
i).	No. of Posts	:	1 (one).
ii).	Educational qualification and experience	:	<p>a) Minimum qualification: M Sc (CS /IT)/ B.Tech (IT)/ M.B.A. (HR) on regular basis.</p> <p>b) Passed in Punjabi language exam of metric level.</p> <p>c) At least two years of work experience in training and academic support activities.</p> <p>d) Proficiency in Punjabi besides having.</p>

	iii). Job profile	:	<p>He/ She will be responsible for:</p> <ul style="list-style-type: none"> • Assisting the Course Director for Administrative and technical aspects of the project • Assisting the Course Director for coordination with various Departments of Government of Punjab for getting nominations of employees for the programme • Taking training sessions • Secretarial assistance • Preparation of Training calendar • Coordination with Computer Lab Sessions • Updating Participants Database/ LMS • All other activities related to training under the project • Tie-ups for Computer Labs at various District headquarters/ regional centres for conducting One-Day orientation programme • record management – online and offline • Any other duty as may be assigned by the organization.
3.	Preferable	:	<p>a) Good communication skills (oral & written) b) Good working knowledge of Computers.</p>
4.	Age	:	Upper age limit is 37 years on the date of applying.
5.	Pay and perks	:	<ul style="list-style-type: none"> • Monthly consolidated remuneration of Rs. 25,000/- (rupees twenty five thousand only). • Annual increase @ 4.8% of consolidated remuneration • TA/DA as per MGSIPA rules for outstation visits, if any.
6.	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 or till the completion of project, whichever is earlier. • The term can be extended further subject to a) satisfactory performance, b) continuity of project, c) availability of funds and d) requirement of MGSIPA
7.	Leave	:	12 days of leave in a calendar year on pro-rata basis.

8.	Selection procedure	:	<ul style="list-style-type: none"> • Search and Selection Committee shall short-list most suitable candidates amongst the applicants. • 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 post
9.	Application fee	:	No application fee is required.
10.	Last date of applying	:	The interested candidates should email their detailed resume at balvirchaudhary@punjab.gov.in latest by 04-01-2022 (Tuesday)
11.	Contact person for any clarification	:	Dr. P. V. Rao, Fellow (KM)/ Course Director (COMMIT) on 98154-58120 (mobile) / Shri Balvir Chaudhary, Administrative Officer on 97806-05772.

NOTE:

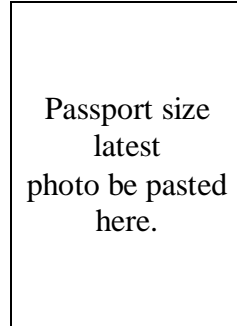
- i. MGSIPA reserves the right to fill or not to fill aforementioned post or to cancel the recruitment process at any stage without giving any reason for the same.
- ii. It will be at the discretion of the Search and Selection Committee to call all applicants or shortlisted applicants for Interview/ Test.
- iii. The date and time for Interview/ Test, 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 Training Associate.

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

2. I hereby submit my candidature for the post of Training Associate 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: Shri _____

(First Name)

(Middle Name)

(Last Name)

3. Date of Birth : _____ Age (as on 01.11.2021) : _____

4. Nationality : _____

5. Marital Status : _____

6. Permanent Address :

7. Correspondence address :

8. Contact No.: Mobile _____ E-mail: _____

9. Educational Qualifications:

Examination Degree	Board/ University	Year of Passing	Division/ Grade	%of marks	Main subject/ specification
Xth					
XIth					

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10. Particular of employment:(Attach separate sheet, if required)

Post held	Employer	Date of joining	Date of leaving	Remuneration	Major Responsibilities

11. Any other information/experience:

(Attach separate sheet, if required)

12. List of Training Programmes attended, if any:

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

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 Training Associate.
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

DECLARATION

I _____ Son/Daughter of _____ hereby certify that entries in this form and additional particulars furnished are truly and correctly stated. I understand that whatever any of the facts stated above are found to be incorrect, my appointment is liable to be quashed.

Date:

Signature of the Applicant

List of documents attached:

1. _____ (page No.to.....)
2. _____ (page No.to.....)
3. _____ (page No.to.....)
4. _____ (page No.to.....)
5. _____ (page No.to.....)
6. _____ (page No.to.....)