

Punjab Skill Development Mission
SCO No. 149-152, 2nd Floor, Sector-17 C, Chandigarh

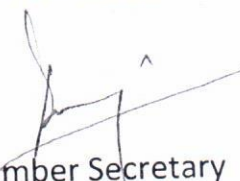
Public Notice for Recruitment

Punjab Skill Development Mission invites applications for the following 12 (Twelve) posts to be filled on contractual basis:

- (i) Project Consultant Finance, TSA - 2 (One for member of General Category and one for member of Scheduled Castes Category)
- (ii) Associate Project Consultant, TSA- 2(One for member of General Category and one for member of Scheduled Castes Category)
- (iii) Block Thematic Expert Social Mobilization - 5 - (All reserved for SCs)
- (iv) Block Thematic Expert Training and Placement - 2 (All reserved for SCs)
- (v) Executive Assistant(Accounts)- 1

Last date for Submission of applicatins is 10-8-2018.

For details, Qualification, experience, remuneration and application proforma kindly visit our website www.psdm.gov.in Corrigendum, if any, will be issued on website only.


Member Secretary
Member Secretary
Punjab Skill Development Mission
Chandigarh



Punjab Skill Development Mission
SCO No 149-152, IIInd Floor, Sector-17 C, Chandigarh



Public Notice for Recruitment

- The Government of Punjab has set up a Skill Development Mission to bring necessary synergy, oversight and effective coordination in the implementation of various Central and State flagship Skill Development schemes across the Departments.
- The Mission intends to engage young, energetic and dynamic professionals who are committed to work and ready to accept the challenges.
- Applications are invited for appointment on contract basis for the following positions:

S N	Post	No. of post(s)	Qualifications	Total Work Experience (Years)	Domain Experience		Remuneration (Monthly)
					Nature	No. of years	
1	Project Consultant (Finance), TSA	2 (1 for General + 1 for SC)	CA/ICWA/MBA (Finance) or equivalent qualification from reputed Institution. Should not be more than 45 years	5	Experience in Handling of audit/ accounts of largescale skill/ livelihood projects Desirable: DDU GKY eSOP Certification (Master Trainer - Finance)	2	Rs 60,000
2	Associate Project Consultant (TSA)	2 (1 for General + 1 for SC)	Graduation in any subject with MBA/Post Graduate Diploma in Management/ Rural Management from a reputed institution. Knowledge of MS office with proficiency in MS Excel & Power Point. Should not be more than 45 years	1	experience in monitoring projects under Skill training programmes Desirable: Experience of working under DDU GKY project with State/Central level Organisations and DDU GKY eSOP Certification (Master Trainer Comprehensive)	1	Rs.35,000/-
3	Block Thematic Expert (Social Mobilization)	5 All Reserved for SCs (Backlog Vacancies)	Master in Business Administration (MBA)/B.E./B. Tech in computer Science & Engg/information Technology/Post Graduate in any Discipline. Should not be more than 45 years	2	(i). Relevant Experience in Social Mobilization/Counselling (ii). Should have an experience of working on Social Development, Education/Livelihood/Capacity Building/Skills/Rural Development Projects (iii). Should have an experience in ICT usage Skills	1	Rs.30,000/-
4	Block Thematic Expert (Training & Placement)	2 All Reserved for SCs (Backlog Vacancies)	Master in Business Administration (MBA)/ B.E./B. Tech in computer Science & Engg/information Technology/Post Graduate in any Discipline. Should not be more than 45 years	2	(i). Relevant Experience in Training and Placement (ii). Should have an experience of working on Social Development, Education/Livelihood/Capacity Building/Skills/Rural Development Projects (iii). Should have an experience in ICT usage Skills	1	Rs.30,000/-
SN	Post	No of post(s)	Qualifications and Experience				Remuneration/ salary
1	Executive Assistant (Accounts)	1	Retired SO/Accountant/ACFA from Punjab Government/Accountant General/State PSUs. Should not be more than 65 years of age.				Last pay drawn minus pension.

- Reservation shall be as per Punjab Government Policy.
- Candidates with Graduate and or/Post Graduate in Accounts/ Commerce/Fianance shall be preferred.
- In general candidates should have basic knowledge of MS word/MS Excel and Operating Computer.
- Applications in the prescribed proforma may be submitted by 10-8-2018 up to 5:00 PM on the above mentioned address of the Mission. Detailed qualifications, experience, selection criteria and Proforma for submission of application may be downloaded from the Punjab Government website www.psdgm.gov.in.

Member Secretary

Member Secretary

**Punjab Skill Development Mission,
Chandigarh**

Proforma of Application for the Posts of Project Consultant (Finance) TSA, Associate Project Consultant TSA, Block Thematic Expert (Social Mobilization), Block Thematic Expert (Training & Placement) and Executive Assistant (Accounts) in Punjab Skill Development Mission

1. Name of the Post
2. Name of the applicant
3. Father's Name
4. Date of Birth
5. Permanent Address
6. Correspondence Address
7. E-Mail address
8. Telephone No./Mobile No.
9. Category
10. Education Qualification (Please attach self-attested copies of certificates)

Examination Passed	Passing Year	Board/University	Marks obtained	Total Marks	Percentage

11. Professional/Desirable/ additional qualification (i.e. graduate and or/ post graduate in accounts /commerce/ finance(Please attach self-attested copies of certificates)

Examination Passed	Passing Year	Board/University	Marks obtained	Total Marks	Percentage

12. Work Experience(Please attach self-attested copies of certificates of experience)

SN	From Date	To Date	Designation of the Post	Office/Department
1.				
2.				
3.				

13. Experience in the Domain Area for the applied position: (Please attach self-attested copies of certificates of experience)

Period From (DD:MM:YY)	Period To (DD:MM:YY)	Total work experience in number of years/months/days	Name of Employer/ organization	Title/ Position	Brief description of functions/ responsibilities

14. Languages known and proficiency:


Language	Read	Write	Speak

I, the undersigned, certify that to the best of my knowledge and belief the above information is correct.

Signature of the applicant

The Selection Criteria for these posts is as given in the table below. The applicants will have to apply as per proforma Annexed herewith. The applications will be screened as per the column 1 to 6 of Selection Criteria and maximum 5 (five) candidates per position shall be shortlisted and invited for presentation and interview. The Selection will be based on total score of 100.

Academic Background (40)				Past experience and achievements (40)			Interview	Total
10 th Std	10+2 Std	Graduate	Post Graduate	Total Work Experience	Total Domain Experience	Presentation		
(Max Mark) 10	(Max Mark) 10	(Max Mark) 10	(Max Mark) 10	Max Mark (15)	Max Mark (15)	Max Mark (10)	Max Mark (20)	Marks (100)
1	2	3	4	5	6	7	8	9
Marks for academic qualification shall be calculated as = (Percentage of Marks/100) * 10				(i). 7 (Seven) marks for minimum eligibility of total work experience. (ii). 2 (Two) marks additional for each additional year of experience subject to maximum of 15 marks	(i). 7 (Seven) marks for minimum eligibility of total domain experience (ii). 2 (Two) marks additional for each additional year of domain experience subject to maximum of 15 marks	Applicant will make a 10 minutes presentation through power point presentation before the selection committee about his/her past contribution, achievement and his/her vision for the position as per the job profile.	Selection Committee	


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