

**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  
02 posts to be filled on contractual basis:

- (i) Mission Manager, Standards & Quality Assurance -1
- (ii) Mission Manager, Post Placement & Tracking -1

Last date for Submission of applications is 04.07.2018

For details, Qualification, experience, remuneration and application  
proforma kindly visit our website [www.psdm.gov.in](http://www.psdm.gov.in) Corrigendum, if any, will be  
issued on website only.

  
Member Secretary





**Punjab Skill Development Mission**  
**SCO No 149-152, IIInd Floor, Sector-17 C, Chandigarh**  
**Public Notice for Recruitment**



1. 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.
2. The Mission intends to engage young, energetic and dynamic professionals who are committed to work and ready to accept the challenges.
3. Applications are invited for appointment on contract basis for the following positions:

S N	Post	No.	Qualification	Total Work Exper ience (Year s)	Domain Experience		Remunerat ion (Monthly)
					Nature	No. of years	
1	Manager – Post Placement Tracking	1	Master in Business Administration (MBA) / Post Graduate Diploma in Management (PGDM) / Post Graduate in Business Management (PGBM) Master in Social Work (MSW). Should not be more than 45 years	5	(i). Expertise on working with organizations dealing with placement services. (ii). Experience in coordination with Industry and Employers for placement.	2	Rs 60, 000/-
2	Manager – Standards & Quality Assurance	1	Master in Business Administration (MBA) / Any Post Graduate. Should not be more than 45 years	5	(i). Experience of working on skill development initiatives based on NSQF. (ii). Experience of working on assessment of standards, quality of training, certification etc. (iii). Experience of working with any Sector Skill Councils.	2	Rs 60, 000/-

4. The terms and conditions of engagement will be in accordance with Model HR Guidelines under DDU-GKY Scheme of Ministry of Rural Development, Government of India (<http://www.aajeevika.gov.in/content/model-hr-manual-srlms>). The contract will initially be for a period of 3 years as per the guidelines.

5. Applications in the prescribed proforma may be submitted by 04-07-2018 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 down loaded from the Punjab Government website [www.psdgm.gov.in](http://www.psdgm.gov.in).

Member Secretary

4/6/18



## Proforma for applying for the post of Manager

1. Applied for the Position for: .....
2. Name of the applicant: .....
3. Date of Birth: .....
4. Father's Name: .....
5. Permanent Address: .....
6. Correspondence Address: .....
7. category: .....
8. Email: .....
9. Contact Number: .....
10. Educational Qualification: (Please attach self-attested copies of certificates)

Degree(s)/ Diploma(s)	Discipline/ Department	Board/ Institution/ University	From	To	Marks Obtained	Total Marks	Percentage
10th							
10+2							
Graduation							
Post-Graduation							

11. Total Work Experience: (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



12. 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

13. 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**



1. The Selection Criteria for these post 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 10 (Ten) candidates per position shall be shortlisted and invited for presentation and interview. The Selection will be based on total score of 100.

Academic Background					Past experience and achievements			Interview	Total
(40)					(40)				
10 <sup>th</sup> Std	10+2 Std	Graduate	Post Graduate		Total Work Experience	Total Domain Experience	Presentation		
(Max Mark)	(Max Mark)	(Max Mark)	(Max Mark)		Max Mark	Max Mark	Max Mark	Max Mark	Marks
10	10	10	10		(15)	(15)	(10)	(20)	(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	

Member Secretary

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