

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 31 posts to be filled on contractual basis:

- (i) Project Consultants (Finance) TSA=2
- (ii) Block Mission Manager=9
- (iii) Block Thematic Expert (Social Mobilization)=6
- (iv) Block Thematic Expert (Training & Placement)=13
- (v) Associate Project Consultant TSA=1

Last date for Submission of applications is 23.04.2018

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


Member Secretary



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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 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: -

SN	Post	No	Qualification	Total Work Experience (Years)	Domain Experience		Remuneration (Monthly)
					Nature	No. of years	
1	Project Consultant (Finance) TSA	2	CA/ICWA/MBA (Finance) or equivalent qualification from reputed Institution. Should not be more than 45 years	5 years	Experience in Handling of audit/ accounts of large scale skill/ livelihood projects (i). Desirable: DDUGKY e SOP certification (Master trainer - Finance)	2	60,000/-
2	Block Mission Manager	9	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	3	(i). Should have Managerial Skills (ii). Should have an experience on Social Development, Education/Livelihood/Capacity Building/Skills/Rural Development Projects. (iii). Should have an experience of interfacing with Govt. Functioning/NGOs/PSUs	1	Rs. 40,000/-
3	Block Thematic Expert (Social Mobilization)	6	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)	13	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 & 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/-
5	Associate Project Consultant TSA	1	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 organizations and DDU-GKY e SOP certification (Master Trainer - Comprehensive)	1	Rs.35,000/-

3. Reservation shall be as per Punjab Government policy.
4. Candidate with Graduate and or/Post Graduate in Accounts/Commerce/Finance will be preferred.
5. In General, candidates should have basic knowledge of MS Word/MS Excel and operating computers.
6. Candidates having knowledge of accounting system/ Tally will be given weightage.
7. Applications in the prescribed proforma may be submitted by 23-04-2018 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

- The Selection Criteria for the posts of Manager Mobilization and Manager Standards and Quality Assurance is as given in the table below. The applicants will have to apply as per proforma Annexed here with **Annexure-B**. 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 (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	

Member Secretary

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Proforma of Application for the Posts of Project Consultant (Finance) TSA, Block Mission Manager , Block Thematic Expert (Social Mobilization), Block Thematic Expert (Training & Placement) , Associate Project Consultant TSA 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.					
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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