



ਮਹਾਤਮਾ ਗਾਂਧੀ ਸਟੇਟ ਇੰਸਟੀਚੀਊਟ ਆਫ ਪਬਲਿਕ ਐਡਮਿਨਿਸਟ੍ਰੇਸ਼ਨ, ਪੰਜਾਬ
Mahatma Gandhi State Institute of Public Administration, Punjab
Institutional Area, Sector 26, Chandigarh 160019, India
Phone: +91-172-2793589/91 | Fax: +91-172-2793589/90 Extn: 400
Email: helpdesk.mgsipa@punjab.gov.in | Web: www.mgsipa.punjab.gov.in

DETAILED NOTICE

CONSULTANT (TRAINING)

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 invites applications for purely contractual position of **Consultant (Training)**. The details of this position are as follows:

Name of the position	:	Consultant (Training)
No. of positions	:	1 (one)
Educational qualification	:	<ul style="list-style-type: none">▪ Master's Degree in 1st Division in the field of Social Work, Sociology, Geography, Agriculture, Architecture, Engineering, Urban Planning, Disaster.▪ Punjabi language exam pass at least matriculate level (can be relaxed in case of exceptional subject expert).▪ Preferred Ph.D in aforementioned subjects.
Experience	:	<ul style="list-style-type: none">▪ Candidates should have minimum experience of 20 years in the field of conducting training and allied activities, preferably in public sector▪ Preferred exposure in conduct of i). Trainer Development Programmes (TDPs) of National Level and ii). trainings & allied activities of National/State level as a Faculty Member in an Institute of standing or University

Age Limit	:	Maximum age limit is 65 years
Type and period of assignment	:	<ul style="list-style-type: none"> • Full-time purely contractual assignment. • Initially for a period of 03 years from the date of joining or till the attaining the age of 68 years (maximum age to serve in MGSIPA) whichever is earlier. • The term can be extended further subject to (a) satisfactory performance, (b) continuity of project (s), (c) availability of funds and (d) functional requirement of MGSIPA. • The term can be curtailed by the appointing authority at any time during contract period (including extension, if any) by giving one month's notice on account of un-satisfactory/ poor performance or any other reason which competent authority deems appropriate to this effect.
Remuneration	:	<ul style="list-style-type: none"> • Monthly consolidated remuneration is Rs. 65,000/- to Rs. 75,000/- (negotiable) • Annual increase of 4.8% on consolidated remuneration • Rs. 500/- per month as mobile allowance. • TA/DA as per MGSIPA rules for outstation visits.

Job profile	:	<p>The Consultant (Training) will be responsible for the following:</p> <ul style="list-style-type: none"> (i) Training Need Analysis (ii) preparation of training modules, reading/ study material, presentations, project proposals/ reports etc.; (iii) corresponding and liaising with various persons in private/ public organizations with regard to MGSIPA's research, training and consultancy assignments; (iv) Organizing Trainer Development Programmes (v). Organizing various training programmes/ seminars/ workshops etc. of National/State/Grass root level at MGSIPA's Campus in Chandigarh as well as at field level, as per functional requirement, and looking after miscellaneous work relating to these activities; (v) Any other duty assigned by the organization from time to time.
Leave	:	12 days of leave in a calendar year on pro-rata basis
Selection procedure	:	<ul style="list-style-type: none"> • Shortlisted candidates will be called by the MGSIPA for Interview • The selection will be purely on merit basis keeping in view educational qualification and relevant experience etc.
Application fee	:	No application fee is required

Last date of applying :	The interested candidates should send their application along with self-attested requisite document on the following mentioned address latest by 06-06-2023, 01.00 pm through Regd. /Speed Post/ by hand: To The Administrative Officer, Mahatma Gandhi State Institute of Public Administration, Punjab, Institutional Area, Sector 26, Chandigarh - 160019.
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NOTE:

i). For any clarification/ query please contact Shri Gulshan, CGM (T&A) on 8146477000 or Shri Balvir Chaudhary, Administrative Officer on 9780605772.

ii). 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.

iii). It will be at the discretion of the Search and Selection Committee to call all applicants or shortlisted applicants for Interview/ Test.

iv.) The date and time for Interview/ Test, if any will be intimated by the Office only through e-mail given by the applicant in his/her application.

Sd/- Director General, MGSIPA

Application Form

To

**The Administrative Officer,
Mahatma Gandhi State Institute of Public
Administration, Punjab,
Institutional Area,
Sector 26, Chandigarh - 160019.**

Recent
Passport size
photo to be
pasted here

**Subject: Application for the position of Consultant
(Training).**

Kindly refer to advertisement in the
..... (name of the newspaper), dated...../
MGSIPA's website for the position mentioned under the subject.

2. I hereby submit my candidature for the purely temporary
contractual position of Consultant (Training) in MGSIPA. My particulars
are as per the following: -

i. Personal details:

(a)	Name of the Applicant	:
(b)	Father's Name	:
(c)	Date of Birth	: Age as on 01-04-2023:
(d)	Nationality	:
(e)	Marital Status	:
(f)	Permanent Address	:

	
(h)	Contact No.	: <u>Mobile No.</u> <u>email ID:</u>

ii. Educational qualification:

Examination Degree	Board/ University Name	Year of Passing/ Award of degree	Division/ Grade	% of Marks	Main Subject/ Specification
Xth					
Punjabi language exam (if additional)					--
Master's degree in 					
Ph.D, if yes			Title of the thesis:		

Please attach separate sheet/ add rows, if required.

iii. Publications (if any):

Sr. No.	Title of the paper/ publication	Name of the journal/ publication	ISSN/ ISBN	Year of publication

Please attach separate sheet/ add rows, if required.

iv. Particulars of employment:

Sr. No.	Name of the Employer	Name of the post held	Date of Joining	Date of Leaving	Major Responsibilities

Please attach separate sheet/add rows, if required.

3. Notice period required to be relieved from the present employer, if any:

4. a). I have read detailed advertisement notice from MGSIPA's website (mgsipa.punjab.gov.in) and wish to present my candidature for the purely temporary contractual assignment of Consultant (Training).

b). I have attached Self-attested photocopy of following documents:

1. Matriculation Certificate
2. Punjabi language exam (if additional subject)
3. Master's degree (2nd year mark sheet/4th semester)
4. Ph.D. degree
5. Experience Certificates, if any
6. Any other:

Date:

Place:

(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 any of the facts stated above are found to be incorrect at any stage; my appointment is liable to be quashed by the competent authority besides taking appropriate disciplinary/ legal action against me as per the rules/Law.

Date:

Place:

(Signature of the applicant)