

PUBLIC NOTICE

No. PMIDC/2017/ 13145

Dated: 27.12.2017

Punjab Municipal Infrastructure Development Company (PMIDC), Department of Local Government, Govt. of Punjab invites applications for 05 vacant posts of Management Information System (MIS) Experts under Swachh Bharat Mission – Urban on contract basis. Qualifications, salary, work experience, duties and other details can be downloaded from the official website of PMIDC i.e. <http://pmidc.punjab.gov.in> under the head of recruitments. The last date of submission of application form containing the details of Educational (Technical & Professional), career history/ detailed experience is **20th January 2018** up to **5.00 pm**. Applications may be addressed to The General Manager, Punjab Municipal Infrastructure Development Company (PMIDC), Department of Local Government, Punjab Municipal Bhawan, Plot No. 3, Dakshin Marg, 5th Floor, Room No. 521, Sector 35-A, Chandigarh-160022 (India).


General Manager

REQUIRED ON CONTRACT BASIS

Name of the office: Punjab Municipal Infrastructure Development Company (PMIDC), Department of Local Government, Govt. of Punjab

Name of the Post, Number of Post, Qualifications, Experience, Role & Responsibilities are as under:

Name of the Post	Management Information System (MIS) Expert
Number of Post	05
Maximum age limit as on 01.01.2018	45 years
Salary	Rs. 40,000/- per month
Educational Qualifications & Experience	<ul style="list-style-type: none">• B.E/ B.Tech/ B.Sc/ MCA/ M.Sc/ M.Tech in Computer Science/ IT with minimum 2nd division from recognized University or Institution.• Minimum three year experience in relevant field from Government/ Semi-Government/ Autonomous Organization/ NGOs/ Private Company of repute. Should have exposure to software development & project management, database management, MIS etc. Preference will be given to the candidate having experience in dealing in MIS under SBM-Urban.• Fluency in Punjabi and English is essential.• Knowledge of MS office/excel/power point.
Roles & Responsibilities	<ul style="list-style-type: none">• Support the preparation of robust data base of the sanitation activities across the ULBs.• MIS expert will be to support speedy internalization of the M&E system and accurate reporting through the same and strive to improve the IT systems at State Level and proactively recommend ways to make it more user-friendly and efficient.• Coordination of data entry and file uploads into systems to be used by the State Level Nodal Agency (PMIDC) on a regular basis.• Work closely with the M&E specialist for the development appropriate MIS• Provide advice to the Local Bodies in



	<p>coordinating/ monitoring survey information.</p> <ul style="list-style-type: none">• Coordinate management of electronic data pertaining to the PIU, including soft copies of letters, reports and numerical data related to sanitation.• Furnishing of reports/ quarterly progress report to the State Level Nodal Agency (PMIDC) on a regular basis.• Encourage use of IT to produce training materials and manuals, increasingly impart an understanding and use of e-learning among staff.• Stay abreast of latest developments in the IT sector and transfer emerging technology as relevant to both to the State Level Nodal Agency and the ULBs.• Provide handholding support to the State Level MIS Specialists at PMIDC as and when required.• Any other related tasks that may be entrusted upon by the Commissioner/ DDLG.
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GENERAL INSTRUCTIONS

1. The contract period shall be initially for Mission Period.
2. The notice period for termination of contract on either side will be 2 months.
3. Applicants need to mentioned their Email ID, Contact No. and Postal Address very clearly and correctly. The same will be used by PMIDC to communicate to the applicants.
4. No TA or other expenses will be admissible to the candidates for appearing in the interview.
5. Any canvassing or personal follow up with an intention of inducting the process of recruitment by and on behalf of any candidate shall lead to immediate cancellation of the candidature. In case of any dispute, the decision of the PMIDC management shall be final.
6. Application of the candidates is liable to be rejected at any stage of the recruitment process or even after recruitment or joining, if any information provided by the candidate is found false or is found not in conformity with eligibility criteria mentioned in the advertisement.
7. Only eligible candidates will be called for the interview.
8. In case of any dispute, legal jurisdiction shall be at Chandigarh.
9. Maximum age for the post shall be **45 years** as on **01.01.2018**.
10. The honorarium for each post will be Rs. 40,000/- per month.
11. Candidates who have attained their education through regular mode from UGC/AICTE recognized Universities/Institutions will be eligible for the said post.
12. Interested candidates are requested to download the application form uploaded on the website of PMIDC i.e. <http://pmidc.punjab.gov.in> under the head of recruitment. Candidates may submit their application form along with all the documents by **20th January 2018** till 5.00 pm in the office of PMIDC, Department of Local Government, Punjab Municipal Bhawan, Plot No. 3, 5th Floor, Dakshin Marg, Room No. 521, Sector 35-A, Chandigarh-160022 (U.T).


