

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 14 posts to be filled on contractual basis:

- (i) Manager, Finance =1 (General)
- (ii) Manager, MIS-II = 1 (General)
- (iii) Block Thematic Expert (Social Mobilization)= 1 (for SC)
- (iv) Block Thematic Expert (Training & Placement)=9 (4 for SCs, 2 for BC & 3 for General)
- (v) Executive Assistant, Accounts= 2 (1 for SC,1 for General)

Last date for Submission of applications is **29-08-2019 upto 5:00 PM.**

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.



Mission Director




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Public Notice for Recruitment



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SN	Post	No. of Posts	Qualifications and Experience			Remuneration (Monthly)	
1	Executive Assistant, Accounts	2 (1 for SC, 1 for Gen.)	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.	
SN	Post	No. of Posts	Qualification	Total Work Experience (Years)	Domain Experience	Remuneration (Monthly)	
					Nature	No. of years	
2	Manager (Finance)	1 (Gen)	Chartered Accountant M. Com /MBA (Finance)	5	Five years' experience in managing financial status of projects.	-	Rs. 60,000/- consolidated per month
3	Manager, MIS-II	1 (Gen)	Master in Business Administration (IT), Master in Computer Applications / M.Sc. (Information Technology)/BE/ B.Tech in Computer Sciences and Engineering /Information Technology.	2	2 years' experience with a minimum experience of 1 year working on MIS projects-Domain Experience	1	Rs. 40,000/- consolidated per month
4	Block Thematic Expert (Social Mobilisation)	1 (SC)	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/- consolidated per month
5	Block Thematic Expert (Training & Placement)	9 (4 SC+2 BC+3 Gen)	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/- consolidated per month

- Reservation shall be as per Punjab Government policy.
- Candidate for the post of Executive Assistant, Accounts with Graduate and or/Post Graduate in Accounts/Commerce/Finance will be preferred.
- In General, candidates should have basic knowledge of MS Word/MS Excel and operating computers.
- Applications in the prescribed proforma may be submitted by 29-08-2019 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.psdm.gov.in.


Mission Director

Performa of Application for the Posts of Manager Finance, Manager MIS-II, Executive Assistant, Accounts, Block Thematic Expert (Social Mobilization) & Block Thematic Expert (Training & Placement) , 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

1. The Selection Criteria for the posts of Manager Finance, Manager MIS-II , Block Thematic Expert (Social Mobilisation) Block Thematic Expert (Trg. & Placement) 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 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	


Mission Director