



Mahatma Gandhi State Institute of Public Administration, Punjab

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DETAILED NOTICE

for

'Executive Assistant'

[No. 4345, dated 21.05.2025]

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 from candidates for the purely contractual positions of Executive Assistants as per the details given below:

1.	Name of the position	:	Executive Assistant																																							
2.	Number of positions	:	20 (Twenty). Category-wise break-up of positions are as follows: <table border="1"><thead><tr><th>Sr. No.</th><th>Category</th><th>Total No. of positions</th></tr></thead><tbody><tr><td>1.</td><td>General</td><td>6</td></tr><tr><td>2.</td><td>General (Women)</td><td>2</td></tr><tr><td>3.</td><td>General (Economical Weaker Section)</td><td>1</td></tr><tr><td>4.</td><td>General (Economical Weaker Section - Women)</td><td>1</td></tr><tr><td>5.</td><td>Scheduled Caste</td><td>3</td></tr><tr><td>6.</td><td>Scheduled Cast (Women)</td><td>2</td></tr><tr><td>7.</td><td>Ex-servicemen</td><td>1</td></tr><tr><td>8.</td><td>Ex-servicemen (Women)</td><td>1</td></tr><tr><td>9.</td><td>Backward Class</td><td>1</td></tr><tr><td>10.</td><td>Backward Class (Women)</td><td>1</td></tr><tr><td>11.</td><td>Physically handicap (visual)</td><td>1</td></tr><tr><td colspan="2" style="text-align: right;">Total =</td><td>20</td></tr></tbody></table>	Sr. No.	Category	Total No. of positions	1.	General	6	2.	General (Women)	2	3.	General (Economical Weaker Section)	1	4.	General (Economical Weaker Section - Women)	1	5.	Scheduled Caste	3	6.	Scheduled Cast (Women)	2	7.	Ex-servicemen	1	8.	Ex-servicemen (Women)	1	9.	Backward Class	1	10.	Backward Class (Women)	1	11.	Physically handicap (visual)	1	Total =		20
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NOTE: 1. Fifty percent of the positions reserved for SC shall be offered to Balmikis and Mazhbi Sikhs, if available, as a first preference from amongst the SCs. 2. Candidates seeking reservation under any category has to																																										

		submit respective category certificate which is issued by the competent authority of the State of Punjab only.
3.	Educational qualification	: <ul style="list-style-type: none"> • B.E./B.Tech/ B.Sc./B.Com/BBA/MBA/MCA • Punjabi language exam pass of matriculate or above level.
4.	Minimum Experience	: <ul style="list-style-type: none"> • 2 years post qualification experience in relevant domain
5.	Age limit	: Maximum age limit on the date of publication of advertisement is 38 years.
6.	Pay and perks	: <ul style="list-style-type: none"> • Monthly consolidated remuneration of Rs. 35,000/- (thirty-five thousand) only. • No other type of allowances/ pay-perks or benefits are admissible except TA/DA during outstation visit as per MGSIPA TA/DA policy as applicable from time to time or as mentioned at Sr.No. 7 of this table.
7.	Tentative Terms and Conditions	: <p>A. Recruitment:</p> <ul style="list-style-type: none"> • Appointment on Contract basis with initial probation period of 3 months. • Committee of Supervisor and one Officer of the Institute to recommend continuation. If recommended tenure of Min 2 years and Max 5 years initially. • Extension of contract based on APAR and Interview. Next extension will be minimum of 2 years and maximum up to 5 years. • However, in case of projects/ programmes which are sponsored by any other agency/Government, the tenure may be less as the duration of such positions will be co- terminus with the project. <p>B. Employment:</p> <ul style="list-style-type: none"> • Annual Increment from date of Joining @ 9% p.a. It will be on principle of compound interest. For e.g. If salary is Rs.1,00,000/-, next year after 9% increment salary would be 1,09,000/-. Then in the 3rd year the increment of 9% will be on 1,09,000/- and so on. • Further for the person joining in between 1st to 15th of the month the increment will be calculated from 1st of the same month and for person joining between 16th to end of month the increment will be calculated from the 1st of next month. • Leave will be @ 2 days/month at pro rata basis. The person joining in between 1st to 7th of the month will get 2 days leave; from 8th to 16th 1 ½ days leave; 16th to end of month, 1 day leave will be granted. • Only six leaves will be permitted to be carried forward

for next calendar year which means not more than 30 leaves will be permitted for the next calendar year. No encashment of any leave shall be permitted.

- 15 days Half Pay Leave for Medical reasons on producing of Medical Certificate.No encashment of any leave shall be permitted, and balance leave, if any, will expire on 31st December of a calendar year.
- Medical Insurance policy will be provided with contribution of 50% up to maximum of Rs. 10,000/- per annum and family cover up to Rs. 5 lacs per annum.
- Maternity/ Paternity Leave will be given as per existing law and rules.
- The primary domains of specialism centres mentioned in the table are indicative and the competent authority reserves the right to give more domains based upon the work requirement of MGSIPA from time to time.
- The candidate so recruited and joining on a position will not join any union or association or become a member of any organization or political party which takes part in politics or take part in any activity which is against the Union of India/ Government of Punjab or MGSIPA;
- The candidate so recruited and joining on a position will not be entitled to take up any other paid employment of any kind or take admission in any degree/ diploma courses during the term of this engagement period (including extension, if any) without the prior concurrence of MGSIPA. Allowing or not allowing is the prerogative of the competent authority.
- The candidate so recruited and joining on a position will have to attend office/travel on holidays if so required by MGSIPA with no additional remuneration or any kind of leave.
- The candidate so recruited and joining on a position shall remain purely on contract basis and he/she shall have no right or claim at any point of time in future for making him/her regular on the position held or any other post.
- This engagement is purely on temporary basis keeping in view the current functional requirement of MGSIPA which may change at any time during the contract period (including the period of extension in contract, if any) and MGSIPA will not have any legal compulsion to create a post (permanent or temporary etc.) to accommodate or to consider the demand of regularization of services by creating a regular permanent post or any other type post at any stage of time during association with MGSIPA (including the period of extension in contract, if any).

C. Service Liability

The Selected candidate has the liability to work at any place

		(viz. MGSIPA's H.Q. at Chandigarh or at its Regional Centres at Bathinda/Jalandhar/Patiala or at any other place office) keeping in view of the functional requirement of MGSIPA from time to time.
8	Selection criteria	: <ul style="list-style-type: none"> • Test of proficiency in computer applications • Interview
9.	Application Procedure	: The interested candidates should send their signed application in the prescribed application form (Annexure – A) along with self-attested passport size photograph and requisite documents.
10.	Last date of applying	: <ol style="list-style-type: none"> 1. Last date of submission of application by hand/ Regd. Post Or Speed Post is 5.00 pm on 23.06.2025 (Monday) at following mentioned address: The Administrative Officer, Mahatma Gandhi State Institute of Public Administration, Punjab, Institutional Area, Sector 26, Chandigarh – 160019. 2. Application received after due date/time on any ground (including delay at the level of postal authorities) would be summarily rejected.

NOTE:

1. For any clarification/ query regarding above notice, please contact Shri Balvir S.Chaudhary, Administrative Officer at EPBX: 0172-2793588-591, Extn. 303 on any working day from Monday to Friday between 10.00 am to 5.00 pm only.
2. MGSIPA reserves the right to fill all or not to fill aforementioned positions (s) or to increase or decrease the number of positions during/after the recruitment process or to cancel the recruitment process at any stage without giving any reason for the same.

Sd/-
Director General,
MGSIPA