



[Notice No. 6945, dated 19-08-2025]

DETAILED NOTICE

for Posts in

MAINTENANCE CELL

MahatmaGandhiStateInstituteofPublicAdministration(MGSIPA),Punjabisapremier 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 posts in its newly established Maintenance Cell as per the details given below:

A. Maintenance Cell:

The following mentioned works/duties are part of the Maintenance Cell:

- 1). All types of works relating to repair, maintenance, renovation and further development/ construction of infrastructure (except IT & Computer, which is being looked after by IT Cell) in the MGSIPA Campus;
- 2). Procurement/ installation/ repair and maintenance of all types of furniture/ equipment's/ materials etc. (except such works/items which are being looked after by IT Cell or Administration) through appropriate means by following due procedure;
- 3). Preparation/ modification of DNITs of the following mentioned outsourcing services contracts and their processing and allotment after following due tendering process:
 - i). Cleaning and sweepings services
 - ii). Landscaping and Gardening/Lawn Services
 - iii). Housekeeping services of Guest House
 - iv). Watch and ward services and
 - v). Operation and Maintenance (Routine & Breakdown) of (1) A.C. Plant, (2) 11KV Sub Station, (3) Pump House, Reservoir, OH Tanks, Underground Sumps, Plumbing Work, Water Supply and Sewerage Lines, (4) Fire Fighting & Detection System (5) Generators 380 KVA & 125 KVA services,and implementation, execution, all types of payments (during/post contract period), the day-to-day supervision/works [except Sr. No. (iii), and (iv) of para-3 above, where day-to-day supervision/works are with Officer In Charge of Guest House/ Administration Section] etc. of outsourcing services contracts;
- 4). Preparation of work reports/ demand reports/ rough cost estimates/ tender documents etc. relating to civil works with tentative cost of up to Rs. 50 lacs and processing and allotment of works etc., payments thereof after following due procedure and with the approval of the competent authority;

- 5). Preparation of work reports/ demand reports/ rough cost estimates/ tender documents etc. relating to works of electricals, water supply and sanitation/sewerage, AC & Refrigeration, fire-fighting & detection etc. with tentative cost of upto Rs. 5 lacs (or of normal routine nature having higher value) and processing and allotment of works etc., payments thereof after following due procedure and with the approval of the competent authority;
- 6). Requisition of rough cost estimates of civil works (above 50 lacs), works of electricals, water supply and sanitation/sewerage, AC & Refrigeration, fire-fighting & detections etc. (having tentative cost of above Rs. 5 lacs or of normal routine nature having higher value) (except computer and IT network/ works etc. which are being looked after by IT Cell) from external departments/ agencies, and processing and seeking administrative/ financial approvals from competent authority after following due procedure and taking over of charge after completion of works/services by external departments/ agencies;
- 7). Responsible for Audit and taking appropriate action for settlement of audit para's, if any.
- 8). Markets surveys relating to various works;
- 9). Coordination/ liaison/ correspondence with various Branches/ Wings of the Institute as well as outside departments/ agencies for performance of contracts / works/ services etc.;
- 10). Proper upkeep of all types of material/items/ records (files/ designs/drawings/maps/ documents etc.) in electronic/physical form, as the case may be;
- 11). Disposal of waste /surplus/condemn items/materials etc. through appropriate means after following due procedure
- 12). Preparation of budget estimates/ revised budgets estimates for various types of procurement/ works/ services etc.
- 13). Looking after all types of affairs for space/ infrastructure allotted to other government departments /organisations on long terms basis, and raising timely bills/fees etc. for the same to them, and to ensure deposit of amount of such bills/fees etc. in the Accounts the affairs of various government de
- 14). Timely processing and making payments relating to bills, ground rent, municipal taxes, property taxes or fees or charges etc. relating to MGSIPA Campus and
- 15). Dealing with infrastructural requirement of Regional Centres of MGSIPA
- 16). Any other duty as may be assigned by the organization from time to time.

B. The educational qualification, experience, remuneration and mode of recruitment on various posts in Maintenance Cell :

1.	Name of the post	Senior Specialist/XEN/SDO
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i)	Educational qualification and experience	<p>Masters/Graduation in Civil/ Electrical Engineering with post qualification experience of more than equal to 10 years of which</p> <ul style="list-style-type: none"> - at least 5 years at Level 12 (Central Pay scales or equivalent) Or - at least 7 years at Level 11 (Central Pay Scales or equivalent) Or - atleast 9 years at level 10 (Central Pay Scales or equivalent) <p>and</p> <p>Punjabi language exam pass at matriculate or above level (can be relaxed in case of exceptional)</p> <p>Candidates must have experience in:</p> <ul style="list-style-type: none"> • preparation, execution, supervision and implementation of new civil works, repair & • maintenance civil works Preparation of contracts/ DNITs for Civil / Electrical works/services • Estimation and costing of civil /electrical • works/services Billing and Accounts of works/services • Working independently on Computers etc.
ii).	Consolidated monthly remuneration	Rs. 1,50,000/- (One lakh fifty thousand)
iii).	Mode of recruitment	<ul style="list-style-type: none"> - Through open advertisement. - Interaction and interview
iv).	Job profile	<ol style="list-style-type: none"> 1). He /She will be the Officer In Charge of Maintenance Cell; 2). He/She shall exercise the administrative/ financial/ technical or any other powers as may be given by the competent authority of MGSIPA from time to time 3). He/She will be the administrative and professional head of the Maintenance Cell, and is responsible for the efficient working of this cell. 4). He /She will be the Member Secretary of the Purchase/ Tender Committee for various works relating to Maintenance Cell; 5). He/She will look after the planning, design, execution and monitoring of all types of works being done by Maintenance Cell or by outside organizations/ agencies on behalf of Maintenance Cell and will also reporting /reviewing officer of staff dealing with works of Maintenance Cell. 6). He/She shall exercise close supervision over the works of officials subordinate to him/her and shall impart, from time-to- time instructions and guidance to them in the discharge of their duties 7). Coordination/ liaison/ correspondence with various internal offices / outside departments/ agencies relating to various affairs of Maintenance Cell 8). Distribution of works/duties/ responsibilities etc.

		amongst the Specialist/ Junior Engineer and Technical Associates from time to time in writing relating to various works/ affairs of the Maintenance Cell. Any other duty/work as may be assigned by the organization/ higher authorities from time to time.
v).	Maximum age limit to apply	63 years or below on the date of advertisement of post
2.	Name of the post	Specialist/Junior Engineer
i)	Educational qualification and experience	Graduation/ Diploma (3 years or above) in Civil Engineering with total post qualification experience of more than equal to 10 years of which -at least 5 years at Level 10 (Central Pay scales or equivalent) Or -at least 7 years at Level 6 (Central Pay scales or equivalent) and Punjabi language exam pass at matriculate or above level Candidates must have experience in: <ul style="list-style-type: none"> • preparation, execution, supervision and implementation of new civil works, repair & maintenance civil works • Preparation of contracts/ DNITs for works/services • Estimation and costing of civil works • Billing and Accounts of works Working independently on Computers etc.
ii).	Consolidated monthly remuneration	Rs.75,000/- (Seventy five thousand)
iii).	Mode of recruitment	- Through open advertisement - Interaction and interview
iv).	Job profile	1. He/She will report to the Officer In Charge of Maintenance Cell and will provide all such types of assistance which are required for the smooth conduct of affairs of Maintenance Cell; 2. He/She will do such works /duties and perform such responsibilities as assigned to him/her by the Officer In Charge of Maintenance Cell from time to time at his/her own level or arrange their completion through internal/external resources as the case may be after following due procedure, and will maintain /upkeep the records thereof as per the prevailing instructions for the same, 3. Any other duty/work assigned to him/her by the Institute/ any other higher authority from time to time.
v).	Maximum age limit to apply	63 years or below on the date of advertisement of post

3.	Nameofthepost	TechnicalAssociate(Civil)
i)	Educational qualificationand experience	<p>i). Graduation/ Diploma (3 years or above) in Civil Engineering with total post qualification experience of more than equal to 2 years in relevant field,</p> <p>ii). Must have proficiency in operating computers (including good typing skills in English/Punjabi language), and</p> <p>iii). Punjabi language exam pass at matriculate or above</p> <p>level Candidates with following mentioned skills are preferred:</p> <ul style="list-style-type: none"> • preparation, execution, supervision and implementation of new civil works, repair & maintenance civil works • Preparationofcontracts/DNITsforworks/services • Estimation and costing of civil works/services etc. • Billing and Accounts of works
ii).	Consolidated monthly remuneration	Rs.35,000/- (Thirty five thousand)
iii).	Mode of recruitment	- Throughopenadvertisement - Testofproficiencyinrelevantfieldandcomputeroperations
iv).	Jobprofile	<p>1. He/She will report to the Officer In Charge of Maintenance Cell and will provide all such types of assistance which are required for the smooth conduct of affairs of Maintenance Cell;</p> <p>2. He/She will do such works /duties and perform such responsibilities as assigned to him/her by the Officer InCharge of Maintenance Cell from time to time at his/her own level orarrange their completion through internal/external resources asthe case may be after following due procedure, and will maintain /upkeep the records thereof as per the prevailing instructions for the same,</p> <p>3. Any other duty/work assigned to him/her by the Institute/ any other higher authority from time to time.</p>
v).	Maximum age limit to apply	38 years or below on the date of advertisement of post
4.	Nameofthepost	TechnicalAssociate(Electrical)
i)	Educational qualificationand experience	<p>i). Graduation/ Diploma (3 years or above) in Electrical Engineering with total post qualification experience of more than equal to 2 years in relevant field.</p> <p>ii). Must have proficiency in operating computers (including good typing skills in English/Punjabi</p>

		language), and iii). Punjabi language exam pass at matriculate or above level. Candidates with following mentioned skills are preferred: <ul style="list-style-type: none"> • preparation, execution, supervision and implementation of new electrical works, repair & maintenance electricalworks • Preparation of contracts/ DNITs for works/services • Estimation and costing of electricalworks/services etc. • Billing and Accounts of works
ii).	Consolidated monthly remuneration	Rs.35,000/- (Thirty five thousand)
iii).	Mode of recruitment	-Through open advertisement -Test of proficiency in relevant field and computer operations
iv).	Job profile	1. He/She will report to the Officer In Charge of Maintenance Cell and will provide all such types of assistance which are required for the smooth conduct of affairs of Maintenance Cell; 2. He/She will do such works /duties and perform such responsibilities as assigned to him/her by the Officer In Charge of Maintenance Cell from time to time at his/her own level or arrange their completion through internal/external resources as the case may be after following due procedure, and will maintain /upkeep the records thereof as per the prevailing instructions for the same, 3. Any other duty/work assigned to him/her by the Institute/ any other higher authority from time to time.
v).	Maximum age limit to apply	38 years or below on the date of advertisement of post
5.	Name of the post	Technical Associate (Computer)
i)	Educational qualification and experience	i). Graduation/ Diploma (3 years or above) in Computer Engineering with total post qualification experience of more than equal to 2 years in relevant field, ii). Must have proficiency in operating computers (including good typing skills in English/Punjabi language), and iii). Punjabi language exam pass at matriculate or above level Candidates with following mentioned skills are preferred:

		<ul style="list-style-type: none"> • preparation, execution, supervision and implementation of new computer & IT network works, repair & maintenance computer & IT networks/ services • Preparation of contracts/ DNITs for works/services • Estimation and costing of computer & network works/services etc. • BillingandAccountsofworks
ii).	Consolidated monthly remuneration	Rs.35,000/- (Thirty five thousand)
iii).	Mode of recruitment	<ul style="list-style-type: none"> - Through open advertisement - Test of proficiency in relevant field and computer operations
iv).	Jobprofile	<ol style="list-style-type: none"> 1. He/She will report to the Officer In Charge of Maintenance Cell and will provide all such types of assistance which are required for the smooth conduct of affairs of Maintenance Cell; 2. He/She will do such works/duties and perform such responsibilities as assigned to him/her by the Officer InCharge of Maintenance Cell from time to time at his/her own level orarrange their completion through internal/external resources asthe case may be after following due procedure, and will maintain/upkeep the records thereof as per the prevailing instructions for the same, 3. Any other duty/work assigned to him/her by the Institute/ any other higher authority from time to time.
v).	Maximumage limit to apply	38yearsorbelowonthedateofadvertisementofpost
6.	Tentative terms andconditionsof recruitment and perks etc.	<ul style="list-style-type: none"> • Annexure–Amaykindlybeseen. • No other type of allowances/ pay-perks or benefits are admissible except TA/DA during outstation visit as per the MGSIPA TA/DA policy as applicable from time to time.

7.	Last date of applying	<p>In case, candidate is interested to apply for more than one post, he/she will have to submit separate application for each post along with requisite documents.</p> <ul style="list-style-type: none"> ● The interested candidates should send their signed application in the prescribed application form (To download application form in MS Word, please Click on Annexure – B) along with self-attested requisite documents latest by 5:00 PM on 09-09-2025 through email (recruitment.mgsipa@punjab.gov.in) / Speed post/ Regd. post/ by hand at the following mentioned address: <p>The Administrative Officer, Mahatma Gandhi State Institute of Public Administrative, Punjab, Institutional Area, Sector 26, Chandigarh-160026</p> <ul style="list-style-type: none"> ● Application received after due date/ time would be summarily rejected.
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NOTE:

1. For any clarification/query please contact Shri Gulshan, Executive Director on 8146477000.
2. MGSIPA reserves the right to fill all or not to fill aforementioned positions (s) or the number may increase or decrease during the recruitment process or to cancel the recruitment process at any stage without giving any reason for the same.

Sd/
Director General, MGSIPA

Terms and Conditions of Recruitment

- 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.

Terms and Conditions of Employment

- 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 1½ 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 candidates 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 candidates 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).