

## Detailed Notice

### CONSULTANT

#### TERMS OF REFERENCE

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 the purely contractual project based position(s) of **Consultant** under the NDMA, MHA, Govt. of India sponsored project: Implementation of AAPDA Mitra Scheme. The details of the positions are as follows:

1.	Name of position	Consultant
2.	Number of positions	6 (six)
3.	Educational Qualification	<ul style="list-style-type: none"><li>▪ Master's Degree in any discipline (preferably in Disaster Management. Social Work, Sociology, Geography, Agriculture, Architecture, Engineering, Urban Planning.)</li><li>▪ Punjabi language exam pass at least matriculate level (can be relaxed in case of exceptional subject expert).</li></ul>
4.	Experience	<ul style="list-style-type: none"><li>▪ Candidates should have minimum experience of 05 years in the fields related to Disaster Management.</li><li>▪ Candidates must have reasonable experience in the field of preparation of Disaster Management Plans and Guidelines or working in the area related to disaster management.</li><li>▪ Retired officers from Defence/CAPF/NDRF/State Police or have worked in the field of Disaster Management.</li></ul>
5.	Age limit	The maximum age limit will be 65 years.
6.	Duration	<ul style="list-style-type: none"><li>▪ Full-time assignment.</li><li>▪ Purely contractual in nature initially for a period of 08 months from the date of joining or till the completion of project, whichever is earlier.</li><li>▪ The term can be extended further subject to (a) satisfactory performance, (b) continuity of project, (c) availability of funds and (d) requirement of MGSIPA.</li><li>▪ The term can be curtailed by the appointing authority at any time during contract period 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.</li></ul>

7.	Reporting Mechanism	Consultant shall report to appropriate authority in MGSIPA.
8.	Deliverables/ Outcomes	<ul style="list-style-type: none"> <li>▪ Planning, Organizing, Coordinating, Procurement of Items, Conduct of Training Programmes for AAPDA Community Volunteers in the State of Punjab as per the terms and conditions laid in the MoU.</li> </ul>
9.	Fee	<ul style="list-style-type: none"> <li>▪ Monthly consolidated remuneration of Rs. 50,000/- (Rupees Fifty Thousand only) per month</li> <li>▪ TA/DA as per MGSIPA Rules for outstation visits.</li> </ul>
10.	Leave	<ul style="list-style-type: none"> <li>▪ 12 days of leave in a calendar year on pro-rata basis.</li> </ul>
11.	Selection procedure	<ul style="list-style-type: none"> <li>▪ Search and Selection Committee shall short-list most suitable candidates amongst the applicants.</li> <li>▪ Shortlisted candidates will be called for an Interview and practical test by Search and Selection Committee, and after this, the Committee will Recommend the most suitable and willing person for appointment on the above said post</li> </ul>
12.	Application fee	<ul style="list-style-type: none"> <li>▪ No application fee is required.</li> </ul>
13.	Last date of applying	<p>The interested candidates should send their application along with self-attested requisite document on the following mentioned address latest by 27-12-2022, 4.30 pm through <b>Regd. /Speed Post/ by hand:</b></p> <p>To The Administrative Officer, Mahatma Gandhi State Institute of Public Administration, Punjab, Institutional Area, Sector 26, Chandigarh - 160019.</p>
14.	Contact person for any clarification	<ul style="list-style-type: none"> <li>▪ <b>Assignment related :</b>  Col Dalbir Singh, General Manager on +91-98880-37966</li> <li>▪ <b>Application procedure related:</b>  Shri Balvir Chaudhary, Administrative Officer on 97806-05772.</li> </ul>

**NOTE:**

- (i) MGSIPA reserves the right to fill or not to fill aforementioned contractual positions or increase/decrease the number of positions to be filled or to cancel

the recruitment process at any stage without giving any reason for the same.

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

(iii) The date and time for Interview/ Test will be intimated by the Office only through e-mail on the available email id of the applicant.

Sd/-

Director General, MGSIPA

**Prescribed Application Form**

To

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

Recent Passport  
size  
photo be pasted  
here.

**Subject:      Application for the position of Consultant.**

Kindly refer to your advertisement in the  
.....(name of the newspaper), dated.....

2. I hereby submit my candidature for the position of Consultant on Contractual basis in MGSIPA. My particulars are as per the following:-

(a)	Name of the Applicant	:	.....
(b)	Father's Name	:	.....
(c)	Date of Birth	:	..... Age as on (01.04.2022) :.....
(d)	Nationality	:	.....
(e)	Marital Status	:	.....
(f)	Permanent Address	:	..... ..... ..... .....
(g)	Correspondence Address	:	..... ..... .....

			.....
(h)	Contact No.	:	Mobile No..... email ID:.....

**i) Educational qualification:**

Examination Degree	Board/University	Year of Passing	Division/Grade	% of Marks	Main Subject/ Specification
Xth					
XIIth					

Please add rows in the above table, if required.

**j) Experience details:**

Post Held	Employer	Date of Joining	Date of Leaving	Remuneration	Major Responsibilities

Please add rows in the above table/ attach separate sheet, if required.

(k)	Any Other Information/ experience:	:	..... ..... (Attach Separate Sheet, if required)
(l)	List of Training Programme Attended, if any	:	..... .....
(m)	Notice period required to be relieved from the present employer: .....		

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

I have attached the self-attested photocopies of documents in support of information provided by me, with this application.

Date:

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 whatever any of the facts stated above are found to be incorrect, my appointment is liable to be quashed.

Date:

Signature of the Applicant

**List of documents attached:**