

## Detailed Notice for

### MULTI TASKING STAFF (MTS)

#### 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 position of **Multi-Tasking Staff (MTS)** under the NDMA, MHA, Govt. of India sponsored project: Implementation of AAPDA Mitra Scheme. The details of the position are as follows:

1.	Name of the position	Multi Tasking Services (Disaster Management)
2.	Number of positions	6 (six) (3 - UR, 2 - SC, 1 - BC)
3.	Educational Qualification	<ul style="list-style-type: none"><li>▪ +2 or equivalent</li><li>▪ Punjabi language exam pass (at least middle or above level)</li></ul> <p><b>Preference will be given to Computer Savy Applicant:</b></p> <ul style="list-style-type: none"><li>▪ Diploma Holder in Computer Applications</li><li>▪ Knowledge of MS Office Suite (Word, Excel, Powerpoint, etc.), Adobe Reader, Internet, e-Mail, etc.</li></ul>
4.	Experience	<ul style="list-style-type: none"><li>▪ Candidates should have minimum experience of 2 years in similar position.</li><li>▪ Selection will be based on skill, experience and etc.</li></ul>
5.	Age limit	The maximum age limit will be 37 years. Relaxation in age to SC and BC category as per the government

		instructions.
6.	Nature and period of assignment	<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 unsatisfactory/ poor performance or any other reason which competent authority deems appropriate to this effect.</li> </ul>
7.	Remuneration	<ul style="list-style-type: none"> <li>▪ Monthly consolidated remuneration of Rs. 19,000/- (Rupees nineteen thousand only).</li> <li>▪ TA/DA as per MGSIPA Rules for outstation visits.</li> </ul>
8.	Duties to be performed	<ul style="list-style-type: none"> <li>▪ Opening &amp; closing of Office.</li> <li>▪ General cleanliness &amp; upkeep of the Office.</li> <li>▪ Physical maintenance of Disaster Section.</li> <li>▪ Clerical/non-clerical work in the Office.</li> <li>▪ Bookkeeping</li> <li>▪ Assisting in routine office work like diary, dispatch etc. including on computer.</li> <li>▪ Delivering of Dak (inside &amp; outside the Institute)</li> <li>▪ Driving of vehicles, if in possession of valid driving license</li> <li>▪ Assisting the Aapda Mitra project team in the field/H.Q. in smooth conduct of various training and allied activities or work assigned from time to time</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Any other work assigned by superior authority.</li> <li>▪ Ability to work flexibly and out of hours (incl. Holidays) as required by the role and travel where necessary.</li> <li>▪ Willing to work during various phases of disaster in particular preparedness.</li> </ul> <p><b>Note:</b> The above list of duties is only illustrative and not exhaustive. Office is free to add to the list, duties of similar nature ordinarily performed by officials at this level.</p>
9.	Leave	12 days of leave in a calendar year on pro-rata basis.
10.	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>
11.	Application Fee	No application fee is required.
12.	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>
13.	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></li> </ul>

	Shri Balvir Chaudhary, Administrative Officer on 97806-05772.
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**NOTE:**

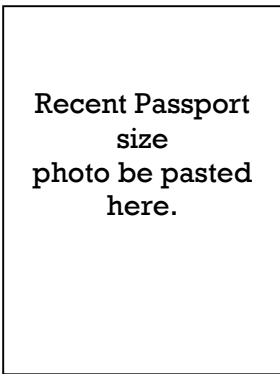
- (i) MGSIPA reserves the right to fill or not to fill aforementioned contractual positions or increase/decrease the number of positions to be filled or to cancel the recruitment process at any stage without giving any reason for the same.
- (ii) It will be at the discretion of the Search and Selection Committee to call all applicants or shortlisted applicants for Interview/ Test.
- (iii) The date and time for Interview/ Test, if any will be intimated by the Office only through e-mail given by the applicant in his/her application.

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.



**Subject: Application for the post of Multi-Tasking Staff (MTS)**

Kindly refer to advertisement in the ..... (name of the newspaper), dated...../ MGSIPA's website for the position mentioned under the subject.

2. I hereby submit my candidature for the purely temporary project based contractual position of Multi-Tasking Staff (MTS) under the NDMA, MHA, Govt. of India sponsored project: Implementation of AAPDA Mitra Scheme. My particulars are as per the following: -

**1. Personal details:**

(a)	Name of the Applicant	:	.....
(b)	Father's Name	:	.....
(c)	Date of Birth	:	..... Age as on 01-10-2022: .....
(d)	Category	:	General/ B.C. / SC
(e)	Nationality	:	.....
(f)	Marital Status	:	.....
(g)	Permanent Address	:	..... ..... ..... .....
(h)	Correspondence Address	:	.....

		..... ..... .....
(i)	Contact No.	: <u>Mobile No.</u>  <u>email ID:</u>

**2. Educational qualification:**

<b>Examination Degree</b>	<b>Board/ University Name</b>	<b>Year of Passing/ Award of degree</b>	<b>Division/ Grade</b>	<b>% of Marks</b>	<b>Main Subject/ Specification</b>
<b>Xth</b>					
<b>Punjabi language exam (if, additional)</b>					--
<b>XIIth</b>					
<b>Diploma in Computer Application</b>					

Note: Please attach separate sheet/ add rows, if required.

**3. Particulars of employment:**

<b>Sr. No.</b>	<b>Name of the Employer</b>	<b>Name of the post held</b>	<b>Date of Joining</b>	<b>Date of Leaving</b>	<b>Major Responsibilities</b>

**NOTE:** Please attach separate sheet/add rows, if required.

4. Notice period required to be relieved from the present employer, if any: .....

5. a). I have read detailed advertisement notice from MGSIPA's website (mgsipa.punjab.gov.in) and wish to present my candidature for the purely temporary project based contractual assignment of Multi-Tasking Staff (MTS)

b). I have attached Self-attested photocopies of the following documents:

1. Matriculation Certificate
2. Punjabi language exam (if additional subject)
3. XIIth
4. Diploma in Computer Applications
5. Experience Certificate (s)
6. Any other: .....

Date:

Place:

(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 any of the facts stated above are found to be incorrect at any stage; my appointment is liable to be quashed by the competent authority besides taking appropriate disciplinary/ legal action against me as per the rules/Law.

Date:

Place:

(Signature of the applicant)