

Detailed Notice

OFFICE ASSISTANT

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. Applications are invited for the purely contractual project based position of **Office Assistant** 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 position	Office Assistant
2.	Number of positions	01 (One)
3.	Age Limit	On the last date of application: <ul style="list-style-type: none">• Maximum age 40 years• Maximum age 55 years for staff currently working in MGSIPA through any of the outsource manpower agency/contractor subject to fulfillment of educational and experience criteria.
4.	Education qualification	<ul style="list-style-type: none">▪ Graduation (2nd Div. or above) in any discipline▪ Typing Speed (English) of 40 wpm▪ Typing Speed (Punjabi) of 30 wpm▪ Diploma/Certificate Course (1 Year) in Computers [relaxed in case of BSC (IT)/ BCA/ B.Tech (CS) only]▪ Knowledge of MS Office Suite (Word, Excel, Powerpoint, etc.), Adobe Reader, Internet, e-Mail, etc.
5.	Experience	Candidates should have minimum experience of 2 years in similar position.
6.	Duties to be performed	<ul style="list-style-type: none">▪ Preparation of training modules, concept notes, brochures for various training programmes.▪ Documentation of training course reports relating to training programmes.

		<ul style="list-style-type: none"> ▪ Drafting official letters, demi-official letters, sanction orders, noting etc. ▪ Receive, sort, and distribute incoming and outgoing mail. ▪ Maintenance of official files and record relating to training programmes desired by the Sr. Consultant/ SDMA/ MGSIPA, to deal in a tactful manner with visitors and to attend telephone calls with courtesy. ▪ Maintaining event calendar for the training year. ▪ Ability to work flexibly and out of hours (incl. Holidays) as required by the role and travel where necessary. ▪ Maintaining Security and confidentiality of the Office. ▪ To perform such other duties as may be assigned to him by Sr. Consultant/SDMA/MGSIPA from time to time in relation to the implementation of the Scheme. ▪ Any other task given by Sr. Consultant, Aapda/ MGSIPA. ▪ Handling Social Media like Twitter, Facebook, Whatsapp etc.
7.	Duration	<ul style="list-style-type: none"> ▪ 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. ▪ The term can be extended further subject to (a) satisfactory performance, (b) continuity of project, (c) availability of funds and (d) requirement of MGSIPA. ▪ The term can be curtailed by the appointing authority at any time during contract periods 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.
8.	Remuneration	<ul style="list-style-type: none"> ▪ Monthly consolidated remuneration of Rs. 30,412/- per month ▪ TA/DA as per MGSIPA Rules for outstation visits.
9.	Selection procedure	<ul style="list-style-type: none"> ▪ Search and Selection Committee shall short-list most suitable candidates amongst the applicants. ▪ 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
10.	Application fee	No application fee is required.
11.	Last date of applying	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 Regd. /Speed Post/ by hand: To The Administrative Officer, Mahatma Gandhi State Institute of Public Administration, Punjab, Institutional Area, Sector 26, Chandigarh - 160019.
12.	Contact person for any clarification	<ul style="list-style-type: none"> ▪ Assignment related : Col Dalbir Singh, General Manager on +91-98880-37966 ▪ Application procedure related: Shri Balvir Chaudhary, Administrative Officer on 97806-05772.

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 and Practical Test.
- (iii) The date and time for Interview and Practical Test, if any 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 Office Assistant.

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

2. I hereby submit my candidature for the position of Office Assistant on contractual basis. My particulars are as per the following:-

(a)	Name of the Applicant	:
(b)	Father's Name	:
(c)	Date of Birth	: Age as on (01.10.2022) :.....
(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 Office Assistant.

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: