

Punjab Skill Development Mission
SCO No 149-152, IInd Floor, Sector-17 C, Chandigarh
Public Notice for Recruitment



Punjab Skill Development Mission invites applications for the following 1 post to be filled on contractual basis:

SN	Post	No. of Posts	Qualification	Total Work Experience (Years)	Domain Experience		Remuneration (Monthly)
					Nature	No. of years	
1	Manager - (Mobilization & IEC)	1	Master in Business Administration (MBA)/ Post Graduate Diploma in Management (PGDM)/ Master in Social Work (MSW). Age should not be more than 45 years.	5	(i). Experience in Social Development, Education and Livelihood schemes, experience of advising NGO's, Social Organizations on community led programs, Experience of working on skills/training, Experience and understanding of growth aspirations and challenges in mobilization.	2	Rs 60, 000/-

2. Knowledge of Punjabi up to Matric level is prerequisite for this post.
3. Candidates with the knowledge of experience of working on Computer and Centrally /State Sponsored Schemes will be preferred.
4. The terms and conditions of engagement of **Manger- Mobilization & IEC** will be in accordance with Model HR Guidelines under DDU-GKY Scheme of Ministry of Rural Development, Government of India (<https://aajeevika.gov.in/en/content/model-hr-manual-srlms>). However, TA/DA will be given as per Punjab Govt. Rules/Instructions. The contract will initially be for a period of 3 years including a period of probation of six months as per the guidelines.
5. Applications in the prescribed proforma at Annexure - A may be submitted by 07th January, 2022 up to 5:00 PM at **Office of Directorate Employment Generation, Skill Development & Training Punjab, SCO No. 47/1, Sector – 17- E, Chandigarh**. Detailed qualifications, experience, selection criteria and Proforma for submission of application may be down loaded from the Punjab Government website www.psdm.gov.in.


Mission Director
Punjab Skill Development Mission

Annexure – A

**Proforma of Application for the Post of Mission Manager (Mobilization & IEC) in
Punjab Skill Development Mission**

1. Name of the applicant
2. Father's Name
3. Date of Birth
4. Permanent Address
5. Correspondence Address
6. E-Mail address
7. Telephone No./Mobile No.
8. Category

9. Education Qualification (Please attach self-attested copies of certificates)

Examination Passed	Passing Year	Board/Institution/University	Marks obtained	Total Marks	Percentage
10th					
10+2					
Graduation					
Post-Graduation					
Others					

10. Total Work Experience (Please attach self-attested copies of certificates of experience)

S N	From Date	To Date	Total Work Experience in number of years/months/days	Designation of the Post	Name of Employer/Organization	Brief description of functions/responsibilities
1						
2						
3						

11. Experience in the Domain Area for the applied position: (Please attach self-attested copies of certificates of experience)

Period From (DD:MM:YY)	Period To (DD:MM:YY)	Total work experience in number of years/months/days	Name of Employer/ organization	Title/ Position	Brief description of functions/ responsibilities

12. Languages known and proficiency:

Language	Read	Write	Speak

I, the undersigned, certify that to the best of my knowledge and belief the above information is correct.

Signature of the applicant

SELECTION CRITERIA

1. The Selection Criteria for the post of Manager - Mobilization & IEC is as given in the table below. The applicants will have to apply as per proforma of application (Attached as Annexure A). The applications will be screened as per the column 1 to 6 of Selection Criteria and maximum 10 (ten) candidates for the post of Manager -Mobilization & IEC shall be shortlisted and invited for presentation and interview. The Selection will be based on total score of 100.

Academic Background (40)				Past experience and achievements (40)				Interview	Total
10 th Std	10+2 Std	Graduate	Post Graduate	Total Work Experience	Total Domain Experience	Presentation			
(Max Mark) 10	(Max Mark) 10	(Max Mark) 10	(Max Mark) 10	Max Mark (15)	Max Mark (15)	Max Mark (10)	Max Mark (20)	Marks (100)	
1	2	3	4	5	6	7	8	9	
Marks for academic qualification shall be calculated as = (Percentage of Marks/100) * 10				(i). 7 (Seven) marks for minimum eligibility of total work experience. (ii). 2 (Two) marks additional for each additional year of experience subject to maximum of 15 marks	(i). 7 (Seven) marks for minimum eligibility of total domain experience (ii). 2 (Two) marks additional for each additional year of domain experience subject to maximum of 15 marks	Applicant will make a 10 minutes presentation through power point presentation before the selection committee about his/her past contribution, achievement and his/her vision for the position as per the job profile.	Selection Committee		

Punjab Skill Development Mission

Mission Director

