



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 5 to be filled on contractual basis:

SN	Post Name	No. of Posts	Qualification and Experience	Pay/ Remuneration (Per month)
1.	Deputy General Manager (Finance)	1 (Gen)	i) Not more than 40 years of age as on 1.1.2021 ii) B.Com 1 st Division plus Chartered Accountant/Cost Accountant with minimum 5 years experience in accounts. iii) Knowledge of MS-Office is essential. iv) Should possess knowledge of Punjabi of matriculation standard.	INR 80,000 P.M.
2.	Project Coordinator	1 (Gen)	Compulsory i) Not more than 40 years of age as on 1.1.2021 ii) Master in Business Administration (MBA)/ any Post Graduate iii) An officer having a total experience of not less than 5 years in managerial capacity and handled projects independently/held any senior position/experience of working in any state skill development mission etc. iv) Should possess knowledge of Punjabi of matriculation standard. Desirable - Experience of working in any State Skill Development Mission in managing skill programs funded by GoI/state.	INR 80,000 P.M.
3.	Executive Assistant	3(2 Gen, 1 SC)	i) Graduate ii) Not more than 35 years of age as on 1.1.2021 iii) Fluent in English and knows English Steno iv) Knows Punjabi typing v) Has IT skills & good knowledge of MS office. vi) 3 year's experience of working as PA/Pvt. Secy/Steno etc. or equivalent (For equivalence decision of appointing authority will be final)	INR 45,000 P.M.

2. Applications in the prescribed proforma(Annexure A) may be submitted by 09-01-2021 up to 5:00 PM on the above-mentioned address of the Mission. Detailed qualifications and experience is given above.
3. Selection criteria is detailed below:
 - a. The applicants will have to apply as per proforma of application. (Attached as annexure A) The applications will be screened for minimum eligibility as mentioned against the said posts in the table above.
 - b. Maximum 5 (five) candidates per position shall be shortlisted and invited for the interview.
 - c. Merit list would be made on the following:
 - i) Marks will be awarded out of 100.

There will be 2 criterias which are detailed as under:

- a. 50% weightage will be given to marks obtained in requisite minimum educational qualification as mentioned in the table above against the various posts. (Note: The Total Marks obtained which are mentioned in words shall be considered as final.)
 - b. Presentation - A PowerPoint presentation having slides not more than 10 in number, detailing as to how the candidate is suitable/fit for the respective post as mentioned in the table above. (Maximum Marks will be 50).
- ii) Interview – The interview shall comprise of 50 marks and final selection will be done on the basis of performance in the interview.

[Note:i) is just to shortlist the candidates.]

Annexure - A

Performa of Application for the Posts of Deputy General Manager (Finance)- 1, Project Coordinator-1, Executive Assistant – 3 in Punjab Skill Development Mission against the advertisement dated _____ .

1. Name of the Post
2. Name of the applicant
3. Father's Name
4. Date of Birth
5. Permanent Address
-
-
6. Correspondence Address
-
-
7. E-Mail address
8. Telephone No./Mobile No.
9. Category
10. Education Qualification (Please attach self-attested copies of certificates)

Examination Passed	Passing Year	Board/University	Marks obtained	Total Marks	Percentage

11. Professional/Desirable/ additional qualification (Please attach self-attested copies of certificates)

Examination Passed	Passing Year	Board/University	Marks obtained	Total Marks	Percentage

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

SN	From Date	To Date	Designation of the Post	Office/Department
1.				
2.				

13. 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

Please attach self-attested copies of certificates.

14. 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