



ਮਹਾਤਮਾ ਗਾਂਧੀ ਸਟੇਟ ਇੰਸਟੀਚਿਊਟ ਆਫ ਪਬਲਿਕ ਐਡਮਿਨਿਸਟ੍ਰੇਸ਼ਨ, ਪੰਜਾਬ

Mahatma Gandhi State Institute of Public Administration, Punjab

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'Lead' in MGSIPA's Specialism Centres

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 from candidates for the purely contractual positions in its Specialism Centre as per the details given below:

PART - A

Sr. No.	Name of the Specialism Centre	Name of the position	No. of positions	Consolidated Remuneration*
1.	Leadership and Public Policy Centre	Lead	1 (one)	Rs. 2 lakh per month
2.	Public Finance Management Centre	Lead	1 (one)	Rs. 2 lakh per month
3.	Legal Studies Centre	Lead	1 (one)	Rs. 2 lakh per month

Note: *No other type of allowances/ pay-perks or benefits are admissible except TA/DA during outstation visit as per the MGSIPA TA/DA policy as applicable from time to time.

PART – B

1.	Leadership and Public Policy Centre	Primary Domain – <ul style="list-style-type: none"> Leadership Development Training of IAS/PCS officers & other Group 'A' Officers Behavioural Sciences IT and e-governance Public Policy & Management Mid-Career Training Programmes
1.1	Minimum Qualification & Experience	i) PhD with total post qualification experience of more than equal to 20 years. OR ii) Masters/Graduation in any discipline with post qualification experience of more than equal to 20 years of which

		<p>- at least 5 years at Level 14 (Central Pay scale or equivalent)</p> <p>OR</p> <p>-At least 7 years at Level 13 (Central Pay scale orequivalent)</p> <p>and</p> <p>Punjabi language exam pass at matriculate or above level (can be relaxed in case of exceptional candidate)</p>
2	Public Finance Management Centre	<p>Primary Domain –</p> <ul style="list-style-type: none"> • Budgeting • Procurement • Public Investment Management • Audit
2.1	Minimum Qualification& Experience	<p>i) PhD with post qualification experience of more than equal to 20 years.</p> <p>OR</p> <p>ii) Masters/Graduation in any discipline preferably in Finance/Management with post qualification experience of more than equal to 20 years of which</p> <p>- at least 5 years at Level 14 (Central Pay scale or equivalent)</p> <p>OR</p> <p>- At least 7 years at Level 13 (Central Pay scale or equivalent)</p> <p>and</p> <p>Punjabi language exam pass at matriculate or above level (can be relaxed in case of exceptional candidate)</p>
3	Legal Studies Centre	<p>Primary Domain –</p> <ul style="list-style-type: none"> • Capacity building related to various Laws • Equity and Social Justice • Arbitration • Gender sensitization • Human Rights • Industrial Management
3.1	Minimum Qualification& Experience	<p>i) PhD in Law with post qualification experience of more than equal to 20 years.</p> <p>OR</p> <p>ii) Masters/Graduation in Law with post qualification xperience of more than equal to 20years of which</p> <p>- at least 5 years at Level 14 (Central Pay scale orequivalent)</p> <p>OR</p> <p>-At least 7 years at Level 13 (Central Pay scale orequivalent)</p> <p>and</p> <p>Punjabi language exam pass at matriculate or above level (can be relaxed in case of exceptional candidate)</p>
4.	Age Limit	<p>Maximum age limit is 63 years on the date of advertisement of this position.</p>

5.	Tentative terms and conditions of recruitment and perks etc.	Annexure – A may kindly be seen.
6.	Last date of applying	<ul style="list-style-type: none"> The interested candidates should send their signed application in the prescribed application form (Annexure – B) along with self-attested requisite documents latest by 5:00 PM on 02.05.2025 through Speed post/ Regd. post/ by hand at the following mentioned address: The Administrative Officer, Mahatma Gandhi State Institute of Public Administrative, Punjab Institutional Area, Sector 26, Chandigarh-160026 Application received after due date/time would be summarily rejected.

NOTE:

1. For any clarification/ query please contact Shri Gulshan, Executive Director on 8146477000.
2. MGSIPA reserves the right to fill all or not to fill aforementioned positions (s) or the number may increase or decrease during the recruitment process or to cancel the recruitment process at any stage without giving any reason for the same.

Sd/-
Director General,
MGSIPA

Terms and Conditions of Recruitment

- Appointment on Contract basis with initial probation period of 3 months.
- Committee of Director and one Officer of the Institute to recommend continuation. If recommended tenure of Min 2 years and Max 5 years initially.
- The Centre/faculty may be allowed private consultancy with prior permission. 33% share of remuneration being deposited with MGSIPA. **For e.g.** Any private consultancy finalized on the name of MGSIPA will not fall under this purview. The consultancy finalized on the Individual faculty name for which he/she will be paid directly by the firm will fall under this purview. The decision on share and all other formalities made by the administration will be final.
- Extension of contract based on APAR and Interview. Next extension will be minimum of 2 years and maximum upto 5 years.
- However, in case of projects/ programmes which are sponsored by any other agency/Government, the tenure may be less as the duration of such positions will be co- terminus with the project.

Terms and Conditions of Employment

- Annual Increment from date of Joining @ 9% p.a. It will be on principle of compound interest. **For e.g.** If salary is Rs.1,00,000/-, next year after 9% increment salary would be 1,09,000/- . Then in the 3rd year the increment of 9% will be on 1,09,000/- and so on.
- Further for the person joining in between 1st to 15th of the month the increment will be calculated from 1st of the same month and for person joining between 16th to end of month the increment will be calculated from the 1st of next month.
- Leave will be @ 2 days/month at pro rata basis. The person joining in between 1st to 7th of the month will get 2 days leave; from 8th to 16th 1 1/2 days leave; 16th to end of month, 1 day leave will be granted.
- Only six leaves will be permitted to be carried forward for next calendar year which means not more than 30 leaves will be permitted for the next calendar year. No encashment of any leave shall be permitted.
- 15 days Half Pay Leave for Medical reasons on producing of Medical Certificate. No encashment of any leave shall be permitted, and balance leave, if any, will expire on

31st December of a calendar year.

- Medical Insurance policy will be provided with contribution of 50% upto maximum of Rs. 10,000/- per annum and family cover upto Rs. 5 lacs per annum.
- Maternity/Paternity Leave will be given as per existing law and rules.
- The primary domains of specialism centres mentioned in the table are indicative and the competent authority reserves the right to give more domains based upon the work requirement of MGSIPA from time to time.
- The candidate so recruited and joining on a position will not join any union or association or become a member of any organization or political party which takes part in politics or take part in any activity which is against the Union of India/ Government of Punjab or MGSIPA;
- The candidate so recruited and joining on a position will not be entitled to take up any other paid employment of any kind or take admission in any degree/ diploma courses during the term of this engagement period (including extension, if any) without the prior concurrence of MGSIPA. Allowing or not allowing is the prerogative of the competent authority.
- The candidate so recruited and joining on a position will have to attend office/travel on holidays if so required by MGSIPA with no additional remuneration or any kind of leave.
- The candidate so recruited and joining on a position shall remain purely on contract basis and he/she shall have no right or claim at any point of time in future for making him/her regular on the position held or any other post.
- This engagement is purely on temporary basis keeping in view the current functional requirement of MGSIPA which may change at any time during the contract period (including the period of extension in contract, if any) and MGSIPA will not have any legal compulsion to create a post (permanent or temporary etc.) to accommodate or to consider the demand of regularization of services by creating a regular permanent post or any other type post at any stage of time during association with MGSIPA (including the period of extension in contract, if any).

Annexure – B

Application Form

To

**The Administrative Officer, Mahatma
Gandhi State Institute of Public
Administration, Punjab, Institutional
Area, Sector 26, Chandigarh – 160026.**

Recent self-
attested
Passport
size photo
to be pasted
here

Subject: Application for the position of Lead in the..... (name of the specialism centre).

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 contractual position of **Lead** in the..... (name of the specialism centre). My particulars are as per the following: -

i. Personal details:

(a)	Name of the Applicant	
(b)	Father's Name	
(c)	Date of Birth	
(d)	Nationality	
(e)	Marital Status	
(f)	Address	
(g)	Contact No.	<u>Mobile No.</u> <u>email ID:</u>

ii. Educational qualification:

Examination n/ Degree	Board/ University Name	Year of Passing/ Award of degree	Division /Grade	% of Marks	Main Subject/ Specificationn

Please attach separate sheet/ add rows, if required.

iii. Particulars of employment experience (details in chronological order, starting with first job):

Name & Address of the Employer	Date of		Designation	Nature of Job	Remunerationn/ Level as per	Reason for Leaving
	Joining	Leaving			Central Pay Commission	

Please attach separate sheet/add rows, if required.

iv Professional Training:

S.No.	Organisation	Period		Details of Training
		From	To	

Please attach separate sheet/add rows, if required.

v Publications:

a. *Papers/ research articles:

Sr. No.	Title of the paper/ publication (with page No.)	Name of the journal/ publication	ISSN / ISBN	Year of publication	Whether peer reviewed. Impact factor, if any	Whether you are first / principal / corresponding author/ supervisor / mentor

Please attach separate sheet/ add rows, if required.

a. *Books, Chapters in books, other than refereed journal articles.

Sr. No.	Title	Type of book (text/ reference)	ISBN No. and publisher	Whether peer reviewed	No. of authors	Self-Assessed Score

Please attach separate sheet/ add rows, if required.

3. Notice period required to be relieved from the present employer:

4. Names of two referees (should not be relative) (Please provide complete address with email and mobile no.)

1.

2.

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 contractual assignment of Lead, (name of the specialism Centre).

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

i).

ii).

iii).

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)