

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

1. The Government of Punjab has set up a Skill Development Mission to bring necessary synergy, oversight and effective coordination in the implementation of various Central and State flagship Skill Development schemes across the Departments.
2. The Mission intends to engage young, energetic and dynamic professionals who are committed to work and ready to accept the challenges.
3. Applications are invited for appointment on contract basis for the following positions:

SN	Name of the post	No. of post(s)	Remuneration (Monthly)
1	Manager –Mobilization & (Information Education & Communication (IEC)	1	Rs. 60,000/-
2	Manager-Post Placement Tracking	1	Rs. 60,000/-
3	Manager –Monitoring & MIS	1	Rs.60,000/-
4	Manager – Training & Development	3	Rs.60,000/-
5	Manager – Standards & Quality Assurance	1	Rs.60,000/-

4. The terms and conditions of engagement will be in accordance with Model HR Guidelines under DDU-GKY Scheme of Ministry of Rural Development, Government of India (<http://www.aajeevika.gov.in/content/model-hr-manual-srlms>). The contract will initially be for a period of 3 years as per the guidelines.

5. Applications in the prescribed proforma may be submitted by 13-6-2016 up to 5:00 PM on the above mentioned address of the Mission. Detailed qualifications, experience, selection criteria and Proforma for submission of application may be down loaded from the Punjab Government website www.punjab.gov.in.


Member Secretary

Punjab Skill Development Mission
SCO No 149-152, IIInd Floor, Sector-17 C, Chandigarh
Detailed Qualifications, Experience and Selection Criteria for various Posts of Managers in the Mission

1. The Punjab Skill Development Mission has finalized the detailed qualification, experience required and selection criteria for various posts to be filled up under Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) Ministry of Rural Development, Government of India. Applications will be invited from open market through advertisement.
2. The detailed qualification, experience and remuneration for various posts is as detailed in the table below:

SN	Post	No of post (s)	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). Should not be more than 45 years	5	(i). Experience in Social Development, Education and Livelihood schemes, experience of advising NGOs, 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	Manager – Post Placement Tracing	1	Master in Business Administration (MBA) / Post Graduate Diploma in Management (PGDM) / Post Graduate in Business Management (PGBM) Master in Social Work (MSW). Should not be more	5	(i). Expertise on working with organizations dealing with placement services. (ii). Experience in coordination with Industry and Employers for placement.	2	Rs 60, 000/-

			45 years				
3	Manager –Monitoring & MIS	1	Bachelor of Technology (B.Tech) (Computers)/ Master in Business Administration (MBA) (IT)/ Post Graduate Diploma in Computer Application (PGDCA)/ Master In Computer Application (MCA)/ Any Graduate and Post Graduate with IT stream. Should not be more than 45 years	5	(i). Experience of working oversight of ICT system (system design, development and implementation), experience of working on architecture on full life cycle management of enterprise scale software systems on Enterprise Architecting and Solution Architecting. (ii). Experience of preparation of MIS Reports, requirement gathering, Experience of working/maintaining MIS/IT Projects.	2	Rs 60, 000/-
4	Manager – Training & Development	3	Master in Business Administration (MBA)/ Any Post Graduate. Should not be more than 45 years	5	(i). Working experience as a training manager. (ii). Experience in designing and executing successful training programs. (iii). Familiarity with various steps in the life cycle of skill training programs from batch formation to successful assessment and certification & placement of the candidates. (iv). Familiarity with modern training methods (mentoring, coaching, on-the-job or in	3	Rs 60, 000/-

					classroom training, e-learning, workshops, simulations etc).		
5	Manager – Standards & Quality Assurance	1	Master in Business Administration (MBA) / Any Post Graduate. Should not be more than 45 years	5	(i). Experience of working on skill development initiatives based on NSQF. (ii). Experience of working on assessment of standards, quality of training, certification etc. (iii). Experience of working with any Sector Skill Councils.	2	Rs 60, 000/-

3. The Selection Criteria for various posts is as given in the table below. The applicants will have to apply as per proforma Annexed herewith. The applications will be screened as per the column 1 to 6 of Selection Criteria and maximum 10 (Ten) candidates per position 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	(i). 7 (Seven) marks for minimum eligibility of total domain experience (ii). 2 (Two) marks additional for	Applicant will make a 10 minutes presentation through power point presentation before the selection committee about	Selection Committee	

	year of experience subject to maximum of 15 marks	each additional year of domain experience subject to maximum of 15 marks	his/her past contribution, achievement and his/her vision for the position as per the job profile.		
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Member Secretary

Proforma for applying for the post of Manager

1. Applied for the Position for:
2. Name of the applicant:
3. Date of Birth:
4. Father's Name:
5. Permanent Address:
6. Correspondence Address:
7. Email:
8. Contact Number:
9. Educational Qualification: (Please attach self-attested copies of certificates)

Degree(s)/ Diploma(s)	Discipline/ Department	Board/ Institution/ University	From	To	Marks Obtained	Total Marks	Percentage
10th							
10+2							
Graduation							
Post- Graduation							

10. Total Work Experience: (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

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