

**Punjab Skill Development Mission under the Department of Employment Generation**  
**Skill Development and Training, Punjab,**  
**SCO No. 149-152, 2nd floor, Sector-17 C, Chandigarh**

**Public Notice for Recruitment**

Punjab Skill Development Mission invites applications for the following 3 posts to be filled on contractual basis:

- (i) Deputy General Manager (Finance) =1 (General)
- (ii) Project Coordinator = 1 (General)
- (iii) Executive Assistant = 3 (1 for SC, 2 for General)

Last date for Submission of applications is **09-01-2021 up to 5:00 PM.**

For details, Qualification, experience, remuneration and application proforma kindly visit our websites **www.psdm.gov.in** and **www.pbemployment.punjab.gov.in** Corrigendum, if any, will be issued on website only.

**Director,**  
**Employment Generation**  
**Skill Development and Training-**  
**cum- Additional Director, PSDM**



**Punjab Skill Development Mission**  
**SCO No 149-152, II<sup>nd</sup> 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 <sup>st</sup> 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)	<b>Compulsory</b> 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.  <b>Desirable</b> - 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)

<b>Examination Passed</b>	<b>Passing Year</b>	<b>Board/University</b>	<b>Marks obtained</b>	<b>Total Marks</b>	<b>Percentage</b>

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

<b>Examination Passed</b>	<b>Passing Year</b>	<b>Board/University</b>	<b>Marks obtained</b>	<b>Total Marks</b>	<b>Percentage</b>

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

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

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

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

Please attach self-attested copies of certificates.

14. Languages known and proficiency:

<b>Language</b>	<b>Read</b>	<b>Write</b>	<b>Speak</b>

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

**Signature of the applicant**