



DETAILED NOTICE

For Walk-in Interview of

Project Coordinator

in MGSIPA Regional Centre, Jalandhar

[No. 8097 dated 19.09.2025]

TERMS OF REFERENCE

Mahatma Gandhi State Institute of Public Administration (MGSIPA), Punjab is a premier Institute of Government of Punjab and it undertakes research, consultancy, training and allied activities to improve management efficiency in various areas of Public Administration. Candidates are invited to appear in Walk-in Interview for the contractual assignment of Project Coordinator in MGSIPA Regional Centre, Jalandhar as per the details given below:

1.	Name of Position	Project Coordinator
2.	Number of Positions	01 (one) (UR)
3.	Age Limit	He/She should not be less than 32 years of age but not more than 63 years of age on the date of advertisement.
4.	Minimum Educational Qualification and experience, if any.	<ul style="list-style-type: none">• Graduate/post-graduate in any stream from a recognised University- Minimum 55% marks at graduate level.• He/She should have an experience of at least 10 years under the State/ Centre government/ PSU/Public University.• He/She should have an efficient typing speed in English and Punjabi of at least 35 w.p.m.• He/She should have had an experience of coordinating with District Level senior officers.• Retired officer/superintendent from Government

		department will be preferred .
5.	Job description	<ul style="list-style-type: none"> • He/She will be responsible to provide all necessary assistance to Project Director, Regional Centre Jalandhar for the smooth functioning of MGSIPA Regional Centre - Jalandhar. • He/She should be able to handle all correspondence and accounts of the Regional Centre, which would be part of his job profile. • He/She should have to go to the districts of the Jalandhar Division or, if necessary, be at MGSIPA Headquarters, Chandigarh, if required, which would be part of his job profile. • Any other duty/work assigned by MGSIPA H.Q from time to time.
6.	Nature and period of assignment	<ul style="list-style-type: none"> • Appointment shall be contractual as per standard terms and conditions of MGSIPA, where, among other conditions i.e. appointment on contract basis with initial probation period of 3 months and thereafter the Committee of supervisor and one Officer of the Institute will recommend the continuation, and if recommended the tenure may be of minimum 2 years and maximum 5 years initially.
7.	Pay & Perks	<ul style="list-style-type: none"> • Consolidated remuneration @ Rs. 35,000/- per month, and an annual increment as per MGSIPA guidelines shall be provided. • No other allowances will be admissible except TA/ DA as per the Institute's policy on this issue from time to time for outstation visit etc.

8.	Selection Procedure	<ul style="list-style-type: none"> • Selection Committee will short-list the most suitable candidate (s) amongst the candidates who will appear in the Interview-cum-Interaction (including English and Punjabi typing skill test).
9.	Application fee and Procedure	<ul style="list-style-type: none"> • No application fee is required. • Candidates are advised to bring 4 sets of duly filled application form [Please click Annexure-A to download application form in MS word format] along with self attested requisite copy of documents, and submit the same at the time of Registration.
10.	Schedule for Walk-in Interview	<p>DATE: 01-10-2025</p> <p>REGISTRATION TIME: 09.30 am to 11.30 am only</p> <p>VENUE: Conference Hall No. 2, First Floor, Convention Centre, MGSIPA Complex, Institutional Area, Sector – 26 (adjoining Sacred Heart School), Chandigarh.</p>
11.	Contact person for any clarification	Sh.Pirthi Singh, Regional Project Director, MGSIPA RC Jalandhar, +91-9888498055 (mobile)

NOTE: MGSIPA reserves the right to fill or not to fill aforementioned post or to cancel the recruitment process at any stage without giving any reason for the same.

Sd/- Director General