

Advertisement

PMIDC, Department of Local Government, Punjab invites application for the below mentioned posts on contract basis.

Sr. No	Name of Post	No of Post	Age as on 30.06.2016	Consolidated Salary (per month)
1	Manager (Finance)	1	45 Years	Rs 85,000/-
2	Manager IT	1	45 Years	Rs 65,000/-
3	Manager HR/ Capacity Building	1	45 Years	Rs 75,000/-
4	Assistant Manager (Admin)	1	45 Years	Rs 45,000/-
5	Senior Assistant Manager (SWM)	2	45 Years	Rs 75,000/-
6	Accountant	1	45 Years	Rs 30,000/-

The Detailed terms & conditions containing the Education Qualification, Experience, Roles and Responsibilities etc, Application form, General Instructions to the candidate can be seen and downloaded from the Punjab Govt. website i.e. www.punjab.gov.in under the head Press release / Announcement.

The last date for submission of application form (containing details of Educational, Technical, Professional Qualification and career history) is or before 01 Aug 2016 at 04:00 pm in the Punjab Municipal Infrastructure Development Company office at Department of Local Govt. Bhawan, 5th Floor, Room No 521, Plot No 3, Sector 35-A .


Chief Executive Officer

D

REQUIRED ON CONTRACT BASIS

Name of the Office: Punjab Municipal infrastructure Development Company. (A PSU of the State Govt. of Punjab) Department of Local Govt, Punjab.

Name of the Post, Number of Post, Place of Posting, Qualifications, Experience, Role and Responsibility of the post is as under:-

Name of the Post:	Manager Finance
Number of Post	1
Place of Posting:	Chandigarh
Education Qualification	Chartered Accountant/ ICWA from a Institute established by Law in India or equivalent. preference will be given to CA
Experience	<ul style="list-style-type: none">• Minimum of 5 years of Post qualification experience at least 2 years of which shall be at a Senior Manager level• Experience in Project Finance, resource mobilization and PPP etc• Experience in Municipal Finances, Financial Management of large infrastructure projects will be an added advantage
Maximum Age limit as on 30.06.2016	<ul style="list-style-type: none">• On Contract basis – 45 years
Salary	<ul style="list-style-type: none">• Rs. 85000/- Per Month
Role and Responsibility	<ul style="list-style-type: none">• Overall supervision of the company's day to day functioning of the Accounts and Finance functions including MIS, Audit, Taxation, Corporate affairs, etc in compliance with the Indian Accounting Standards• Initiate and guide the preparation of forecasts of company revenue and expenditure.• Monitor Budgets and variances• Responsible for tracking the policy decisions taken by the government and their impact on the company.• Provide technical and managerial information to the organization and regulatory agencies regarding taxation matters.

(2)

A

	<ul style="list-style-type: none"> • Responsible for preparation of Quarterly / half yearly and Annual Accounts and Finalization of Accounts. • Providing information to the top management on a monthly and need basis. • Developing and implementation of suitable internal control systems in the department. • Involved in formulation of various systems, policies, procedures, commensurate with the need of the company, • Compliance with all statutory Matters, including Income tax, Service Tax, VAT, Transfer pricing issues. Which will include provide all statistical information required to be submitted to Government etc. • Dealing with Banks and Financial Institution for day to day matters besides providing all necessary support with the preparation of documents pertaining to all short-term and long-term credit facilities. • Interface with the internal and external auditors as a focal point for efficient management of the Statutory, Tax & Internal Audits as a part of Corporate Governance • Involved in corporate planning during organizational restructuring at all levels. • Oversee Filing of returns and attending tax authorities for assessments and appeals. • Oversee the Completion of the Internal Audit as per the Audit programs. • Any other work assigned by PMIDC. • Fund flow management of finance of PMIDC. • Raising of finances through various sources for financing Urban Development project. • Internal Management of PMIDF Funds, Debt management.
--	---

REQUIRED ON CONTRACT BASIS

Name of the Office: Punjab Municipal infrastructure Development Company. (A PSU of the State Govt. of Punjab) Department of Local Govt

Name of the Post, Number of Post, Place of Posting, Qualifications, Experience, Role and Responsibility of the post is as under:-

Name of the Post:	Manager (IT)/ MIS
Number of Post	1
Place of Posting:	Chandigarh
Education Qualification	<ul style="list-style-type: none">• The candidate should be Regular B.Tech (Computer Science)/ B.E (Electronics / Communication) or Master in Computer Applications (2 Year regular from reputed Institutions)
Experience	Working experience of 7+ years in implementation of Large to medium size IT/e-Governance projects in Corporate or Public sector organization.
Roles and Responsibilities	<p>The candidate should be well versed in the following areas:</p> <ul style="list-style-type: none">• Ability to lead a team and train staff on the job to use the systems and manage day to day issues related to IT• The candidate should be well versed in the following areas:• Document Management systems office file processing automation.• E-Governance Projects.• Setting up and implementing ICT based computer applications for office functions of PMIDC.• Setting up websites and management thereof.• Good experience in Project Management web based tools like MS projects, Primavera,

(4)



	<p>PCM, Excel database reporting.</p> <ul style="list-style-type: none"> • Setting up and maintaining mobile application. • Data Analysis. • Setting up and maintaining Social Media tools like Face book, twitter etc. • Life Cycle of Large/medium IT/e-Governance Project • A recognized Project delivery method such as PMI / Prince 2 or Common Information Management Method (CIMM). • Knowledge on e-Governance Lifecycle Preferred. • Programme Evaluation and Review Technique (PERT),Critical path Method (CPM) • Software Estimation. • MS Project (or equivalent) • Master Service Agreement (MSA) • Detailed Project Report (DPR) , • Request for Proposals (RFP) • MS Office tools (Power point ,Excel, Word) • SDLC -Software Development lifecycle , • Rapid Application Development (RAD) • Contract Management Body of Knowledge (BoK) • Risk Management & Probability Impact Matrix , • e-Governance architecture • IT act 2000, IT Act amendments 2008. • IT Service Management/Operations (ITIL), • CMM , • Six Sigma.
--	--

	<ul style="list-style-type: none"> • Technology Solutions such as data Centre Hosting /Co – Location services , Managed Voice and IP Solutions ,Managed Infrastructure Services , System Integration Services ,Connectivity Services ,Managed IT services etc. • Operating Systems , • Web Technologies , • Cloud Computing, Big Data, Mobile ,Social Media, Web.
Maximum Age limit as on 30.06.2016	<ul style="list-style-type: none"> • On Contract basis – 45 years
Salary	<ul style="list-style-type: none"> • Rs. 65,000/- Per Month




REQUIRED ON CONTRACT BASIS

Name of the Office: Punjab Municipal Infrastructure Development Company. (A PSU of the State Govt. of Punjab) Department of Local Govt

Name of the Post, Number of Post, Place of Posting, Qualifications, Experience, Role and Responsibility of the post is as under:-

Name of the Post:	Manager (HR) / Capacity Building
Number of Post	1
Place of Posting:	Chandigarh
Education Qualification	<ul style="list-style-type: none">• Post Graduate degree in Development Field (Urban Development or Social development or Social work) or MBA HR (2 year regular from reputed Institutions)
Experience	<ul style="list-style-type: none">• 7-10 years experience in training and capacity building as well as competence in urban sector issues in India.• Knowledge of adult learning methodology and capacity building experience within the urban sector, including experience in areas such as capacity assessment, curricula development, course organization, problem-based (and not only content-based) training, and training impact evaluations.• Computer skills.• Ability to work in a high pressure, ethnically diverse, political setting.• Knowledge and experience of government systems and procedures.
Maximum Age limit as on 30.06.2016	<ul style="list-style-type: none">• On Contract basis – 45 years
Salary	<ul style="list-style-type: none">• Rs. 75,000/- Per Month.
• Role and Responsibility	<ul style="list-style-type: none">• This is an expert level position to work with senior level government and development partner functionaries to achieve the objectives of the capacity building under State and Government of India scheme.• Responsible for providing technical leadership to the state and Urban Local Bodies in the implementation of Training and capacity building plan of Government of India schemes in Urban areas i.e.

(7)



	<p>AMRUT, Swach Bharat Mission and Smart Cities.</p> <ul style="list-style-type: none"> • The technical assistance to be performed by the Manager HR/Capacity Building shall include but not limited to: • Support PMIDC in developing strategy for capacity building in Urban Local Bodies. • Assess the training facilities available (training readiness) in the state for all the levels for functionaries focusing on Urban Local Bodies and support departments in further strengthening the same. • Support departments in developing training modules/ packages/curriculum for functionaries of various levels and identify apt methodologies (pre & in service modules). Pre-test of training modules and scale up the modules in the entire state • Develop tools for assessing the effectiveness and quality of training / capacity building efforts • Organizing and developing sustainable programme for Training of Trainers, and coordinate with external trainers • Establishing M&E system for capacity-building activities and support the state in ensuring quality of training programmes. • Liaising effectively with development partners in order to maximize potential synergies and internalize effectively on lessons learnt from past programmes/experiences. • Completing additional tasks within capacity building activities as instructed by the PMIDC • Any other work assigned by PMIDC.
--	---





REQUIRED ON CONTRACT BASIS

Name of the Office: Punjab Municipal infrastructure Development Company. (A PSU of the State Govt. of Punjab) Department of Local Govt

Name of the Post, Number of Post, Place of Posting, Qualifications, Experience, Role and Responsibility of the post is as under:-

Name of the Post:	Assistant Manager (General Administration)
Number of Post	1
Place of Posting:	Chandigarh
Education Qualification	Graduate with 2 years full time course MBA(HR/Personnel) or Graduate with PG Diploma in HR/Personnel (2 years full time or equivalent)
Experience	<ul style="list-style-type: none">• 5 years Post qualification relevant experience.• Experience in managing office equipment, machines or property.• Manage administrative department, maintain a safe and secure work environment• Develop and maintain good working relationships with all relevant local governmental bureaus, agencies and authorities.• Undertake Capacity Building activities.• Experience in implementing change management processes, large scale capacity building outsourcing, contract staffing etc, in large organizations.• Maintain stationary supplies and coordinating deliveries.
Maximum Age limit as on 30.06.2016	<ul style="list-style-type: none">• On Contract basis – 45 years
Salary	<ul style="list-style-type: none">• Rs. 45,000/- Per Month
Role and Responsibility	<ul style="list-style-type: none">• Management of properties of PMIDC• Right to Information (RTI)• Security• Maintenance of office vehicles• Office maintenance• Liaisoning with other Departments

9

✓

	<ul style="list-style-type: none">• Public Relations• Purchase/Inventory/Store keeping• Establishment matters• Attendance monitoring• Leave record• Disciplinary Action• Maintenance of stock register (Movable and Immovable)• Assist the Manager (HR) for HR related activities.• Archival, record of files, documents.• Any other work assigned by PMIDC.
--	---

✓

REQUIRED ON CONTRACT BASIS

Name of the Office: Punjab Municipal infrastructure Development Company. (A PSU of the State Govt. of Punjab) Department of Local Govt

Name of the Post, Number of Post, Place of Posting, Qualifications, Experience, Role and Responsibility of the post is as under:-

Name of the Post:	Sr. Assistant Manager (SWM)
Number of Post	2
Place of Posting:	Chandigarh
Education Qualification	Environmental Engineer OR MSc in Environmental Science / Solid Waste Management. (2 Year regular from reputed Institutions)
Experience	<ul style="list-style-type: none">✓ Minimum 7 years experiences in the area of environment, waste Management, Urban Public Infrastructure in Public or Private sector.✓ Preference will be given to the candidate with experience in the Solid Waste Management✓ Excellent oral communication skills.✓ Good Computer Skills.
Maximum Age limit as on 30.06.2016	✓ On Contract basis – 45 years
Salary	✓ Rs 75000 per month.
Role and Responsibility	<ul style="list-style-type: none">✓ To assist the Project Director and Assistant Project Director in carrying out all responsibilities of the Headquarter unit.✓ Any other role assigned by the Project Director.

✓

11

REQUIRED ON CONTRACT BASIS

Name of the Office: Punjab Municipal infrastructure Development Company. (A PSU of the State Govt. of Punjab) Department of Local Govt

Name of the Post, Number of Post, Place of Posting, Qualifications, Experience, Role and Responsibility of the post is as under:-

Name of the Post:	Accountant
Number of Post	1
Place of Posting:	Chandigarh
Education Qualification	• Bachelor Degree in Commerce
Experience	✓ Minimum 5 years of post qualification experience and relevant work experience
Maximum Age limit as on 30.06.2016	✓ On Contract basis – 45 years
Salary	✓ Rs 30000 per month.
Role and Responsibility	✓ To handle all accounts matters. ✓ Any other matters assigned by PMIDC.

✓

12

General Instructions

1. The contract period for contractual employment will be 3 years. The initial contract period will be for 1 year and at the end of 1st year it will be renewed for next 2 years based on the performance and suitability of the candidate. PMIDC may extend the contract for further 2 years at its discretion.
2. The notice period for termination of contract on either side will be 3 months, except for the post of accountant which is 1 months.
3. Applicants need to mention their E-mail id, Contact Nos and postal address very clearly & correctly. The same will be used by PMIDC to communicate to applicants.
4. No TA or other expenses will be admissible to the candidates for appearing in the interview.
5. Any canvassing or personal follow up with an intention of inducing the process of recruitment by and on behalf of any candidate shall lead to immediate cancellation of candidature. In case of any dispute, the decision of the PMIDC management shall be final.
6. Application of the candidates is liable to be rejected at any stage of the recruitment process or even after recruitment or joining, if any information provided by the candidate is found false or is found not to be in conformity with eligibility criteria mentioned in the advertisement.
7. Only eligible candidate will be called for the interview.
8. In case of any dispute, legal jurisdiction shall be at Chandigarh.
9. Interested candidates are requested to collect the application form in PMIDC office or to submit the application in format uploaded in Punjab Govt. website i.e. www.punjab.gov.in under the head Press release / Announcement. The last date for submission of the application along with documents on or before 1 Aug 2016 at 4:00 PM in the office of the Punjab Municipal Bhawan, Office of Punjab Municipal Infrastructure Development Company, 5th Floor, Room No 521, Sector 35, Chandigarh.



Position Applied for:

Full Name with Title (e.g.-Mr./Mrs./Ms./Dr.):

Father's / Husband's Name:

Affix your
Passport Size
Photograph duly
attested by
Gazetted officer

Date of Birth:

Age as On 30th June 2016:

Permanent Address

Mailing Address if different

Address					
District					
State					
PIN CODE-					

Address					
District					
State					
PIN CODE-					

Contact Details:

Phone

Home:

Mobile:

Email Id:

Gender

Male ☐

Female ☐

Educational, Technical and Professional Qualifications

List secondary and post school qualification by subject, class, level or grade of award and/or other professional qualification. (PMIDC is primarily interested in the highest education level you have achieved).

Qualification	Subjects	Issuing Body/Institute/ University	Year of Passing	Percentage	Division

Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

Language	Speaking	Reading	Writing
Punjabi			
English			
Hindi			

Career History

Please describe your career to date, starting with your most recent employment first and work in reverse order.

Employer (Name & Address)	Period (From-To)	Experience (In Years/Months)	Job Role	Designation

Periods unaccounted for (if any)-example career breaks, unemployment etc.

References (Two):

1.
2.

PLEASE ENSURE THAT YOU HAVE COMPLETED THE DECLARATION

DECLARATION: When you are satisfied you have completed all the information fully, please sign below to affirm that the information you have provided is to the best of your knowledge true and completed. If you provide any information which you know is false, or if you withhold relevant information, this may lead to your application being rejected or, if you have already been appointed, to your dismissal.

Signature

Date