

Government of Himachal Pradesh
H.P. Institute of Public Administration

Advertisement Notice

Applications are invited for a time bound assignment under "HUDCO CHAIR" (initial engagement on contractual basis up to 30.09.2014 and continuation will only depend on project extension). Applications are required to be submitted in prescribed format available on HIPA Website. It should reach the undersigned by 10th, March 2014.

Sr.No.	Name of Opening	Number of Openings	Age Limit	Essential Qualification	Desirable Qualification	Consolidated engagement fee (Rs.)
1.	Consultant-cum-Faculty	One (1)	Should not exceed 62 years on the last date of submission of application	1. Second Division Master's Degree from any recognized University in Urban Planning/Management/ Economics/Commerce, Geography/Environment Sciences. 2. At least 3 Years' experience in Urban Sector/Consultancy/Training/ Research.	1. Research Work in closely related discipline 2. Proficiency in MS Office	Rs.40,000/- per month
2.	Office Assistant	One (1)	Not more than 35 years on the date of submission of application	1. Graduate in any discipline in Second Class from any recognized University 2. At least 3 years experience in handling office correspondence, accounts etc.	Computer proficient in MS Office and English / Hindi typing.	Rs.15,000/- per month

Last date of submission of Application: 10th March, 2014 till 5:00PM.

Display of List of eligible candidates (after scrutiny) on official website: 14th March, 2014.

Date of Screening Test/Interview : 18th March, 2014 at 10.30 AM

Note: For Application format and detailed terms and conditions please visit: www.hipashimla.nic.in

Dated: 22 February, 2014
Place: Shimla


Director
H.P. Institute of Public Administration
Fairlawn, Shimla-171012
Phone No.0177-2734777
Fax No.0177-2734679
Email: hipa-hp@nic.in

**H.P. INSTITUTE OF PUBLIC ADMINISTRATION,
HIPA, FAIRLAWN, SHIMLA-12.**

Web : www.hipashimla.nic.in **email:** hipa-hp@nic.in

Ph. 0177- 2734777, FAX-0177-2734679

Vacancy Announcement

Date of closing: 10th March, 2014

Openings:

1. Consultant-cum-Faculty: One opening for Consultant cum-Faculty under HUDCO-CHAIR to organize trainings, delivers lectures, impart trainings, undertake research and documentation, off-campus training programmes, ULB level campaigns, workshops, conferences and meetings to review progress and share experiences, maintain database in website, train officials and elected representatives and facilitate all issues in CB initiative under HUCO-CHAIR.

Duty Station H.P. Institute of Public Administration, Fairlawn, Shimla to work in coordination with the Coordinator HUDCO-CHAIR under the overall supervision of HIPA Administration.

Contract type : Co-terminus with the period of project.

Description of duties

The incumbent will carry out the assignments relating to job for which one will be engaged including:

- i. Imparting training.
- ii. Identify and train the stakeholders including the officials and representatives of ULBs
- iii. Preparation of reading material, modules, trainers manuals, dissemination of information, research, action oriented research, documentation and reporting ;
- iv. Design, develop, print, distribute training and IEC materials including posters, leaflets, pamphlets, handouts, calendars, magazines, audio-video and other materials for documentation and dissemination of programmes and best practices;

- v. To establish a close contact with associated departments for nominations and facilitating in identifying their training requirements.

Deliverables

- i. Organize workshops, seminars, conferences and trainings ;
- ii. To prepare hand-outs, session details and proceedings/learnings from consultative workshops/conferences/training programmes.
- iii. Preparation of Training modules having deliverables detailing lecture plan, case studies and direction for trainers/training plan, PPTs and handouts for participants.
- iv. Documentation of reading material for training programmes.
- v. Any other assignment required under HUDCO-CHAIR and entrusted by HUCO-CHAIR Coordinator and Director HIPA.

How to Apply:

The desirous candidates to submit their applications in the given format (applications through e-mail or fax will not be accepted) in a sealed envelope clearly mentioning on the top of cover **"APPLICATION FOR THE POST OF CONSULTANT CUM FACULTY UNDER HUDCO CHAIR, HIPA"** addressed to Director, H P Institute of Public Administration, Fairlawn, Shimla 171012. The last date for applying is **10th March, 2014 till 5:00PM** and the screening-cum-interview will take place on **10:30 AM on 18th March, 2014**. The candidates will not be informed through post and shortlisted eligible candidates will be notified through website of HIPA www.hipashimla.nic.in on 14th March, 2014.

Positions:

- 1. Office Assistant:** One position of Office Assistant under HUDCO-CHAIR to assist consultant and the coordinator HUDCO-CHAIR in all official matters, correspondence and all related assignments in trainings.

Duty Station H.P. Institute of Public Administration, Fairlawns, Shimla to work in coordination with the Consultant, Coordinator HUDCO-CHAIR under the overall supervision of HIPA Administration.

Contract type : Co-terminus with the period of project.

Description of duties

The incumbent will carry out the all official works under HUDCO-CHAIR including all works relating to correspondence, maintenance of official records, financial records, and inventory records. He/she will have to work in all training and documentation related assignments and will have to visit frequently to different offices and locations. He/she may be assigned any task by the consultant/Coordinator and the authorities in HIPA.

Deliverables

- i. Assist in Organizing workshops, seminars, conferences and trainings ;
- ii. To help in preparation and distribution of hand-outs, session details and proceedings/learnings from consultative workshops/conferences/training programmes.
- iii. To assist Consultant in preparation of Training modules having deliverables detailing lecture plan, case studies and direction for trainers/training plan, PPTs and handouts for participants.
- iv. To assist in documentation of reading material for training programmes.
- v. To keep all relevant records pertaining to HUDCO-CHAIR
- vi. Any other assignment required under HUDCO-CHAIR and entrusted by HUCO-CHAIR Coordinator and HIPA Administration.

How to Apply:

The desirous candidates to submit their applications in the given format in a sealed envelope clearly mentioning "**APPLICATION FOR THE POST OF OFFICE ASSISTANT UNDER HUDCO CHAIR, HIPA**" addressed to Director, H P Institute of Public Administration, Fairlawn, Shimla 171012. The last date for applying is **10th March, 2014 till 5:00PM** and the screening-cum-interview will take place on **10:30 AM on 18th March, 2014**. The candidates will not be informed through post and shortlisted eligible candidates will be notified through website of HIPA www.hipashimla.nic.in on 14th March, 2014.

Govt. of Himachal Pradesh
H.P. Institute of Public Administration

“APPLICATION FOR -----HUDCO-CHAIR, HIPA”

1. Name :
2. Father's Name :
3. Date of Birth :
4. Sex :
5. Category : SC/ST/OBC/General
6. Permanent Address :
-PIN.....
7. Correspondence Address:
-PIN.....
8. Email address:
9. Mobile Number:

Affix your recent
passport size
photograph

10. Qualifications

a) Academic :

Degree	Subjects	Year	%	Institution

b) Professional/Technical

Qualification	Subjects	Year	Grade	Institution

11. Experience:

Subject	Time Period	Organisation
Training,		
Reporting,		
Research		
Documentation		
Urban Development		
Consultancy		

12. Job Responsibilities:

Organisation	From	To	Assignment handled

13. Distinctions

Classification	Organisation	Specific details

14. Specialization

15. Projects Implemented

16. Initiatives/Papers presented in Conferences/ Workshops

17. Published Work

18. Trainings Attended:

19. Conferences/ Workshops Attended

20. Present Salary / Last Salary Drawn

DECLARATION:

I hereby solemnly affirm and declare that the information given above is true to best of my knowledge and belief and nothing has been concealed by me.

(Signature of the candidate)
