

School of Good Governance and Policy Analysis Bhopal
(An autonomous organization of the Govt. of Madhya Pradesh)

Advertisement for posts No. SGPA 2 /2008 dated July 18, 2008

Applications are invited for the following posts from committed and motivated personnel / academics / professionals with flair for innovations and dedication to build a world class institution in the emerging area of good governance with local focus in global context.

- 1) One Director (Governance);**
- 2) One Director (Policy Analysis).**
- 3) One Director (Knowledge Management).**

For posts at 1) to 3)

Scale of pay Rs. 18400-22400 or 16400-20000 or Rs. 40000/- pm. fixed:

Minimum educational qualifications for posts at 1) to 3): A Post-Graduate degree with 55% marks.

Essential requirements of work experience for posts 1) to 3):

Common for posts 1)-3): At least 3 years experience of working in the scale of pay of Rs. 12000-16500 or above or a fixed pay of Rs. 30,000/- pm or more in a Government / Autonomous / Nationally reputed Non-Government organization. Also the following

For post 1): 10 years of working experience in the field of Administration / Governance with proven ability for introducing innovations leading to systemic improvement;

For post 2) 10 years of working experience with proven capabilities to take up analytical studies of policies, project development and implementation etc.

For post 3) 10 years of working experience in the field of Management related to knowledge acquisition / dissemination / capacity building with proven ability for introducing innovations.

Common desirable qualifications for posts 1) to 3): Capability to use ICT applications and acquaintance, with some important projects and plans of the State Government / Government of India / International organizations like UNESCO, UNICEF. World Bank etc.

- 4) One Programme Coordinator (Governance);**
- 5) One Programme Coordinator (Policy Analysis);**
- 6) One Programme Coordinator (Knowledge Management)**

For posts at 4) to 6) :Scale of pay Rs. 12000-16500/- or Rs. 30000/- pm fixed.

Minimum educational qualification for posts at 4) to 6):

For post 4) a Post-Graduate degree with a minimum of 55% marks in any subject;

For Posts 5)-6) a Post-Graduate degree with a minimum of 55% marks in. Management/ Computer Applications/ Mathematics / Statistics / Economics.

Essential requirements of work experience for posts at 4) to 6):

Common for 4) to 6) 2 years experience of working in a pay scale of Rs. 8000-275-13,500/- or above or a fixed salary of Rs. 20,000/- pm or above in a Government / Autonomous / Nationally reputed Non-Government organization. Also the following

For post 4) 5 years of working experience in the field of Administration/ Governance with proven ability for introducing innovations leading to systemic improvement

For post 5) 5 years of working experience with proven capabilities to take up analytical studies of policies, project development and implementation etc.

For post 6) 5 years of working experience in the field of Management related to knowledge acquisition / dissemination/ capacity building with proven ability for introducing innovations

Common desirable qualifications for posts 5)-6): Capability to use ICT applications and acquaintance, with some important projects and plans of the State Government / Government of India / International organizations like UNESCO, UNICEF. World Bank etc.

7) One Administrative Officer in the scale of pay Rs. 12000-16500/- or Rs. 30000/- pm fixed: Minimum Qualifications: A graduate with experience of at least 5 years of working in a position not below the pay scale of Rs. 8000-275-13500/- or Rs. 20000/- pm fixed in a Government / Autonomous / Nationally reputed Non-Government organization dealing with administration

8) Three Project Officers (2 in **General** category and one reserved for ST) one each in the areas of Policy Analysis;; Knowledge Management and Governance (reserved for ST), in the pay scale of Rs.8000-275-13,500/- or Rs. 20,000/- pm fixed,

Minimum educational qualifications: For posts in Policy Analysis and Knowledge Management a Post-Graduate degree with a minimum of 55% marks in Management / Computer Applications / Mathematics / Statistics / Economics For post in governance a Post-Graduate degree with a minimum of 55% marks in any subject

Essential work experience: 2 years of experience of working in a major study/ project / Thesis with a fellowship/stipend of not less than Rs. 8000/-pm in a Government / Autonomous / Nationally reputed Non-Government organization with work experience being related to the field of i) analytical studies of policies, project development and implementation etc. for the post in Policy Analysis; ii) Management of knowledge acquisition / dissemination/ capacity building with proven ability for introducing innovations for the post in Knowledge Management. and iii) Administration / Governance for the post in governance.

Desirable qualifications. Capability to use ICT applications and acquaintance, with some important projects and plans of the State Government / Government of India

9) One Assistant Manager Administration: in the scale of Pay Rs. 6,500-10,500 /- or Rs. 16,000/- pm fixed: Either a graduate with experience of at least 3 years of working in a position not below the scale of Rs. 4,500-125-7000/- .or Rs. 11000/- pm in a Government / Autonomous / Nationally reputed Non-Government organization dealing with administration/ Finance or a Graduate with computer as one of the subjects/ Post Graduate Degree holder in Computer applications and capability to work for office automation.

Detailed Instructions for applicants for posts at 1) – 9).

Applications on plain paper with (i) name, date of birth, details of the present post held with scale, job requirements and name of the Department / Institution (ii) chronological details about positions with nature of work assignments, grades and name of institutions / Departments served earlier as per requirements of the qualifications shown against each post; (iii) self attested photograph and documents confirming date of birth, educational qualifications from graduation onwards, any distinctions / citations / awards received (iv) a self attested statement that the applicant was not found guilty for any disciplinary action or prosecution by any court of law, (v) one page statement describing the suitability of the applicant's qualification and experience in contributing to the objectives, mission and vision statements available on the website www.sushasanmp.in .

Appointments shall be made on deputation or contract Initially all the appointments against these posts shall not exceed a period of three years and not beyond the age of 65 years. Incomplete applications in any form shall not be entertained. **This is a rolling advertisement** and for the first lot, applications through proper channel with an advance copy if necessary should reach the Office of the Director General, School of Good Governance and Policy Analysis, C-403, 4th Floor, Narmada Bhawan, 59, Arera Hills, Bhopal 462 011 by Speed or Registered Post before 5.00 pm of August 14, 2008. Applications received after this due date will be dealt with separately.

Administrative Officer

सुशासन एवं नीति विश्लेषण स्कूल, भोपाल

निम्न पदों की पूर्ति प्रतिनियुक्ति/संविदा के आधार पर करने के लिए आवेदन आमंत्रित किये जाते हैं।

10. दो-सहायक ग्रेड-2, (एक अनुसूचित जनजाति के लिए आरक्षित) वेतनमान रुपये 4,000-100-6,000 या कुल रुपये 10000 प्रतिमाह (fixed)। न्यूनतम अर्हताएँ-स्नातक डिग्री एवं किसी शासकीय/स्वशासी/राष्ट्रीय स्तर पर मान्यता प्राप्त अशासकीय संस्था में 2 वर्ष के कार्य करने का अनुभव। कम्प्यूटर एप्लीकेशन का डिप्लोमा। Information and Communication Technology (ICT) के कार्यालयीन उपयोगों की जानकारी वाले उम्मीदवारों को प्राथमिकता दी जावेगी।
11. चार-सहायक ग्रेड-3, (एक-एक पद अनुसूचित जनजाति एवं अनुसूचित जाति के लिए आरक्षित) वेतनमान रुपये 3,000-4,590 या कुल रुपये 7500 प्रतिमाह (fixed)। न्यूनतम अर्हताएँ-स्नातक डिग्री एवं कम्प्यूटर एप्लीकेशन का डिप्लोमा। Information and Communication Technology (ICT) के कार्यालयीन उपयोगों की जानकारी वाले उम्मीदवारों को प्राथमिकता दी जावेगी।
12. दो-शीघ्रलेखक (हिन्दी एवं अंग्रेजी), (एक अनुसूचित जनजाति के लिए आरक्षित) वेतनमान रुपये 4,500-7,000 या कुल रुपये 11,000 प्रतिमाह (fixed)। न्यूनतम अर्हताएँ - स्नातक डिग्री तथा हिन्दी/अंग्रेजी शीघ्रलेखन की शीघ्रलेखन एवं मुद्रलेखन परीक्षा परिषद् परीक्षा उत्तीर्ण। शीघ्रलेखक के पद पर कार्य का 3 वर्ष का अनुभव या कम्प्यूटर एप्लीकेशन का डिप्लोमा।
13. दो-डाटा एण्ट्री ऑपरेटर, (एक अनुसूचित जनजाति के लिए आरक्षित) वेतनमान रुपये 3,500-5,200 या कुल रुपये 8,500 प्रतिमाह (fixed)। न्यूनतम अर्हताएँ -स्नातक डिग्री तथा कम्प्यूटर एप्लीकेशन में डिप्लोमा। Information and Communication Technology (ICT) के कार्यालयीन उपयोगों की जानकारी तथा पूर्व अनुभव वाले उम्मीदवारों को प्राथमिकता दी जावेगी।

सभी पदों पर प्रारंभिक तौर पर नियुक्ति अधिकतम तीन वर्ष की अवधि अथवा पदधारक द्वारा 65 वर्ष की आयु पूर्ण करने तक या उससे कम समय के जो भी पहले हो तक के लिये की जावेगी। पूर्णतयः भरे हुये आवेदन पत्र समस्त जानकारी/स्व प्रमाणित सहपत्रों सहित प्रबंधक वित्त, सुशासन एवं नीति विश्लेषण स्कूल, सी-403, चौथी मंजिल, नर्मदा भवन, 59, अरेरा हिल्स, भोपाल-462011 कार्यालय में दिनांक: 14/08/2008 सांय 5.00 बजे तक स्पीड पोस्ट अथवा रजिस्टर्ड डाक से प्राप्त किये जावेंगे। आवेदन पत्र का प्रारूप निम्नानुसार होगा। कार्यरत आवेदक अपने नियंत्रक अधिकारी के माध्यम से आवेदन भेजें अन्यथा उस पर विचार नहीं किया जा सकेगा। अपूर्ण एवं निर्धारित तिथि तथा समय के पश्चात् प्राप्त होने वाले आवेदन पत्रों पर विचार नहीं किया जाएगा।

प्रबंधक वित्त, सुशासन एवं नीति विश्लेषण स्कूल

आवेदन-पत्र का प्रारूप

1. आवेदित पद का नाम
2. आवेदक का पूरा नाम
3. आवेदक के पिता/पति का पूरा नाम
4. जन्म तिथि एवं स्थान तथा राष्ट्रीयता
5. सामान्य या अनुसूचित जाति या अनुसूचित जनजाति या पिछड़ा वर्ग का उल्लेख करें:

स्वसत्यापित
नवीनतम
फोटो

6. लिंग: स्त्री/पुरुष.
7. संपर्क हेतु वर्तमान तथा स्थायी पता,

फोन :

मोबाइल :

फैक्स नंबर :

ई-मेल :

8. शैक्षणिक एवं व्यावसायिक योग्यता (8वीं एवं उससे उच्चतर):

9. अन्य कोई विशेष योग्यता/अनुभव:

10. शारीरिक विकलांगता होने की स्थिति में विकलांगता का प्रतिशत:

11. आवेदित पद हेतु प्राप्त अनुभव (यदि है तो) कार्यालय का नाम/सेवा की अवधि/सेवा का प्रकार/मासिक वेतन

12. सेवारत आवेदकों का पद/ तिथि/मासिक वेतन/कार्यालय का नाम/स्थाई/अस्थाई

13. सेवानिवृत्त आवेदक की स्थिति में सेवानिवृत्ति का पद/ तिथि/मासिक वेतन/कार्यालय का नाम

घोषणा-पत्र

मैंप्रमाणित करता/करती हूँ कि (i) उपर्युक्त मेरे द्वारा दिये गये सभी तथ्य पूर्णतयः सत्य हैं (ii) मेरे विरुद्ध पूर्व में या वर्तमान में कोई भी अपराधिक/अनुशासनात्मक कार्यवाही नहीं हुई/लंबित है। इस जानकारी के असत्य पाए जाने पर मेरी उम्मीदवारी को निरस्त कर दिया जाए।

आवदेक के हस्ताक्षर दिनांक: एवं स्थान: