

Revised corrigendum:

Mode of Application:

Applicants are required to fill the online application from the website of Department of Planning (www.pbplanning.punjab.gov.in) at the link <https://tinyurl.com/8ejzzj3c>

Please note that Pop-Ups need to be enabled in your browser for the application to proceed.

The last date of application remains the same i.e. 28th March, 2024. Only the mode of application has changed to online application. Further, applications received via email and registered post (as per original notification) till 14th March, 2024 will also be considered.

For any queries regarding the application process, please contact info.pdc@punjab.gov.in

GOVERNMENT OF PUNJAB
PUNJAB DEVELOPMENT COMMISSION
VIT-TE YOJAN BHAWAN, PLOT NO. 2-B, SECTOR 33-A CHANDIGARH
Website:- www.pbplanning.punjab.gov.in

CORRIGENDUM NOTICE : 01/2023-24

**CORRIGENDUM NOTICE REGARDING FILLING UP OF POSTS ON
CONTRACTUAL BASIS IN THE PUNJAB DEVELOPMENT COMMISSION**

Reference: Advertisement given in papers: The Tribune and Jagbani (Punjabi) published on dated 5-03-2024 (DPR/pb/33288).

Mode of Application:

Applicants are required to fill the online application form on the website of Department of Planning (www.pbplanning.punjab.gov.in) at: <https://tinyurl.com/8ejzzj3c>

Any applications received on or before 14th March, 2024 via email and registered post will be considered. However, post this date, no other mode of application will be accepted for candidates other than the online application.

Candidates are advised to read carefully the instructions (Annexure-X) before filling up the online application. They are also required to upload self-attested supporting documents as sought in the online application form.

SD/-
Joint Director, PDC

**Government of Punjab
Punjab Development Commission
Chandigarh**

Advertisement regarding appointment of Advisors, Joint Advisors and Senior Research Officers in the Punjab Development Commission(PDC).

Background

Punjab Government constituted Punjab Development Commission (PDC) in September 2023 as an independent “action-based think tank” to support the development needs of the state and convert the state’s vision of Rangla Punjab into a reality. PDC reports directly to the Honorable Chief Minister of Punjab and is envisioned as a body that can engage the foremost development sector experts and organizations in the country to support the government with long-term strategic reforms, robust policy design, improving implementation of flagship programs, promoting participatory governance, and ensuring transparent monitoring, evaluation, and governance.

The ten key focus areas of PDC include: Agriculture, Jobs & Economy, Education & Skilling, Health & Social Welfare, Power, Infrastructure, Culture & Tourism, State Finances, Governance, Monitoring Evaluation & Learning. Further details about PDC can be seen at www.pdc.punjab.gov.in

PDC is looking for talented, innovative, and dynamic professionals who desire to be a part of the team that can help accelerate the work of the government and convert the vision of ‘Rangla Punjab’ into reality. If you are interested in being a part of this transformative mission, further details are given below:-

I. Name and Number of Posts:-

| SN | Name of Posts | Number |
|-----------|--------------------------|---------------|
| 1 | Advisors | 8 |
| 2 | Joint Advisors | 11 |
| 3 | Senior Research Officers | 15 |

II. Pay of the Staff

| SN | Name of Post | Salary Per Month for contractual basis |
|-----------|--|---|
| 1 | Advisor (for any 8 of the 10 verticals) | Rs. 2,65,000/- |
| 2 | Joint Advisor (for any 8 of the 10 verticals, one each for HR, Communications & IT Wings), | Rs. 2,20,000/- |
| 3 | Senior Research Officers | Rs. 1,25,000/- |

III. Individuals working at comparable levels in private sector companies, consulting firms, multilateral organizations, NGOs, think-tanks or foundations and fulfill the broad essential educational qualifications, age and experience criteria can apply.

IV. Qualifications and Experience:

| SN | Name of Post | Essential Qualification | Experience Minimum |
|----|---|---|--------------------|
| 1 | Advisor (for any 8 of the 10 verticals) | At least Masters Degree from a recognized University. | 15 years |
| 2 | Joint Advisor (for any 8 of the 10 verticals, one each for HR, Communications and IT Wings) | At least Masters Degree from a recognized University. | 10 years |
| 3 | Senior Research Officers | At least Masters Degree from a recognized University. | 5 years |

Note:- Masters' Degree in any discipline or MBBS or Degree in Engineering or Technology from a recognized University or passed in Section A and B of the Institution Examinations of the Institute of Engineers (India) or Post Graduate Diploma in Management (Two years).

V. Age Limit:

| SN. | Name of the Posts | Age (for contractual appointment) |
|-----|-------------------------|---|
| 1 | Advisor | Not less than 35 years but not exceeding 50 years |
| 2 | Joint Advisor | Not less than 33 years but not exceeding 50 years |
| 3 | Senior Research Officer | Not less than 26 years but not exceeding 40 years |

Notes:

- Age and experience shall be counted as on the last date of the receipt of application.
- Experience includes upto 3 years for Ph.D. holder, provided no work experience is counted during those 3 years.

VI. Selection Criteria: Broadly, the selection will be done on the following four parameters. However, specifics of the same may be evolved before the publication of advertisement of specific post(s). The four criteria are:

| SN | Criteria | Marks |
|----|--|----------|
| 1 | Educational Qualification | 20 marks |
| 2 | Experience | 25 marks |
| 3 | Pre-work/Case Study/Work Sample/Written Test | 15 marks |
| 4 | Interview | 40 marks |

Note: A merit list based on consolidated marks shall be prepared. The PDC shall maintain a waiting panel of candidates. Any vacancy that arises on any account can be immediately filled from the panel. However, the panel shall be valid for a period of one year only, after which the fresh advertisement and process shall be carried out for filling any post. Further, the waiting panel shall not be larger than 40% of the total posts.

VII. Duration of Engagement

- a. Professionals will be engaged for a fixed period of one year which may be extended by one year at a time upto a maximum tenure of three years. However, their continuation in their respective position beyond the first and subsequent years would be contingent on a satisfactory Annual Performance Review based on clearly defined Key Performance Indicators.
- b. The professionals shall not be permitted to take up any other assignment during the contract period without the prior approval.
- c. The engagement of professionals is of a temporary nature and the PDC can cancel the engagement at any time without assigning any reasons thereof.
- d. All professionals engaged by PDC shall disclose even little conflict of interest with respect to the work they are handling in the PDC. All professionals engaged by PDC shall declare prior to taking up the consultancy assignment that neither their previous work nor any existing interest will create any conflict of interest vis-a-vis the work assignment at PDC.

VIII. Selection Process: The selection of professionals shall be made in accordance with the provisions of recruitment rules of, PDC as may be amended from time to time.

- a. Screening Committee:** Based on the number of individuals required, all the applications will be scrutinized by an internal Screening Committee as constituted by the Vice-Chairperson, PDC. The Screening Committee will screen out ineligible candidates, and award scores based on the application and prepare a merit list. Note 1: If the number of applications is less than Three times the number of posts, then the posts shall be advertised again.

b. Selection Committee: Based on the merit list prepared by the Screening Committee, the Selection Committee will interview the candidates in the maximum ratio of 1:7 (ie. 7 candidates for each post) except when applications are less. The Selection Committee, constituted by the Vice-Chairperson, will be a three member committee at least one of them will be outside of PDC. The Committee must be chaired by the officer in the rank of Secretary PDC or above.

Notes:

If candidates in ratio of 1:7 are not available, the process may be moved forward with the minimum ratio of 1:3. In case of less than 1:3, the post shall be advertised again. However, the selection process may continue for the minimum number of posts for which 1:3 ratio is met. For example: If 15 applications are received for 8 posts, a maximum of 5 posts may be appointed and remaining 3 may be re-advertised.

IX. General Conditions of Service for contractual appointees:

- a. All professionals shall be deemed to be public servants for the purpose of the CCS (Conduct) Rules and such other statues as notified by the Government from time to time. Those recruited on contract basis have to execute an agreement as per Annexure.
- b. The employment contract can be terminated by either side with a minimum notice period of one month or pay in lieu thereof.
- c. No person shall be appointed on contract unless he/she has submitted a statement of good health from a registered physician prior to his commencement of work in PDC.
- d. In the event of the death, injury or illness of any professional during contractual engagement the appointee or their dependents, as appropriate, shall not be entitled to any compensation.
- e. Professionals appointed on contract basis would not be entitled to residential accommodation, Leave Encashment or any other allowances as admissible to a regular Govt. Employee.
- f. Professionals appointed on contract basis shall be eligible for an annual increment of 5% strictly based on his/her performance during the year as assessed by his/her supervisor through Annual Performance Appraisal Report (APAR) and approved by Vice-Chairperson, PDC.
- g. No separate medical allowance shall be provided.
- h. **Travel Allowance:** Travelling Allowances shall be applicable as per the instructions issued by Department of Expenditure, Ministry of Finance, Government of India vide its letter No.190/30/1/2017-E-IV dated 13-07-2017.

- X. Settlement of Disputes:** PDC and the professional shall make their best efforts to amicably settle any dispute, controversy or claim arising out of the Consultancy Contract or the breach, termination or invalidity thereof. Work related grievances, if any, should be processed as per the redressal mechanism established at PDC.
- XI. Governing Law:** The Professionals shall be governed by the laws of India and is subject to the exclusive jurisdiction of the Courts at Chandigarh.
- XII. Tax Deduction at Source:** The Income Tax or any other tax liable to be deducted , as per the prevailing rules will be deducted at source before effecting the payment, for which the PDC will issue TDS Certificate/s. Goods and Service Tax, as applicable shall be admissible to the Individual Professional. The PDC undertakes no liability for taxes or other contribution payable by the Individual Professional on payments made under this Consultancy Contract.
- XIII. Leaves:** Leave rules applicable to a regular Govt. employee will not be applicable to a contractual appointee. However, a professional will be entitled to 12 days leave on a pro-rata basis in a calendar year.
- XIV. Dearness Allowance:** No dearness allowance is admissible for the professionals.
- XV. Police Verification:** Police verification of the professional shall be done as per the latest instructions issued by Govt. In case the police verification is received as adverse, the Consultancy Contract of Individual Professional shall cease to exist with immediate effect without any notice.

Job Description:

Advisor

- 1) Responsible for the vertical as a whole, both from a policy and execution perspective. Will report to the relevant Senior Advisor and Member and manage a team of Joint Advisors and Senior Research Fellows.
- 2) Liaise with PDC and relevant Departmental leadership to create a long-term vision and strategic outlook for the sector.
- 3) Develop relationships and represent PDC in forums, meetings and consultations with external organizations, businesses, civil society members, other govt. organizations etc.
- 4) Identify and undertake relevant policy research and provide evidence-based analysis for key decisions of the government.
- 5) Create, strengthen and convene partnerships and networks of specialized institutions to advise and enhance institutional capacity in the design, implementation and monitoring of relevant sectoral policies.
- 6) Advise and provide support on the economic, financial, macroeconomic and fiscal implications of policies and interventions.
- 7) Provide high quality inputs to policy analysis to key government and ecosystem stakeholders Representing NITI Aayog at such forums and meetings with Ministries, influencers and policymakers at the central and state levels (as may be tasked by NITI Leadership).

Joint Advisor

- 1) Collaborate with the Advisors and Senior Advisors of the relevant sector to develop a long-term strategic roadmap for the sector.
- 2) Assist in the formulation and evaluation of on-going projects and schemes of the relevant sector, policy research and analysis for the same.
- 3) Appraise large investments/expenditures of the government via relevant techno-commercial analysis, financial analysis, viability assessment etc. to ensure strong outcome orientation
- 4) Diagnose challenges and gaps with on-ground implementation of flagship programs to improve service delivery and development outcomes in the state.
- 5) Organizing and managing consultations with key stakeholders around NITI Aayog's specific reform initiatives
- 6) Evaluate proposals; assist in undertaking and /or managing policy research and evidence-based analysis and submission of inputs in respect of Cabinet Notes, Standing Finance Committee/Expenditure Finance Committee Notes.
- 7) Provide guidance to Senior Research Officers.
- 8) Any other issue as may be allocated from time to time.

Senior Research Fellows

- 1) Will work across a variety of themes/issues under the guidance of Junior Advisors/Advisors.
- 2) Organize meetings/workshops/knowledge-sharing sessions and stakeholder consultations on key priority areas at PDC.
- 3) Write high quality research papers on miscellaneous subjects
- 4) Conduct detailed surveys and quantitative/qualitative analysis to inform policy questions.
- 5) Conduct detailed data analysis on relevant topics; monitor and analyse scheme/program data on ground
- 6) Conceptualize and design data visuals, infographics, fact sheets and other knowledge products.
- 7) Assist and support policy research and generation of evidence-based inputs for policy making.

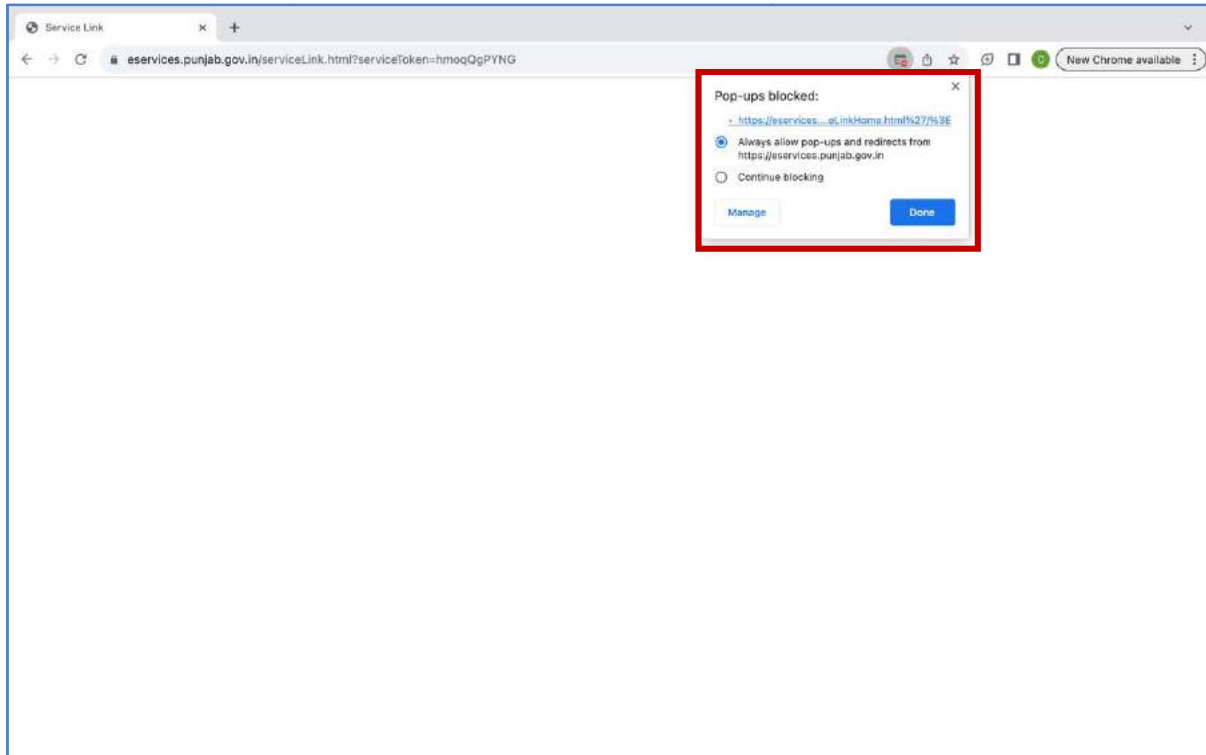
Annexure -X

Note on Application Instructions:

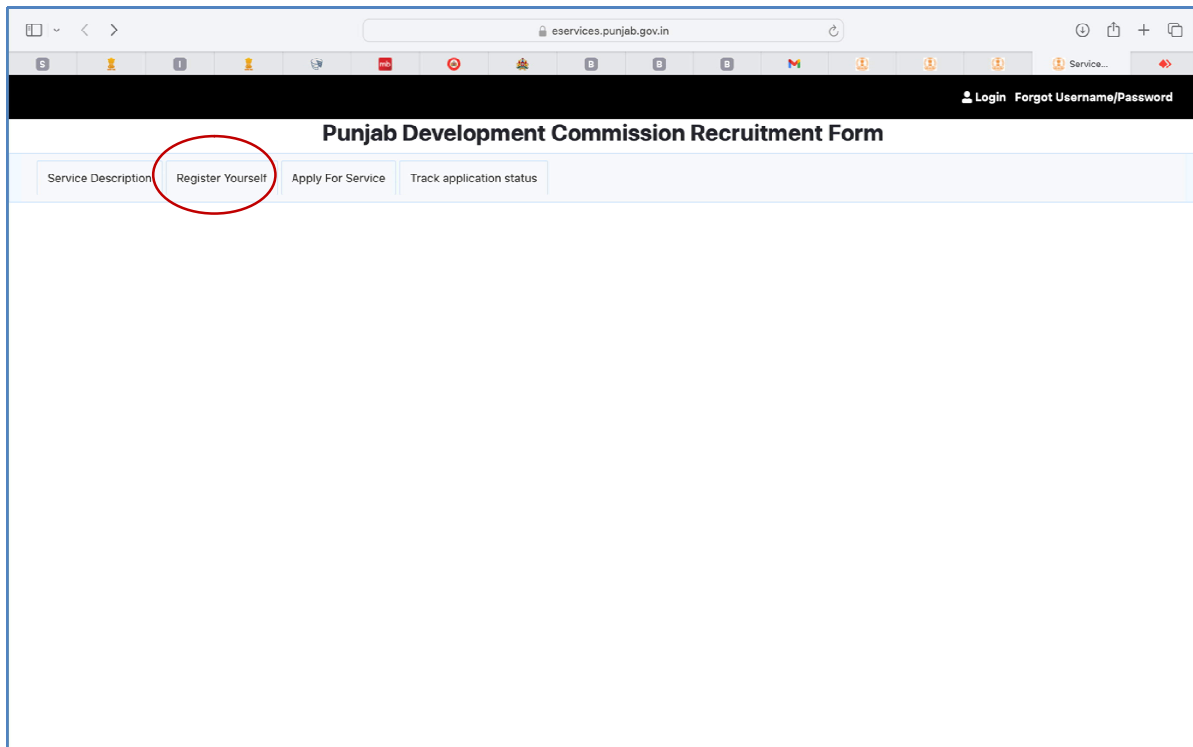
1. The essential qualifications indicated in the original advertisement are the minimum and mere possession of the same does not entitle candidates to be called for Interview.
2. Candidates must ensure that they are fulfilling all eligibility conditions. The crucial date for determining the eligibility will be the last date of receipt of applications
3. Candidates are requested to fill all the entries in their own interest. Data related to minimum educational qualifications with respect to the post concerned should be filled invariably. Data related to experience (especially period of experience) should be mentioned correctly as indicated in the available documents with the candidate. They must also ensure that there is no overlapping in the experience being entered in the application and filled up the details present employment'
4. Candidates are advised to indicate their active and valid e-mail id in the application and check their e-mails at regular intervals.
5. PDC does not assume any responsibility if any candidate is not being able to submit his/her application on account of technical reasons or for any other reason beyond the control of PDC
6. Candidates are strongly advised to apply well in time without waiting for the last date for submission of online application. Candidates need not send the printout of the online application or any other supporting documents.
7. The candidates will be required to produce all the original documents and submit their self-attested copies, as and when asked to do so.
8. PDC aims to recruit Advisors/Joint Advisors against their expertise in specific priority sectors. Candidates applying for Advisor/Joint Advisor must therefore clearly select the specific sectoral area of expertise that they possess. Candidates may select up to a maximum of 3 different sectoral areas of expertise
9. Candidates must upload relevant documentation including degree certificate (highest qualification), CV, photograph, signature, and case study
10. Candidates are required to submit a case-study (maximum 5 pages) documenting any ONE project/assignment/task from their professional experience that they believe is of most relevance to PDC. The project must clearly demonstrate the problem, work/analysis done by the candidate, and outcome achieved. For Advisors/Joint Advisors, the case study must be related to the sectoral expertise of the candidate.
11. The candidates must ensure that the following points are followed to enable hassle-free submission of application:
 - a. Please use the system calendar indicated in the online application for the relevant date columns (eg. Date of birth, Period of work experience, etc.).
 - b. Please enter the experience in ascending chronological order.
 - c. Date later than the present date should not be chosen for the educational Qualifications. Therefore, the last date should not be later than the present date.
 - d. Date later than the present date should not be chosen for the experience. Therefore the last date should not be later than the present date.
 - e. Candidate should enter the completed qualifications only and not the pursuing ones. The entries should be in accordance with the eligibility requirements as prescribed in the advertisement.

12. The detailed instructions for registration are attached below:-

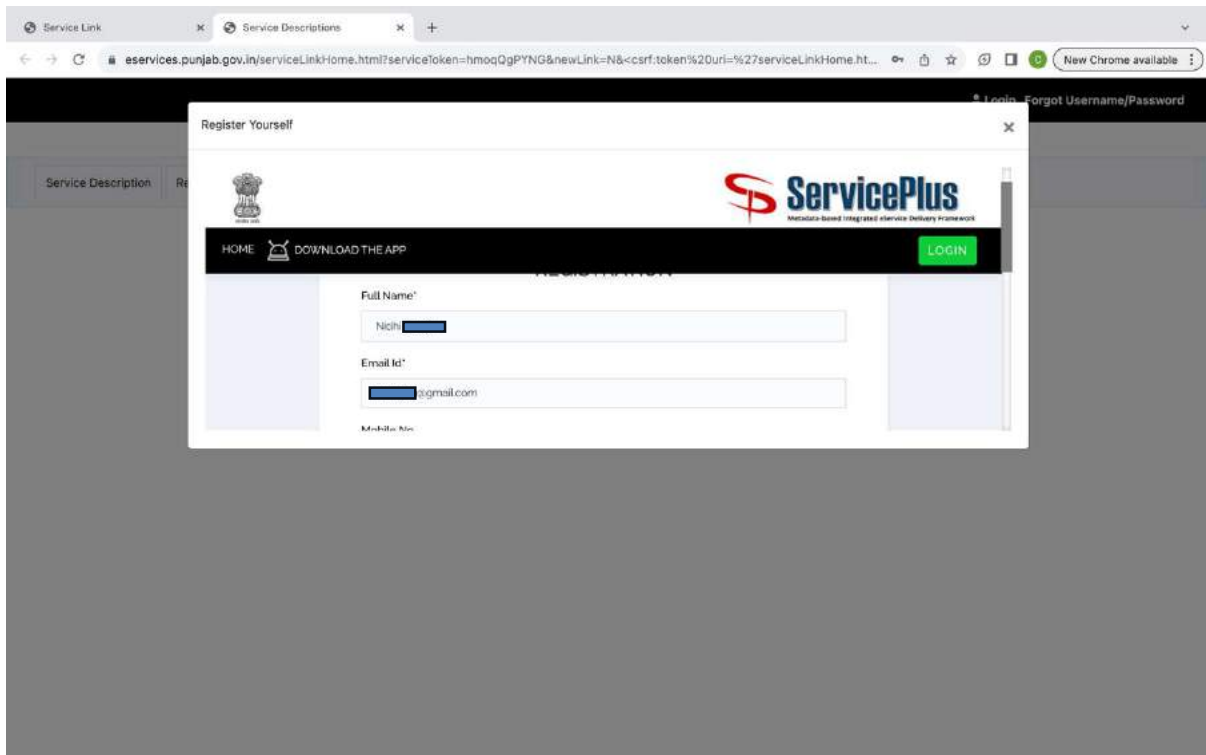
1. Upon clicking the link, if in case the screen does not load as shown below, You may disable the pop-up blocker as shown below:



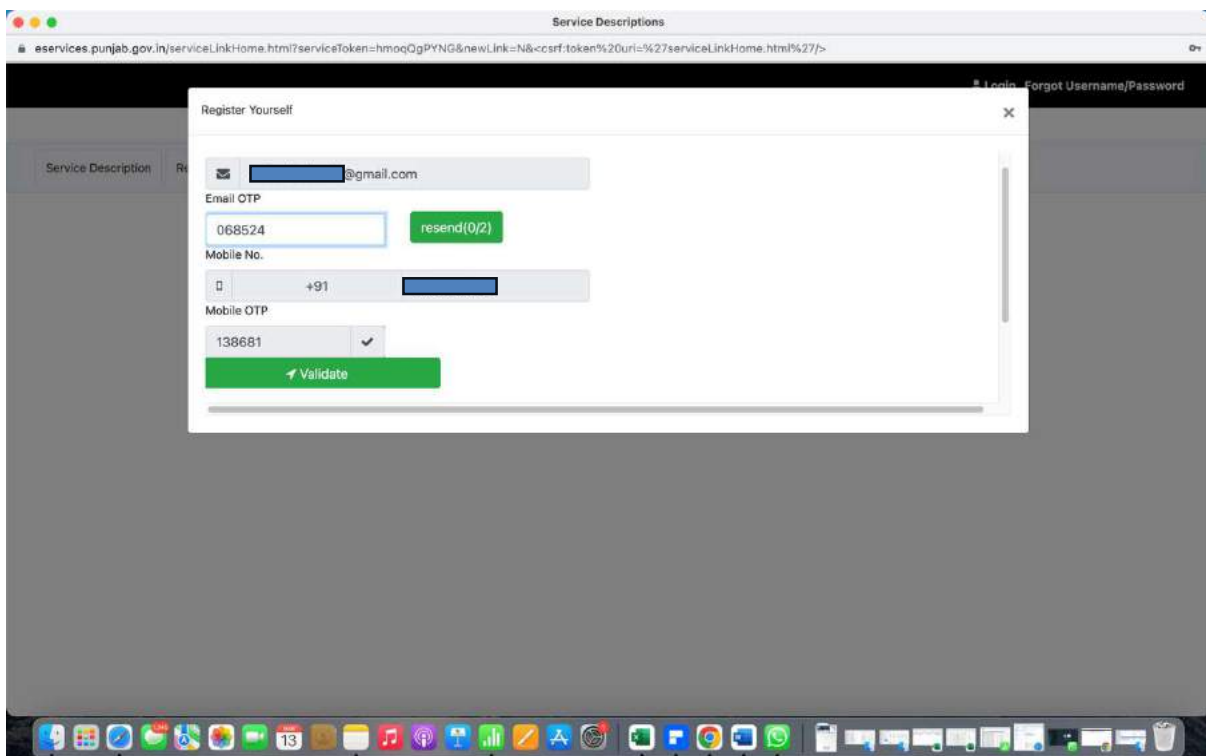
2. Once this page loads as shown below, please click on “Register Yourself”



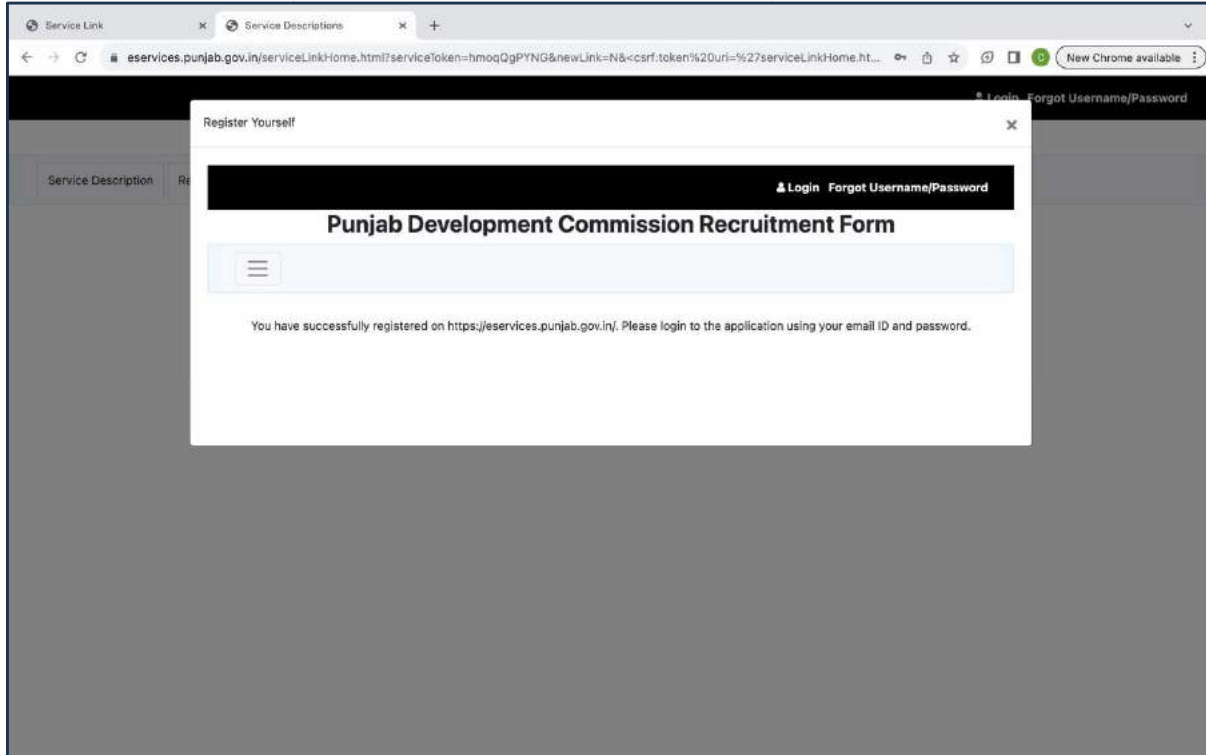
Fill in your registration details



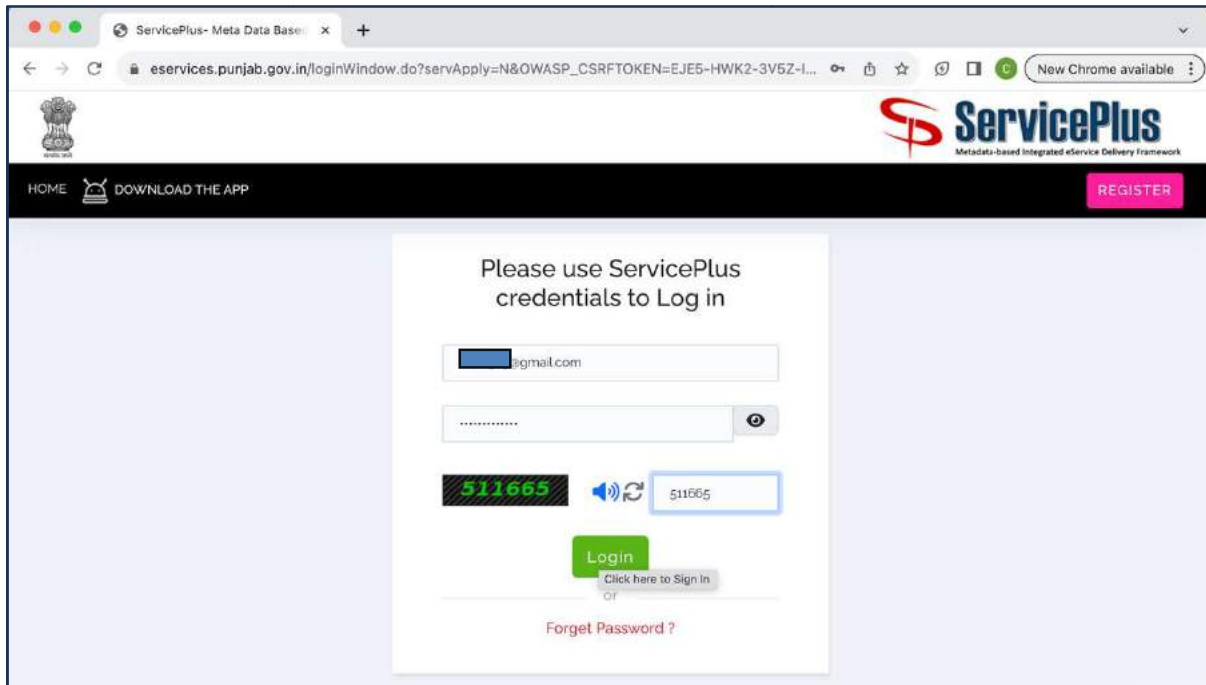
And validate OTP on your email and phone number.



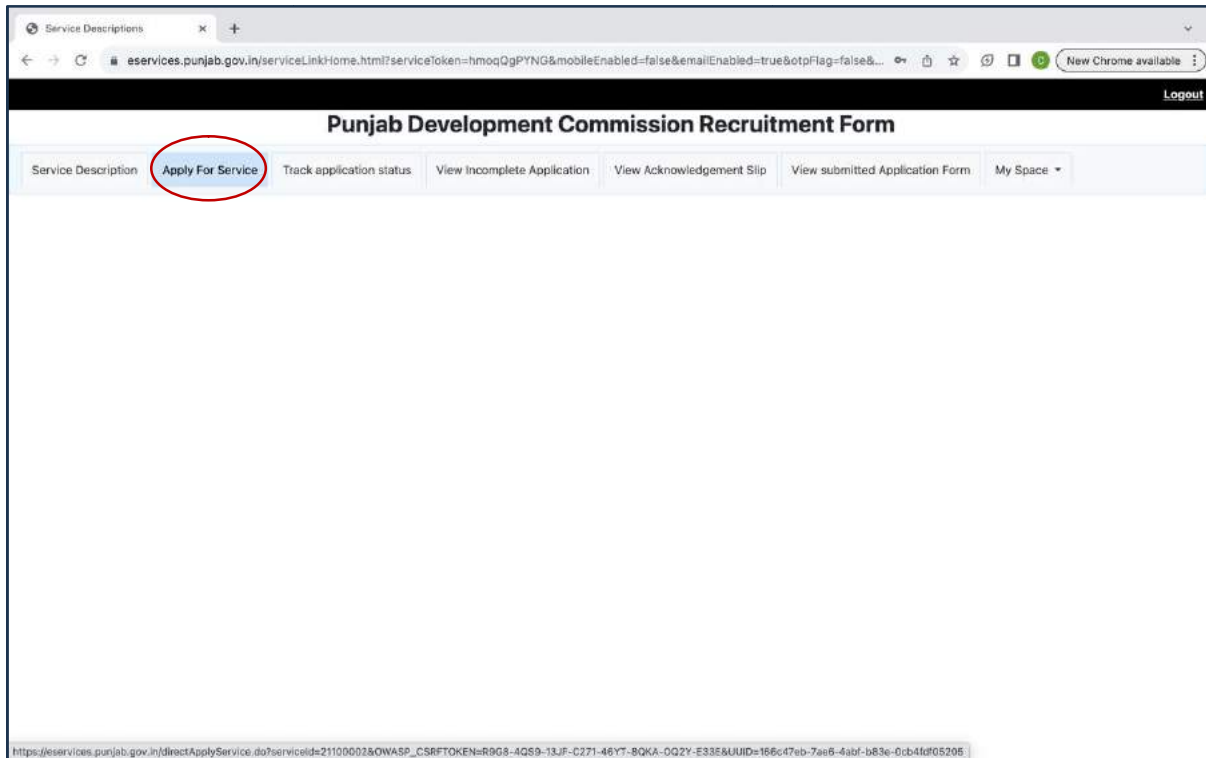
3. Once both the OTPs are verified (Phone number and email id) you will see a screen as shown below



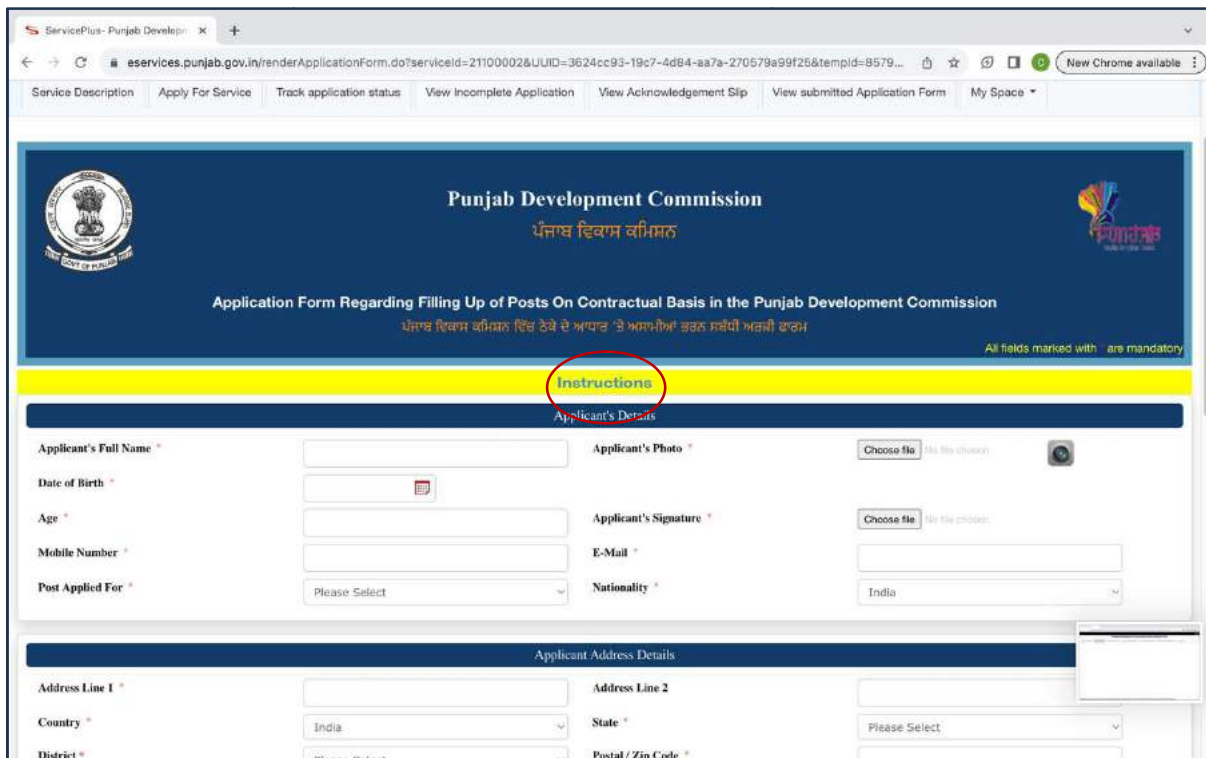
4. click on the login button and fill in your credentials.



5. Once you have logged in, Click on “Apply For Services”



6. Once you have clicked on Apply For Service, you will be directed to the application page. Further instruction to fill out the application can be found in “Instructions”.



**Government of Punjab
Punjab Development Commission**

AGREEMENT

ARTICLES Of AGREEMENT made this _____ day of _____ between/Son of/daughter of _____ Sh. _____ resident of _____ referred to as party of the first part and the Secretary, Punjab Development Commission (HEREINAFTER CALLED "THE GOVERNMENT") of the second part.

WHEREAS it has been agreed between the parties that the party of the first part shall be appointed as the _____ in the Punjab Development Commission _____ with effect from the forenoon/afternoon of _____ for a period of _____ years of until further orders on contract basis on the terms and conditions herein contained.

NOW THESE PRESENTS WITNESSETH AND THE PARTIES HERETO RESPECTIVELY AGREE AS FOLLOWS: -

1. The Punjab Development Commission has agreed to engage the party of the first part and the party of the first part has agreed to serve the PDC as _____ (Designation) in the PDC with effect from the forenoon/afternoon of _____ date for a period of _____ Years or until further orders, whichever is earlier, on contract under whom he may from time to time be placed by the Government and shall remain in the service subject to the provisions herein contained.
2. The party of the first part shall devote his whole time to his duties and shall, whenever required, proceed to any part in India and perform such duties as may be assigned to him by the PDC.
3. The appointment of the party of the first part as _____ (designation) in the PDC shall continue for a period of _____ Years or until further orders of the Government, whichever is earlier, subject to the provisions contained in the following clause 4.
4. The Service of the party of the first part may be terminated by giving one calendar month notice in writing any time during their terms of the appointment under this agreement either by the party of the first part to the Government or by the Government or its authorized officer to the party of the first part without assigning any reasons whatsoever.

5. **Remuneration:**

The party of the first part shall, from the forenoon/ afternoon of receive a consolidated monthly pay of Rs (Rupees only).

6. The party of the first part shall not be entitled to a residential accommodation, official transport, leave encashment or any other allowances as admissible to a regular Government employee. Leave rules applicable to a regular Government employee will not be applicable to a Contractual appointee. However, a contractual appointee will be entitled to 12 days' leave on a pro-rata basis in a calendar year.

7. If the party of the first part is required to travel in the interest of the public service he shall be entitled to traveling allowance on the scale provided for in the rules supplementary to the Fundamental rules framed by the Government from time to time in force and applicable to the officers of his/ her class.

8. In the event of the death, injury or illness of any Contractual Appointee which is attributable to the performance of engagement on behalf of PDC under the terms of the Contract while the appointee is traveling at the expense of PDC or is performing any responsibilities under the Contract in any offices or premises of PDC or Government of Punjab, the appointee or the appointee dependents, as appropriate, shall not be entitled to any compensation.

9. The party of the first part will not be allowed to join any retirement scheme of the Government of Punjab.

10. In respect of any matter relating to the conduct, discipline and other conditions of service and in respect of which no provisions has been made in this agreement, the provisions of the Punjab Civil Services (Conduct) Rules, or any other rules made or deemed to be made under article 309 or contained under article 313 of the Constitution shall apply to the party of the first part to the extent to which they are applicable to the service hereby provided for and the decision of the Government as to their applicability shall be final.

11. **Rights and Obligations of the Individual Consultant**

The rights and obligations of the Individual Consultant are strictly limited to this Consultancy Contract and Office Memorandum issued by Punjab Development Commission from time to time on work allocation/reporting etc. Accordingly, the Individual Consultant shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, except as expressly provided in this Consultancy Contract. The Individual Consultant shall be solely liable for claims by third parties arising from the Individual Consultant's own acts or

omissions in the course of performing this Consultancy, and under no circumstances shall Punjab Development Commission be held liable for such claims by third parties.

IN WITNESS WHEREOF, the Parties hereto have executed this Consultancy Contract.

By signing below, I, the Individual Consultant, acknowledge and agree that I have read and accept the terms of the Consultancy Contract.

12. The Individual Consultant has submitted a Statement of Good Health and form for Police Verification.

AUTHORIZING OFFICER:

INDIVIDUAL CONSULTANT:

Punjab Development Commission

Name:

Name:

Signature:

Signature:

Date:

Date:

Place:

Place: