

Punjab State e-Governance Society
Directorate of Governance Reforms, Punjab
D 241, Industrial Area
Phase -8B, Sector-74 Mohali-160062

1. Applications are invited for following position purely on contractual basis for a period of 1 year extendable further on year-to-year basis subject to satisfactory performance and on need basis.
2. Eligible candidates may send their applications by email at **recruitment.psegs@punjab.gov.in** on or before 31/05/2021 by 5.00 PM. No paper based/ postal applications will be accepted due to Covid-19.
3. Eligibility and educational qualifications for the above said position are as under: -

Sr. No	Position	Eligibility	Remuneration
1.	Lead, Governance	<ol style="list-style-type: none"> 1. Master in Public Policy (MPP) or Master in Public Administration (MPA) or Master in Public Administration- International Development (MPA-ID) or Master in Business Administration(MBA) or Post Graduate Programme in Management (PGP) from IIMs or ISB. 2. Minimum work experience of at least 5 years in Public Policy/ Governance 	1. Competitive

4. Candidates must download and use the application form available at <https://dgrpg.punjab.gov.in/> and send the pdf copy online at **recruitment.psegs@punjab.gov.in** by the due date and time. Applications received later shall not be entertained.
5. Only eligible candidates will be invited for interview. Intimation in this regard will be given via emails and a notice in this regard will also be uploaded on website <https://dgrpg.punjab.gov.in/>.
6. PSeGS reserves the right to defer, cancel or postpone the selection process at any time.

The Background

1. The Department of Governance Reforms and Public Grievances (DGR&PG), through its implementing agency, PSeGS has set up a team of 10 Governance Fellows and 23 District Development Fellows to assist departments and districts with research, data analysis,

documentation, coordination, collaboration with external agencies, and implementation of reforms.

2. The Lead Governance leads and manages this team of young professionals from the Chief Secretary's office. She will lead a team that will
 - a. Work with multiple departments or assigned district on implementation of proposals for reforms, including internalization and adoption of best practices;
 - b. Monitor and report upon the implementation of projects/ programmes;
 - c. Facilitate implementation of projects by external agencies/ organizations
 - d. Draft policies/ research documents/ reports as may be required by a department/ district
 - e. Conceptualize projects on respective priorities of the State departments
 - f. Support any work assigned by the Chief Secretary/ ACS DGR&PG/ other Administrative Secretaries.
3. The Lead Governance shall report to the Addl Chief Secy DGR&PG, while working with the Administrative Secretaries of various Departments and assist Director, Governance Reform in various tasks allocated from time to time.

Member Secretary

Punjab State e-Governance Society
O/o Directorate of Governance Reforms
Plot No. D241, Sector 74, Phase 8B
Industrial Area, Mohali (Punjab)

Application Form

(To be filled in CAPITAL letters)

Post Applied for : _____

Name of the Candidate : _____

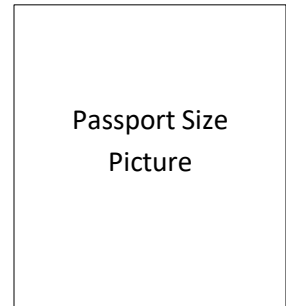
Father's Name : _____

Date of Birth (DD/MM/YY) : _____

Address for Correspondence : _____

Email Id : _____

Mobile Phone No. : _____



Educational Qualification 12th class onwards (Attach copies of certificates):

S. No.	Qualification /Degree/Diploma	Name of the University/Institution	Year of Passing	%age / Grade

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Other Skills, if any:

Brief Description of requisite experience:

S. No.	Name of the Organization	Duration	Brief Description of Duties	Name, Designation and Mobile number of the reporting manager

Experience in years & months: _____

Certified that all the information furnished above by me is correct to the best of my knowledge.

Certified that I am not involved in any criminal activity and no criminal case is pending against me in any court of law in India. If at any time it is found that the above information is incorrect, my services are liable to be terminated without any notice.

Place:

Date:

(Signature of the Candidate)