

ਦਫਤਰ ਵਧੀਕ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ (ਵਿਕਾਸ)
ਜ਼ਿਲ੍ਹਾ ਪ੍ਰੀਸ਼ਦ ਕੰਪਲੈਕਸ, ਸਰਹੰਦ ਰੋਡ,
ਪਟਿਆਲਾ।

ਵੱਲ

ਜ਼ਿਲ੍ਹਾ ਇਨਫਾਰਮੈਟਿਕਸ ਅਫਸਰ,
ਪਟਿਆਲਾ।

ਪੱਤਰ ਨੰ. 2018/ਪਟਿ/607


ਮਿਤੀ : 18-5-2018

ਵਿਸ਼ਾ :-

SUMMER INTERNSHIP UNDER SOLE PROJECT ਅਧੀਨ ਸਟਾਫ ਦੀ ਭਰਤੀ ਲਈ ਯੋਗ ਸ਼ਰਤਾਂ, ਪ੍ਰੋਫਾਰਮਾ ਆਦਿ www.patiala.nic.in ਉਪਰ ਅਪਲੋਡ ਕਰਨ ਸਬੰਧੀ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ **SUMMER INTERNSHIP UNDER SOLE PROJECT** ਅਧੀਨ ਸਟਾਫ ਦੀ ਭਰਤੀ ਕਰਨ ਲਈ ਅਖਬਾਰ ਵਿੱਚ ਮਿਤੀ 19/05/2018 ਨੂੰ ਇਸ਼ਤਿਹਾਰ ਦਿੱਤਾ ਜਾ ਰਿਹਾ ਹੈ। ਇਸ ਸਬੰਧੀ ਯੋਗ ਸ਼ਰਤਾਂ, ਪ੍ਰੋਫਾਰਮਾ ਆਦਿ ਉਕਤ ਵੈਬ-ਸਾਇਟ ਉਪਰ ਅਪਲੋਡ ਕੀਤਾ ਜਾਣਾ ਹੈ ਜੋ ਕਿ ਆਪ ਨੂੰ ਇਸ ਪੱਤਰ ਨਾਲ ਨੱਥੀ ਕਰਕੇ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ। ਇਹ ਯੋਗ ਸ਼ਰਤਾਂ, ਪ੍ਰੋਫਾਰਮਾ ਆਦਿ ਮਿਤੀ 19/05/2018 ਤੋਂ ਮਿਤੀ 24/05/2018 ਤੱਕ ਵੈਬ-ਸਾਇਟ ਉਪਰ ਉਪਲੱਬਧ ਰੱਖਿਆ ਜਾਵੇ।

ਨੱਥੀ :- ਪ੍ਰੋਫਾਰਮਾ, ਯੋਗ ਸ਼ਰਤਾਂ ਆਦਿ


ਵਧੀਕ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ (ਵਿਕਾਸ)
ਪਟਿਆਲਾ ।

JOB DESCRIPTION, QUALIFICATION, TERMS AND CONDITIONS, ROLE AND RESONSIBILITY ETC FOR THE POST OF PROJECT ASSISTANT UNDER SUMMER INTERNSHIP PROGRAMME OF DISTRICT ADMINISTRATION PATIALA

Position Title: Project Assistant

Location: Anywhere in District Patiala

Position Type: Internship for 3 months (1st July to 30th September- excluding the training sessions)

Description of role

The Project Assistant will report to SOLE – Head, Patiala. The Project Assistant:

- Is in-charge of 5 or more SOLE Labs that are in close proximity to each other
- Will support SOLE – Head, Patiala to create formats for testing and documentation purpose;
- Will demonstrate exemplary research skills;
- Will guide, motivate and assist SOLE lab facilitators to carry out tasks in the Lab
- Will ensure that the checklists are followed by the facilitator; and
- Will help in troubleshooting as and when required in the SOLE Lab

Responsibilities: The post holder will carry out the duties in consultation with SOLE – Head, Patiala. Specific duties and responsibilities are set out below:


1. Help and support the facilitator to conduct baseline test
2. Help fill the observation sheet for the facilitator and train him/her
3. Help facilitator to conduct few initial Skype sessions and SOLE sessions smoothly
4. Research on sites for children in consultation with the SOLE in-charge
5. Enable a process to get feedback from Teachers, Parents, Children
6. Give a weekly update to SOLE – Head, Patiala over mails /call(s)
7. Escalate any challenges/issues to SOLE – Head, Patiala

Academic Qualifications

- Should preferably have any of the mentioned degrees (BCA/MCA/BSc IT/MSc IT/B-Tech or M Tech (Computer Science) or Masters in humanities with a course in computers. Note that higher qualification, though preferable will not get any additional merit if the candidate is found lagging in communication and inter-personal skills and attitude towards work. The selection will be solely on the basis of interview subject to the fulfilment of qualification requirements.
- Those having done project work in the education development sector will be preferred
- Should have a sound control over spoken Punjabi and good command over written and spoken English
- Should have some knowledge about Statistics and Research methodologies
- Should be computer savvy

Desirable skills

- Good communication skills
- Passion to work on field with children
- Should be proactive and receptive


**Addl. Deputy Commissioner (Lev.)
Patiala.**

- Can mobilize people
- Is hardworking and ready to commute to & fro
- Understands the Education sector & challenges thereafter
- Has the ability to write reports

Work Timings: 9am to 5pm

Note: The internship is purely voluntary and the selectees will be given only an honorarium of Rs 4800 per month to take care of their travel and incidentals and they will be issued a 'Summer Internship Certificate' by district administration Patiala in lieu of their services. They shall have no claim to any wage/salaries and can't claim to be status of a Government employee during this temporary internship.

Terms and conditions:

- The intern will not be paid any salary/wage as the internship is completely voluntary. However s/he shall be paid an amount of Rs 4800/month to take care of travel and incidental expenses.
- The intern will be issued an "Internship completion certificate" in lieu of his/her services during the project.
- Basic qualification is only a necessary condition and percentage of marks in the basic qualification will not carry any weight. The hold over Punjabi and English languages, soft skills and attitude as assessed by the interview panel shall have paramount importance.
- Note that it is a "Temporary Summer Internship" of 3 months period and the intern will not have any right to the claim of being a Government employee. After completion of 3 months the intern will be disengaged.



18/5
Addl. Deputy Commissioner (Dev.)
Patiala.

**APPLICATION PROFORMA FOR SUMMER INTERNSHIP UNDER SOLE
PROJECT OF DISTRICT ADMINISTRATION, PATIALA**

1. Name of Applicant :- _____
2. Father's Name :- _____
3. Age as on 01/04/2018 :- _____
4. Mobile No. :- _____
5. WhatsApp No. :- _____
6. Vehicle owned :- No Vehicle/ Motor Cycle/Scooter/ Car
7. Permanent Address :- _____

Block-_____ District-_____
8. E-mail Id :- _____

9. Qualification

Course	Stream/Subject	%age obtained
Graduation		
Post Graduation		

10. Experience

Name of Department	Designation	Nature of work	Period	
			From	To

Undertaking

I hereby submit my application form for the post of Project Assistant for SOLE project of district administration, Patiala. I clearly understand that the post is of voluntary work under Summer Internship project for 3 months and I shall not claim any dues or claim any right for Govt. post. I further understand I shall be provided only an amount of Rs. 4800/- per month (to take care of travel and other incidental expenses etc.) and Summer Internship certificate by district administration, in lieu of services rendered by me.

Place:- _____
Date:- _____

Signature of Applicant