

RECRUITMENT NOTICE

LOCAL GOVERNMENT, PUNJAB PMIDC

Recruitment Notice Reference no: PMIDC/07/2025

- Applications are invited against positions of 01 Assistant Manager (HR) and 01 Manager (HR) on contract basis.
- Last date for submission of applications: 23.07.2025 upto 5:00 PM.
- For details log on to **<https://pmidc.punjab.gov.in>**

Note: Any addendum/ corrigendum (s) to the recruitment notice shall be published on the above website only.

**Administrative Officer
PMIDC**

Name of office :-

Punjab Municipal Infrastructure Development Company (PMIDC), Department of Local Government, Government of Punjab.

Name of Positions :- 01 Manager (HR) and 01 Assistant Manager (HR)

Name of Position	Manager (HR) on Contract Basis for 01 year. Likely to be extendable keeping in view performance and requirement of PMIDC.
Total positions	01
Remuneration	Rs. 1,00,000 to 1,25,000/- per month
Educational Qualifications & Experience	<p><u>Qualifications</u></p> <ul style="list-style-type: none">• Master Degree in Social Science/ MBA (HR) from reputed University/ Institutions recognized by AICTE/ UGC.• Excellent leadership skills.• Strong communication skills.• Possesses knowledge of Punjabi Language of Matriculation standard or its equivalent.• Education qualifications obtained through correspondence are not eligible. <p><u>Work Experiences:</u></p> <ul style="list-style-type: none">• 08 years experience of working in the HR functions preferably in urban development sector of which at least 04 years should have been in middle management.• Wide knowledge and experience in implementing change management.• Training in organization of Institutional changes process.• Experience in designing capacity building activities preferably in the municipal environment.• Experience in leading HR functions of large and Multi-locational organization.

Name of Position	Assistant Manager (HR) on Contract Basis for 01 year. Likely to be extendable keeping in view performance and requirement of PMIDC.
Total positions	01
Remuneration	Rs. 65,000 to 85,000/- per month
Educational Qualifications & Experience	<p><u>Qualifications</u></p> <ul style="list-style-type: none">• Master Degree in Social Science/ Development Science/ Economics/ Urban Management/ MBA (HR) from reputed University/ Institutes recognized by AICTE/ UGC.• Excellent leadership skills.• Excellent Communication Skills.• Possesses knowledge of Punjabi Language of Matriculation standard or its equivalent.• Education qualifications obtained through correspondence are not eligible.

Work Experiences:

- 05 years practical experience working in the development areas preferably in urban development.
- Wide knowledge and experience in implementing Capacity Building Programme.
- Training in Organization behavior and management of institutional changes process.
- Experience in designing capacity building activities preferably in the municipal environment.

Note: -

1. Applicants are directed to upload/ annex all Educational & Experience certificates while applying. Application without relevant (Educational & Experience) certificates will not be considered for recruitment process.
2. Last date of application: The candidate may apply either online or may send their application (in prescribed format given on PMIDC website) till 20.03.2025 upto 5 PM to PMIDC office on address: Punjab Municipal Bhawan, 5th Floor, Plot no.3, Sector 35-A, Chandigarh.

**Administrative Officer
PMIDC**