

# **Haryana Institute of Public Administration,(HIPA) Gurugram**

**A walk in Interview will be held on 31-03-2021 at 11.00 am at HIPA** for the following post:-

- 1. Assistant Project Advisor/ Assistant Project Director\_**for the project on **“TRAINING NEEDS ANALYSIS FOR THE CORRECTIONAL ADMINISTRATION OF PRISONS FOR CAPACITY BUILDING INITIATIVES”**

## **PLACE OF ASSIGNMENT**

Place of assignment will be Gurugram.

## **Qualifications / Experience /Skill Set Required**

- A retired officer - jail Supdt. or Addl Jail Supdt.or DSP jail( jailor) or equivalent Experience of jail service - minimum 15 to 20 years
- Knowledge about jail manuals, acts & rules and jail ranks
- English drafting/ noting
- Knowledge about training activities for jail staff or Posting in Training wing will be preferred.
- Assist the Project Director in carrying out the TNA project and Report writing.
- To assist the Project Director in developing the questionnaires for various jail ranks for assessing the gaps in their performance
- Basic working knowledge of computer.
- Coordination for Jail visits and Coordination with BPRD & various prison training institutions

**Duration:** - The selected candidates will be appointed on purely temporary basis initially for a period 1 year or till his/her services are required by the Project Director.

**Salary:** - Last pay drawn- pension or 60, 000/- whichever is higher  
TA/ DA will be paid for outstation travel.

## **Note:-**

1. Candidates will be shortlisted based on qualification and suitability for the project.
2. No TA/DA will be paid for appearing in the interview.
3. Candidates may apply by 30-03-2021 for the position by sending their detailed Curriculum Vitae through email at rekhad@hipa.in; the mail must include name, contact address, essential/technical/professional qualifications, and details of research experience in their CV.

Director General HIPA

## Press Advertisement

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Applications are invited from jail Supdt. or Addl Jail Supdt.or DSP jail( jailor) or equivalent Experience of jail service - minimum 15 to 20 years

Further details can be obtained at on the department website - [hipaco.in](http://hipaco.in)

**DIRECTOR GENERAL HIPA GURUGRAM**