Office of the Chief Executive Officer
Mizoram State Rural Livelihoods Mission
Rural Development Department

Recruitment 2024
Details of Vacant Posts

Name of Post: Data Entry Operator

No. of Vacancy: 2 (Two)

Job Description: Entry of MIS related data of the Mission and Community Institutions, collection of primary or secondary data and verification of data, any other activity assigned by competent authority. Selected candidate shall be stationed at Block Headquarter: the position may also involve field work when required.

Minimum qualification: Graduate in any discipline or equivalent, with Diploma in Computer Application from reputed institution/university and a working knowledge of Mizo and English.

Minimum Experience: Fresher may apply; however preference may be given to candidate with relevant experiences.

Age Limit: 21-35 years as on 1st January, 2024

Posting: Block Mission Management Unit

Salary: Rs. 25,000/- p.m with annual increment.

Selection Process: The recruitment process involves a 3 tier selection process. The first step of recruitment involves screening of all application. Second, short-listed candidate after screening will be called for Computer Proficiency Test. Third, candidate who scored minimum eligibility mark (to be set by recruitment panel) in the Computer Proficiency test will then be called for Personal Interview. MzSRLM reserves the right to change or cancel the recruitment process without assigning any reasons. No correspondence will be entertained on the process of recruitment.

Engagement: Selected candidate will undergo 3 months observatory period and will be offered a contract of 1 year during which he/she is liable for de-selection based on performance. After completion of one year, extension of contract will be based on performance. Though the initial appointment will be at specified location, the jobs are transferable anywhere within the State.

Note: All applicants are advised to thorough go through the instruction note attached with the application form.