

**MzSRLM APPLICATION FORM FOR**  
**MISSION ASSISTANT CUM**  
**ACCOUNTANT**  
**AND MISSION ASSISTANT (DDU-**  
**GKY)**

(Fix 1 latest passport size photograph)

*\*Use uppercases to fill up section 1& 2. \*Use tick mark for check boxes.*

**1. Personal Details:**

|                                     |  |
|-------------------------------------|--|
| <b>Name</b> <i>(in uppercase)</i>   |  |
| <b>Father's name</b>                |  |
| <b>Mother's name</b>                |  |
| <b>Gender</b>                       | Male <input type="checkbox"/> Female <input type="checkbox"/>  |
| <b>Date of birth</b> <i>(d/m/y)</i> |  |
| <b>Marital Status</b>               | Single <input type="checkbox"/> Married <input type="checkbox"/>   |
| <b>Nationality</b>                  |  |
| <b>Language</b>                     | Mizo <input type="checkbox"/> English <input type="checkbox"/><br>Hindi <input type="checkbox"/> Others <input type="checkbox"/> |
| <b>Post Applied for</b>             | Mission Assistant cum Accountant <input type="checkbox"/> (please tick in the box)<br>Mission Assistant <input type="checkbox"/> |
| <b>Address for correspondence</b>   |  |
| <b>Permanent address</b>            |  |
| <b>Contact No. / Mobile No.</b>     |  |
| <b>E-mail id:</b>                   |  |
| <b>References :</b>                 | 1.<br>2.   |

**2. Educational Qualifications(from Xth class onwards):**

| Name of Examination/<br>Degree/ Diploma | Name of School<br>/College/<br>Department/Institute | Name of the<br>Board/University | Subject/Hon/<br>Specialization | Duration | Year of<br>Passing | Marks<br>attained<br>(%age) |
|---|---|---------------------------------|--------------------------------|----------|--------------------|-----------------------------|
|   |   |                                 |                                |          |                    |                             |
|   |   |                                 |                                |          |                    |                             |
|   |   |                                 |                                |          |                    |                             |
|   |   |                                 |                                |          |                    |                             |
|   |   |                                 |                                |          |                    |                             |
|   |   |                                 |                                |          |                    |                             |
|   |   |                                 |                                |          |                    |                             |

**3. Work Experience (if any)**

| Name of Organization | Designation &<br>Location | Duration (Month and<br>Year) |    | Major responsibilities |
|----------------------|---------------------------|------------------------------|----|------------------------|
|                      |                           | From                         | To |                        |
|                      |                           |                              |    |                        |
|                      |                           |                              |    |                        |
|                      |                           |                              |    |                        |

Place : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

### **Important Notes for applicants**

1. *Candidates are requested to fill the application carefully and ensure personal email id and contact telephone details are mentioned therein for further communication.*
2. ***The filled in application along with attested copy of educational certificates from Xth Standards onwards and experience certificates (if any) must reach the office of the Chief Executive Office, Mizoram State Rural Livelihood Mission (MzSRLM) on or before the 2<sup>nd</sup> August 2019. MzSRLM reserved the right to reject late or incomplete application.***
3. *Selected candidate shall be stationed at State Mission Management Unit (SMMU) at the initial period but transferable to any places within MzSRLM operation areas. The position may also involve field work when required.*
4. *The selection procedure will involve screening application by MzSRLM. Only candidates satisfying the requirements of MzSRLM will move forward to the next stage of recruitment process.*
5. *Screening test will not carry marks in the final selection and is meant only for elimination so as to identify meritorious candidates.*
6. *The recruitment processes will be conducted by HR experts empanelled by the National Mission Management Unit of NRLM, Ministry of Rural Development, Government of India. MzSRLM will not entertain canvassing of any sort. Violation of such will lead to disqualification of the candidate for present and future prospect with the Mission.*
7. *The terms and conditions for engagement of selected candidates will be as per the Human Resource Manual of Mizoram State Rural Livelihoods Mission.*
8. *MzSRLM reserved the right to cancel the recruitment process without assigning any reasons thereof.*
9. *MzSRLM reserved the right to deselect any candidate during the recruitment process or after engagement if it is found that the candidate has provided false information to the Mission.*
10. *For any further information, please contact the Office of the Chief Executive Officer, Mizoram State Rural Livelihoods Mission, Mizoram New Capital Complex, Near Gate No 1, Khatla, Aizawl, Mizoram*