

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

**Recruitment 2021  
Details of Vacant Posts**

**Name of Post:** Project Manager(MIS/IT)DDU-GKY

**No. of Vacancy:** 1(One)

**Job Description:** Overall responsibilities in feeding progress into DDU-GKY MIS, creating and authentication of project proceedings through various applications and scheme sites for Block, District and State level, and maintaining the scheme protocols in coordination with the SMMs and NMMU/NIRD, PIA, TSA and CTSA. Provide training and necessary assistance to the organization, implementation and maintenance of IT Systems and MIS. Data management and evaluation of the report in coordination with DDU-GKY staff.

**Minimum Qualification:** B.E/B.Tech (Computer Science/Information Technology)/MCA or its equivalent from a reputed institution/University with a working knowledge of Mizo and English.

**Minimum Experience:** Minimum 3 years experience in private or govt. organization looking after IT or having experience in MIS related security and other operating system. Candidate should have knowledge of Windows Operating System and Linux Operating System. She/he should have skills in open source command and utilities.

**Age Limit:** 25-35 years as on 1<sup>st</sup> January, 2021.

**Posting:** State Mission Management Unit.

**Salary:** Rs. 35,000- Rs. 45,000/- pm with annual increment.

**Selection Process:** The recruitment process involves a 4 tier selection process. The first step of recruitment involves screening of all application by the National Mission Management Unit (NMMU) of NRLM, New Delhi. Second, short-listed candidate after screening will be called for Written Examination. Third, candidate who scored minimum eligibility mark (to be set by recruitment panel) in the written test will go through focal group discussion. Fourth, candidate shortlisted after group discussion will then be called for Interview.

Marks scored in Written Examination, Group Discussion, Personal Interview will not be aggregated and are meant only as elimination so as to identify meritorious candidates. 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 in the State.

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