

**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(Finance)

No. of Vacancy: 1(One)

Job Description: Accounting and budgeting of the Mission, Audit of the SMMU, DMMU and BMMU accounts, Liaison with finance branch of National Mission Management Unit, State Government and other partner agencies of the Mission, Capacity Building of Mission staffs and Community institutions in financial management etc. The job involves prolonged field stay in rural areas and extensive travel both within and outside the State.

Minimum Qualification: Post Graduate degree in Commerce or Business Administration. Basic knowledge of Computer Application equivalent to Course on Computer Concepts(CCC) or Diploma in Computer Application/Certificate in Computer Application from a recognized institutions.

Minimum Experience: Minimum 3 years of experience in Finance/Accounting with a working knowledge of Mizo and English. Candidate having PFMS working experience will be given preference.

Age Limit: 25-35 years as on 1st 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.