

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

**Recruitment 2022
Details of Vacant Posts**

Name of Post: State Mission Manager(MIS)

No. of Vacancy: 1(One)

Job Description: Overall responsibilities in rolling out of MIS at the Block, District and State Level in coordination with the State Nodal Officer and NMMU, MoRD. Partnership with Government and Private IT Service providers. 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 other thematic staff. Configuring and Troubleshooting of Systems and Servers.

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: 21-35 years as on 1st January, 2022.

Posting: State Mission Management Unit.

Salary: Rs. 50,000/- 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. 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 focus 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 candidate. 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.