

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

**Recruitment 2024
Details of Vacant Posts**

Name of Post : Mission Assistant

No. of Vacancy : 1 (One)

Job Description: General office procedure, filing and correspondence, any other activity assigned by competent authority. The position may also involve field work when required.

Minimum Qualification : Graduate in any discipline from a recognized institution/University with a working knowledge of Mizo and English. 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 : Fresher may apply; however preference may be given to candidate with relevant experiences.

Age Limit : 21 – 35 years as on 1st June, 2024

Posting : State Mission Management Unit.

Salary : 25,000 /-pm 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 Written Examination cum Computer Proficiency Test. Third, candidate who scored minimum eligibility mark(to be set by recruitment panel) in the written test cum Computer Proficiency Test will be called for Personal Interview. Marks scored in Written Examination and Computer Proficiency test 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 within the State.

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