

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

**Recruitment 2024
Details of Vacant Post**

Name of Post: District MIS Manager

No. of Vacancy: 1 (One)

Job Description: Overall in charge in rolling out of NRLM MIS in the Districts under the supervision of SMM/PM(MIS). Establish and maintenance of IT infrastructure of DMMU/BMMU and CBOs. Provide technical support to DMMU/BMMU. Capacity building of BMMUs, Cadres and Community Institutions on MIS and its uses. Uploading of data for NRLM-MIS, BL-MIS, Livelihood-MIS, SVEP-MIS and LoKOS. Validation, verification, Analyse and Audit of Data, support formats and prepare reports. Execution of all MIS related activities and provide technical support for its rolling out.

Minimum qualification: MCA/ BE(Computer Science/Information Technology)/ BTech(Computer Science/Information Technology) from a recognised institution/University with a working knowledge of Mizo and English. High level computer operating skill is essential with a minimum typing speed of 30 wpm.

Minimum Experience: Minimum 2 years experience. Application without experience certificate shall be rejected.

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

Posting: District Mission Management Unit

Salary: Rs. 30,000/- p.m. 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 Computer Proficiency Test. Third, candidate who scored minimum eligibility mark (to be set by recruitment panel) in the Computer Proficiency test will then be called for Personal Interview. 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 thorough go through the instruction note attached with the application form.