

**OFFICE OF THE CHIEF EXECUTIVE OFFICER  
MIZORAM STATE RURAL LIVELIHOODS MISSION  
RURAL DEVELOPMENT DEPARTMENT  
MIZORAM : AIZAWL**

**ADVERTISEMENT**

*Dated Aizawl, the 10<sup>th</sup> August, 2023*

The Mizoram State Rural Livelihoods Mission (MzSRLM) – State Mission Management Unit, a society under Rural Development Department, Government of Mizoram, intends to recruit willing and competent personnel for the following posts on contractual basis:

<b>Sl.No</b>	<b>Name of Post</b>	<b>No. of Post</b>	<b>Place of Posting</b>	<b>Pay (Amount in Rs)</b>	<b>Remarks</b>
1.	Project Manager(Institution Building & Capacity Building)	1	State Mission Management Unit	INR 45,000/- pm with annual increment	The engagement will be for a fixed tenure/co-terminus with the scheme
2.	Project Manager(Monitoring & Evaluation)	1	State Mission Management Unit	INR 45,000/- pm with annual increment	
3.	Project Manager(Knowledge Management & Communication)	1	State Mission Management Unit	INR 45,000/- pm with annual increment	
4.	Assistant Project Manager(MIS)	1	State Mission Management Unit	INR 40,000/-pm with annual increment	

Application form along with other detailed information can be downloaded at <https://srlm.mizoram.gov.in>. Filled in application along with necessary documents must be submitted to the office of the undersigned during office hours.

**Last date of submission of application is 25<sup>th</sup> August, 2023.**

Sd/-  
**H.LALCHHANDAMI**  
Chief Executive Officer  
Mizoram State Rural Livelihoods Mission  
Rural Development Department  
Mizoram, Aizawl

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

**Recruitment 2023  
Details of Vacant Post**

**Name of Post:** Project Manager (Institution Building and Capacity Building)

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

**Job Description:** Coordination with respective thematic at SMMU, DMMU, BMMU, Community Institutions and Human Resource Management in concern thematic, Monitoring and evaluation of Institution Building and Capacity Building programmes, collection of primary, secondary or sample, policies and document preparation, convergence with Government Department, Monitoring of PIAs etc. To provide technical support to SRLM in Institution Building and Capacity Building in terms of formation and hand holding support to Self-Help Groups, Village Organization and Cluster Level Federations. The job involves prolonged field stay in rural areas and extensive travel both within and outside the State.

**Minimum Qualification:** Post Graduate degree in any discipline, preferably in Social Sciences/ Rural Development/ Social Work from a reputed institution/University. Basic knowledge of Computer Application equivalent to Course on Computer Concepts (CCC) or Diploma in Computer Application/Certificate in Computer Application from a recognized institution.

**Minimum Experience:** Minimum 3 years of experience in rural community development and preference is on candidates having experiences on Rural Livelihoods Mission or other similar Mission with working knowledge of Mizo and English.

**Age Limit:** 21-35 years as on 1st August, 2023.

**Posting:** State Mission Management Unit.

**Salary:** 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. 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 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.

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

**Recruitment 2023  
Details of Vacant Post**

**Name of Post: Project Manager (Monitoring and Evaluation)**

**No. of Vacancy: 01 (One)**

**Job Description:** Provides oversight for a program's planning, evaluation, knowledge management and monitoring. Identify performance indicators, develops quality assurance strategies, train program employees, maintains contact with program partners and ensures all program aspects comply with institutional requirements. Coordinate with other thematic heads to ensure review of the progress are executed on time. Ensuring Monitoring and Evaluation of the mission implementation with coordination from MIS. Supporting in ensuring timely reporting, review and supervision of task. Monitor, analyze and review targets and achievements; plan and conduct periodic evaluation; coordinate & anchor project-based evaluation studies and research assignment, etc. The job involves intense touring within and outside the State and also visits to field.

**Minimum qualification:** Post Graduate degree in any discipline, preferably in Social Sciences/ Rural Development/ Social Work from a reputed institution/University. Basic knowledge of Computer Application equivalent to Course on Computer Concepts (CCC) or Diploma in Computer Application/Certificate in Computer Application from a recognized institution.

**Minimum Experience:** Minimum 3 years of Monitoring and Evaluation experience in NGO/Semi- Govt. or Govt. Schemes with a working knowledge of Mizo and English.

**Age Limit:** 21-35 years as on 1<sup>st</sup> August, 2023.

**Posting:** State Mission Management Unit.

**Salary:** 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. 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.

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

**Recruitment 2023  
Details of Vacant Post**

**Name of Post:** Project Manager – Knowledge Management and Communication

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

**Job Description:** In house documentation of the activities of the Mission, success stories and best practices of the Mission, Media management and public relations, preparing of minutes of public consultations and other important meetings regarding the Mission, relevant presentations, brochures, booklets. Create and design content for dissemination of important information, across the platforms (print, audio and visual media) and any other assignment given by competent authority. The job involves prolonged field stay in rural areas and extensive travel both within and outside the State.

**Qualification:** Post Graduate Degree in Mass Media/ Communication, who is well versed in 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 institution. Proficiency in Handling Still & Motion Camera, Video Editing, Working with Photoshop, & Video Editing Software and Internet.

**Experience:**

- Minimum 3 years' experience in Journalism, Documentation, survey and Research.
- Having Experience in Covering/ Documenting Rural Area/Population Will Be Preferable

**Age Limit:** 21-35 years as on 1st August, 2023.

**Posting:** State Mission Management Unit.

**Salary:** 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. 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.

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

**Recruitment 2023  
Details of Vacant Post**

**Name of Post: Assistant Project Manager (MIS)**

**No. of Vacancy: 01 (One)**

**Job Description:** Coordinate and execute daily administrative task. To provide general administrative support to the Mission under the direction of the Mission Head. To help produce proposals, plans and reports. Organize and maintain project files and databases or any other task assigned.

**Minimum qualification:** Post Graduate degree in any discipline with BCA and above from a recognised institution/University with a working knowledge of Mizo and English.

**Minimum Experience:** Minimum 3 years of relevant experience in the office management with a working knowledge of Mizo and English.

**Age Limit:** 21-35 years as on 1<sup>st</sup> August, 2023

**Posting:** State Mission Management Unit.

**Salary:** Rs. 40,000/- 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 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.



Fix latest passport  
size photo

**APPLICATION FORM FOR**  
**ASSISTANT PROJECT**  
**MANAGER(MIS) - MzSRLM**

\*Use uppercases to fill up section 1& 2. \*Use tick mark for check boxes.

**1. Personal Details:**

Name (in uppercase)	
Father's name	
Mother's name	
Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>
Date of birth (d/m/y)	
Marital Status	Single <input type="checkbox"/> Married <input type="checkbox"/>
Nationality	
Language	Mizo <input type="checkbox"/> English <input type="checkbox"/> Hindi <input type="checkbox"/> Others <input type="checkbox"/>
Post Applied for	
Address for correspondence	
Permanent address	
Contact No. / Mobile No.	
E-mail id:	
References : (Only academic and professional contact should be nominated)	1. 2.

**2. Educational Qualifications(from Xth class onwards):**

Name of Examination/Degree/Diploma	Name of School/College/Department/Institute	Name of the Board/University	Subject/Hon/Specialization	Duration	Year of Passing	Marks attained (%age)

**3. Work Experience (if any)**

Name of Organization	Designation & Location	Duration (Month and Year)		Major responsibilities
		From	To	

**4. What attracted you to this job?**

**5. What type of projects do you enjoy working on?**

**6. What has been your biggest career challenge?**



**7. Write an essay in 250 words about one of your most substantial or significant work experience. The narration must include the nature of the assignment, the challenges faced, the strategies adopted to address those challenges, the outcomes achieved, and the lessons learnt.**



### **Important Notes for applicants**

1. *Candidates are requested to fill the application carefully and ensure personal email id and contact telephone details are mentioned therein for further communication.*
2. *The filled in application along with Curriculum Vitae (CV) and attested copy of educational certificates from Xth Standards onwards, Computer Certificate, Tribal Certificate, Employment Registration and Experience Certificates (if any) must reach the office of the Chief Executive Office, Mizoram State Rural Livelihood Mission (MzSRLM) on or before the 25<sup>th</sup> August, 2023. MzSRLM reserved the right to reject late or incomplete application.*
3. *Candidates should bring two recent passport size photo at the time of collecting Admit Card.*
3. *The vacant position is for the State Mission Management Unit of MzSRLM, Aizawl Mizoram.*
4. *Candidates shortlisted for Personal Interview will be intimated through correspondence address or contact information provided by the applicants.*
5. *The selection procedure will involve screening application by MzSRLM. Only candidates satisfying the requirements of MzSRLM will move forward to the next stage of recruitment process.*
6. *Screening test will not carry marks in the final selection and is meant only for elimination so as to identify meritorious candidates.*
7. *The recruitment processes will be conducted by HR experts empanelled by the National Mission Management Unit of NRLM, Ministry of Rural Development, Government of India. MzSRLM will not entertain canvassing of any sort. Violation of such will lead to disqualification of the candidate for present and future prospect with the Mission.*
8. *Prolonged stay in rural areas is required for the post. Candidates applying for the post should be willing to travel extensively within or outside the State.*
9. *The terms and conditions for engagement of selected candidates will be as per the Human Resource Manual of Mizoram State Rural Livelihoods Mission.*
10. *MzSRLM reserved the right to cancel the recruitment process without assigning any reasons thereof.*
11. *MzSRLM reserved the right to deselect any candidate during the recruitment process or after engagement if it is found that the candidate has provided false information to the Mission.*
12. *The Scheme being a Centrally Sponsored Scheme, there is no scope for regularization or absorption into State Government Service.*
13. *The Scheme is purely for a fixed tenure/Co-terminus with the scheme.*
14. *For any further information, please contact the Office of the Chief Executive Officer, Mizoram State Rural Livelihoods Mission, near Gate No. 1, MINECO, Khatla, Aizawl.*