

**No.B.11030/114 (B)/2019-UD&PA(SC)/Loose**  
**GOVERNMENT OF MIZORAM**  
**URBAN DEVELOPMENT & POVERTY ALLEVIATION DEPARTMENT**  
**MIZORAM NEW CAPITAL COMPLEX (MINECO)**

Contact No: 0389-2323257

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*Dated Aizawl, the 25<sup>th</sup> September, 2023*

**ADVERTISEMENT**

Applications are invited for filling up of the under-mentioned vacant posts on **co-terminus** basis under Aizawl Smart City Limited, Urban Development & Poverty Alleviation Department, Government of Mizoram on **Direct Recruitment**.

<b>Sl No</b>	<b>Name of Post</b>	<b>No. of Vacant Post</b>	<b>Pay Level/Pay scale</b>	<b>Age limit</b>	<b>Educational and Other Qualification</b>
1	Data Entry Operator	2	Level – 5 (PB-1 Rs 5200 - 20200 + Rs 2800 GP)	18-35 years of age on the last date of submission upper age limited relaxable by 5 years for ST/SC	<ol style="list-style-type: none"><li>1. HSSLC with 6 months Certificate in Computer Application or above from institutions recognised by Mizoram State Council of Technical Education or National Institute of Electronics &amp; Information Technology with computer typing speed of 30 words per minute.</li><li>2. Working knowledge of Mizo language at least Middle School standard.</li><li>3. Knowledge of computer hardware maintenance and operation, Operating System for Windows, basic internet/internet technologies, office automation software like Word processing, Spreadsheet, Power Point presentation and Database is desirable.</li></ol>
<b>TOTAL</b>		<b>2</b>			

Interested candidates may obtain *Application Form* from the Office of UD&PA Department at Room No. 404, 4<sup>th</sup> Floor, New Secretariat Building, MINECO, Aizawl.

Submission of last date of application: **29.09.2023**

**Sd/- LALMALSAWMA PACHUAU**  
Secretary to the Govt. of Mizoram  
Urban Development & Poverty Alleviation Department