

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

**Recruitment 2021  
Details of Vacant Posts**

**Name of Post:** Project Manager(Digital Finance)

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

**Job Description:** Supervise, strengthen, monitor & mentor SHGs, community cadres, federation towards programme objectives specifically on financial inclusion; digital finance, financial literacy, insurance and pension. To provide technical support to SHGs in terms of setting Business Correspondence Agents from SHG members in collaboration with Banks and Corporate BC, SHG credit linkage with public sector banks, regional rural banks and cooperative banks, NRLM bank linkage MIS; keeping track of SHGs data on Bank Loan, enrolment and claim settlement of insurance and pension of SHG members and families. The selected candidate shall be stationed at state level; the position requires extensive travels and prolonged stay in the different villages.

**Minimum Qualification:** Post Graduate degree in any discipline from a recognized 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 institutions.

**Minimum Experience:** Preferably 3 years of practical experience in digital banking, insurance and pension with a working knowledge of Mizo and English.

**Age Limit:** 25-35 years as on 1<sup>st</sup> January, 2021.

**Posting:** State Mission Management Unit.

**Salary:** Rs. 35,000- 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 by the National Mission Management Unit (NMMU) of NRLM, New Delhi. 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 focal 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.