

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

**Recruitment 2024
Details of Vacant Post**

Name of Post: Project Manager (Cluster Level Federation)

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 Cluster Level Federation programmes, collection of primary, secondary or sample, polices and document preparation, convergence with Government Departments at Cluster Level Federations level, Monitoring of PIAs etc. To provide support to Self Help Groups and Village Organizations through Cluster Level Federations in terms of formation and hand holding support. 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 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 institution.

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

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

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.