

**MANIPUR SKILL DEVELOPMENT SOCIETY
GOVERNMENT OF MANIPUR**

Notice for Contract Engagement in Manipur Skill Development Society

Imphal, the 21st April , 2011

No. 2/SLSDM/2008-09/Plg(Pt.): In pursuance of Government approval, applications are invited in the prescribed format from eligible candidates for contractual engagement in the Manipur Skill Development Society (MSDS) as under:-

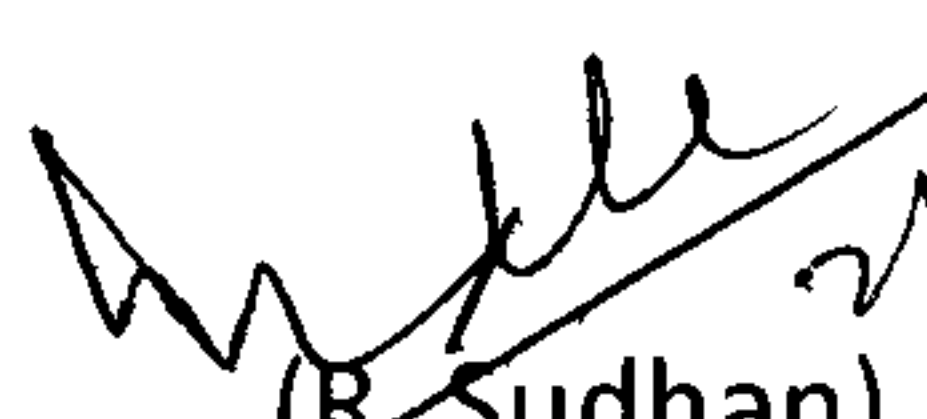
Sl. No.	Name of Post	No. of Post
1	Skill Development Officer	3
2	Administrative Officer	1
3	Skill Assistant	2
4	Finance Assistant	2
	Total	8

2. The terms and conditions for the Contract engagement with eligibility criteria and application format may be seen at the official website of Planning Department , Government of Manipur, <http://planningmanipur.gov.in> and Manipur Government web site <http://manipur.gov.in>.

3. The age of the candidate must not be more than 30 years as on the date of interview (age relaxable by 5 years and 3 years for SC/ST and OBC candidates respectively). Applications received will be screened by the screening committee. Applicants who are not eligible as per recruitment rules will be cancelled. The Society reserves the right to reject applications from candidates with less than 60% marks in case of the post of Skill Development Officers , 50% marks in case of Administrative Officer ,Skill Assistants, Finance Assistant. Manipur Skill Development Society reserves the right to increase or decrease the No. of Posts. Applications with incomplete documents will be rejected. The candidate should produce original Certificates/Mark sheets in support of qualification, domicile, SC/ST/OBC, age proof etc. at the time of interview. The engagement will be initially upto 28/02/2012 and may be extended based on performance and requirements of the Manipur State IT Society.

Last date for receipt of application at Office of the Project Director (MSDS)Office of the Chief Secretary, Old Secretariat, Manipur by 2.00 P.M	15-05-2011
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4. Any canvassing by any candidate or anyone on his/her behalf will lead to automatic disqualification.


(B. Sudhan)

Member Secretary
Manipur Skill Development Society

MANIPUR SKILL DEVELOPMENT SOCIETY
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TERMS AND CONDITIONS FOR CONTRACT ENGAGEMENT

1) NAME OF POST : SKILL DEVELOPMENT OFFICER (3 POSTS)

Eligibility Conditions:

1. <u>Age :</u> Age of the candidate must not be more than 30 years as on the date of Interview. Upper age limit will be relaxed by 5 years and 3 years for SC/ST and OBC candidates respectively.
2. <u>Emolument:</u> Emolument will be a consolidated amount of Rs. 13,700/- per month
3. <u>Essential Qualifications:</u> a) Post Graduate with minimum 60% marks in the aggregate from a recognised University / Institution . Minimum DOEACC “O” level or Equivalent in Computers from a reputed Institution and minimum two years experience in imparting training in a Government or reputed & registered Non-Governmental Organization . High level of proficiency & fluency in English and Manipuri Languages .
4. <u>Desirable Profile:</u> Work experience in a reputed Training / Skill Development Institution with proven Leadership abilities and Team Spirit.

2) NAME OF POST : ADMINISTRATIVE OFFICER (1 POST)

Eligibility Conditions:

1. <u>Age :</u> Age of the candidate must not be more than 30 years as on the date of Interview. Upper age limit will be relaxed by 5 years and 3 years for SC/ST and OBC candidates respectively.
2. <u>Emolument:</u> Emolument will be a consolidated amount of Rs.13,700/- per month
3. <u>Essential Qualifications:</u> MBA from a recognized University / reputed Institution with minimum 50 % marks in the aggregate at both Graduation and Post Graduate Level . Graduate in Computer Science or Equivalent in Computers from a reputed Institution and minimum two years experience in an administrative job . High level proficiency & fluency both in English and Manipuri Languages
4. <u>Desirable Profile:</u> Work experience in a reputed Training / Skill Development Institution with proven Leadership abilities and team work

3) NAME OF POST : SKILL ASSISTANT (2 POSTS)

Eligibility Conditions:

1. Age : Age of the candidate must not be more than 30 years as on the date of Interview. Upper age limit will be relaxed by 5 years and 3 years for SC/ST and OBC candidates respectively.
2. Emolument: Emolument will be a consolidated amount of Rs. Rs.8,000/- per month
3. Essential Qualifications: Graduate in Computer Science with minimum 50 % marks in the aggregate from a recognized University / reputed institution . High level proficiency & fluency both in English and Manipuri Languages
4. Desirable Profile: Work experience in a reputed Training / Skill Development Institution with proven Team work abilities

4) NAME OF POST : FINANCE ASSISTANT (2 POSTS)

Eligibility Conditions:

1. Age : Age of the candidate must not be more than 30 years as on the date of Interview. Upper age limit will be relaxed by 5 years and 3 years for SC/ST and OBC candidates respectively.
2. Emolument: Emolument will be a consolidated amount of Rs. Rs.7,600/- per month
3. Essential Qualifications: Graduate in Commerce / Economics with minimum 50% marks in the aggregate from a recognized University /reputed Institution and minimum one year experience in dealing with Finance / Accounts of a Governmental or Non-Governmental Organization . Minimum DOEACC “O” level or Equivalent in Computers from a reputed Institution and minimum two years experience in imparting training in a Governmental or reputed & registered Non-Governmental Organization . High level proficiency & fluency in English & Manipuri Languages.
4. Desirable Profile: Work experience in a reputed Training / Skill Development Institution with proven Team work abilities

Note:

- 1. All Degrees/ Diplomas/Courses etc. shall be from a recognised Institution/University only.
- 2. All engagements are on Contract Basis and will be initially upto 28/02/2012. Extension of the engagement will be subject to satisfactory performance and approval of competent authority.

HOW TO APPLY:

- a) Application is to be submitted in the prescribed format only.

SELECTION PROCEDURE:

Short-listed candidates will be called for Interview for selection.

CONTRACT AGREEMENT:

All the Posts will be engaged as per terms and conditions of the Government approved contract agreement for this purpose.

APPLICATION FORMAT

To,
Project Director ,
Manipur Skill Development Society ,
Office of the Chief Secretary , Manipur,
Old Secretariat, Babupara, Imphal .

Subject: Application for Contract Engagement
to the Post of _____

(The application is to be filled in BLOCK LETTERS)

Attested
Passport size
Photo here

1. Full Name :
2. Father's name:
3. Address for Correspondence:.....
Contact Phone No. email :
4. Permanent address
.....
5. Date of birth :..... Sex:
6. Educational qualification (only those relevant to the application):

Name of Examination/ Course passed	Name of Board/ University	Year of passing	Total Marks & %
Other qualifications/ Certificate /Experience etc.			
1.			
2.			

Place: Signature of candidate:
Date : Name:

List of documents to be attached:
(The copies must be duly attested by a Gazetted Officer)

- i) Date of Birth certificate.
- ii) Year wise Marksheets for all the relevant examinations/qualifications.
- iii) Certificate of completion of Course
- iv) SC/ST/ OBC Certificate
- v) Certificate of experience (if applicable)