

**MANIPUR SKILL DEVELOPMENT SOCIETY  
GOVERNMENT OF MANIPUR**

**TERMS AND CONDITIONS FOR CONTRACT ENGAGEMENT**

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

**Eligibility Conditions:**

<p><b>1. <u>Age :</u></b> 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.</p>
<p><b>2. <u>Emolument:</u></b> Emolument will be a consolidated amount of Rs. 13,700/- per month</p>
<p><b>3. <u>Essential Qualifications:</u></b></p> <p>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 &amp; registered Non-Governmental Organization . High level of proficiency &amp; fluency in English and Manipuri Languages .</p>
<p><b>4. <u>Desirable Profile:</u></b> Work experience in a reputed Training / Skill Development Institution with proven Leadership abilities and Team Spirit.</p>

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

**Eligibility Conditions:**

<p><b>1. <u>Age :</u></b> 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.</p>
<p><b>2. <u>Emolument:</u></b> Emolument will be a consolidated amount of Rs.13,700/- per month</p>
<p><b>3. <u>Essential Qualifications:</u></b></p> <p>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 &amp; fluency both in English and Manipuri Languages</p>
<p><b>4. <u>Desirable Profile:</u></b> Work experience in a reputed Training / Skill Development Institution with proven Leadership abilities and team work</p>

**3) NAME OF POST : SKILL ASSISTANT (2 POSTS)****Eligibility Conditions:**

<b>1. Age :</b> 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.
<b>2. Emolument:</b> Emolument will be a consolidated amount of Rs. Rs.8,000/- per month
<b>3. Essential Qualifications:</b> 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
<b>4. Desirable Profile:</b> Work experience in a reputed Training / Skill Development Institution with proven Team work abilities

**4) NAME OF POST : FINANCE ASSISTANT ( 2 POSTS)****Eligibility Conditions:**

<b>1. Age :</b> 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.
<b>2. Emolument:</b> Emolument will be a consolidated amount of Rs. Rs.7,600/- per month
<b>3. Essential Qualifications:</b> 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.
<b>4. Desirable Profile:</b> 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.