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**TERMS AND CONDITIONS FOR CONTRACT ENGAGEMENT**

**1) NAME OF POST : INFORMATICS OFFICER(GRADE – I)**

**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.9300 + 4400 (GP)= Rs.13,700/- per month</p>
<p><b>3. <u>Essential Qualifications:</u></b> a) Bachelor in Engineering/Technology in Computer Science/Information Technology with minimum 2 years experience of Project/ Program Management OR Master in Computer Application with minimum 2 years experience of Project/ Program Management OR M.Sc. in Computer Science/ Information Technology with minimum 2 years experience of Project/Program Management OR Informatics Officer Grade II with minimum 2 years experience in the Grade b) Minimum <b>50%</b> of marks in the qualifying exam.</p>
<p><b>4. <u>Desirable Profile:</u></b> i) High understanding of Computers and Information Technology ii) Experience in Program Management iii) Experience on e-Governance iv) Good command over English. Knowledge of Manipuri and Hindi</p>

**2) NAME OF POST : INFORMATICS OFFICER(GRADE – II)**

**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.9300 + 4300 (GP)= Rs.13,600/- per month</p>
<p><b>3. <u>Essential Qualifications:</u></b> a) Bachelor in Engineering/Technology in Computer Science/Information Technology OR Master in Computer Application OR M.Sc. in Computer Science/ Information Technology OR B.Sc with one year PGDCA with one year of experience in implementing Computerised application systems, program/project management etc. b) Minimum <b>50%</b> of marks in the qualifying exam.</p>
<p><b>4. <u>Desirable Profile:</u></b> a) Good knowledge of Computers and Information Technology b) Exposure to e-Governance c) Good command over English. Knowledge of Manipuri and Hindi</p>

### 3) NAME OF POST : ADMINISTRATIVE OFFICER

#### 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.9300 + 4400 (GP)= Rs.13,700/- per month
<b>3. Essential Qualifications:</b> a) Post Graduate in Commerce/Economics OR Master in Business Administration(Finance) b) Minimum <b>50%</b> of marks in the qualifying exam.
<b>4. Desirable Profile:</b> a) Knowledge of Accounting b) Tally

### 4) NAME OF POST : ACCOUNTANT

#### 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.5200 + 2800 (GP)= Rs.8,000/- per month
<b>3. Essential Qualifications:</b> Graduate in Commerce/Economics with minimum <b>50%</b> of marks.
<b>4. Desirable Profile:</b> a) Experience as an Accountant

### 5) NAME OF POST : OFFICE ASSISTANT

#### 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.5200 + 1900 (GP)= Rs.7,100/- per month
<b>3. Essential Qualifications:</b> Graduate with minimum <b>50%</b> of marks and with minimum 6 months Diploma/Certificate in Computer
<b>4. Desirable Profile:</b> a) Good Typing Skills b) Science Graduates c) High Degree of understanding of Government Processes d) High Degree of command over English. Knowledge of Manipuri and Hindi

**6) NAME OF POST : DRIVER****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.5200 + 1900 (GP)= Rs.7,100/- per month
<b>3. Essential Qualifications:</b> Class VIII Pass possessing Light Motor Vehicle Driving Licence

**7) NAME OF POST : PEON, SWEEPER-CUM-CHOWKIDAR****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.4400 + 1300 (GP)= Rs.5,740/- per month
<b>3. Essential Qualifications:</b> Class VIII Pass

**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 28/02/2011. 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.