

PD/NERLP/2012-13/158/Pt-III/Sikkim (Vol-1)/  
**North East Livelihood Promotion Society**  
Ministry of DoNER, Govt. of India

**Regional Project Management Unit**  
House No.102, Dilip Huzuri Path,  
GS Road, Guwahati – 781006  
Dated: 04.12.2017

**Vacancy Announcement**

Applications are invited for one post of MIS Operator in District Project Management Unit, South Sikkim (DPMU) at Jorethang on contractual basis for North East Rural Livelihood Project (NERLP).

Application in prescribed format (available at [www.nerlp-development.in](http://www.nerlp-development.in)) along with self attested copies of certificates, mark sheets and testimonials should reach the Office of the District Project Management Unit, North East Rural Livelihood Project.1<sup>st</sup> Floor,C.N. Sherpa Building(below telephone exchange),Jorethang, South Sikkim, Pin- 737121.The last date of receipt of application is **28/12/2017**

For further details, please logon to [www.nerlp.gov.in](http://www.nerlp.gov.in)/[www.nerlp-development.in](http://www.nerlp-development.in)

  
**Project Director,  
NERLP, Guwahati.**

## 1. MIS Operator

### Eligibility and Qualification:

- **Graduation** with "O" level course of computer/ Advanced course in computer application from Govt. recognized institute.
- Possess knowledge and experience of ICT based office tools and applications (word processing, spreadsheets, databases, PowerPoint)

### Other essentials:

- Must have work experience of **3 years** in the related field.
- Candidates should be proficient in English.

### Job Responsibilities:

- To assist the District Project Manager in implementation MIS
- To organize field visits/ undertake field visit as per the requirement of the project.
- To assist in preparation of periodic reports.
- Professional experience of working in similar project (s) is desirable
- Provide technical support to PFT for timely submission of data.
- Any other work that may be assigned by the District Project Managers.

### Remuneration

- Individual appointed on contractual basis will be paid remuneration as under

MIS Operator : ₹.27, 000/-per month

\* Excluding applicable project allowance

**Note** : Job responsibilities given are only illustrative.