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**North East Livelihood Promotion Society**

Ministry of DoNER, Govt. of India

House No.102, Dilip Huzuri Path,  
GS Road, Guwahati – 781006

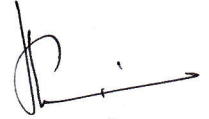
Dated: 12/09/2016

**Vacancy Announcement**

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

Application in prescribed format (available at [www.nerlp.gov.in](http://www.nerlp.gov.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, 1st Floor, C N Sherpa Building (below telephone exchange), Jorethang, South Sikkim, Pin-737121. The last date of receipt of application is **30-09-2016**.

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



**Project Director,  
NERLP, Guwahati.**

**Post MIS Operator**

**Eligibility and Qualification:**

- Graduation with “O” level course of computer/ Advanced course in computer application from Govt. recognised 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**

- Individuals appointed on contractual basis will be paid remuneration as under  
MIS Operator : ₹.18,000/-\* per month.

\*Excluding applicable project allowances

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