

MANIPUR STATE RURAL ROADS DEVELOPMENT AGENCY (MSRRDA)
SECRETARIAT NORTH BLOCK: MANIPUR

N O T I C E

Dated, 7/12/2012

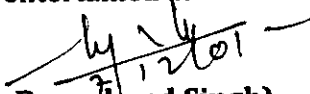
Sub : 3 (Three) posts of UDC/Data Manager in MSRRDA - Regarding filling up on contract basis, thereof.

No. 1/58-MSRRDA/POST-CREATION/Contract (P-III): Applications are invited for the posts of 3 (Three) posts of UDC/Data Manager in MSRRDA. The consolidated monthly salary will be Rs. 7,600/- (Seven Thousand Six Hundred) per month of Finance Department Government of Manipur vide U.O.No. 236/2012-2013/FD (PIC), dtd.20/10/2012. Detail information including eligibility criteria, educational qualifications, age limit, and application format are available on website: <http://manipur.gov.in>

Description of Post: Office Clerical works.

Type of Post: Professional (UDC/Data Manager)
No. of Post : 3 (Three) Unreserved Post.

The last date for receipt of application is on or before 26/12/2012. Incomplete/any application forms received after the prescribed last date shall not be entertained at all.


(N. Bapuchand Singh)
Chief Engineer.

No.1/58/2011-MSRRDA/POST-CREATION/Contract(P-III)
MANIPUR STATE RURAL ROADS DEVELOPMENT AGENCY (MSRRDA)
SECRETARIAT NORTH BLOCK, MANIPUR

Dated 07 /12 / 2012

Subject: 3 (Three) Posts of UDC/Data Manager - regarding filling thereof on Contract basis.

i) Essential Qualifications:

UDC/Data Manager

Graduate in any stream from a recognized University / Institute with 5 (Five) years experience in Office Procedure from a reputed Organization / Institution.

ii) Desirable

- Good academic record.
- Good physical health.
- Strong communication skills, both oral and written.
- 3 years in service as LDC in any reputed Organization / Institution.
- Having computer knowledge.
- Persons having typing skills of 40 characters per minute and holding certificate from a typing institute will be given preference.

iii) Duration:

Candidates selected will be appointed on contract basis for an initial period of 1 (one) year. This term can be extended from time to time depending on the performance of the candidate and need of the MSRRDA.

iv) Age Limit:

Maximum age limit for appointment of UDC/Data Manager shall be 35 years, Relaxable for i) 5 years for ST/SC and ii) 3years for OBC.

Interested candidates may Submit their CV in the enclosed format at the following address during office hours of all working days. Postal delay, (if any) shall be the responsibility of the candidate.

Shri N. Bapuchand Singh
Chief Engineer/MSRRDA,
Secretariat North Block
Imphal - 795 001

Form No.....

Application format for appointment as UDC/Data Manager:

Affix 2 (Two)
passport photos
(Recently taken)
duly attested by a
Gazetted Officer.

1. Name:
2. Father's Name:
3. Date of Birth:
4. Age:
5. Nationality:
6. Whether Male/Female:
7. Whether Married /Unmarried:
8. Mailing address (with Tel. /Mobile No. and E-mail address):
9. Permanent address:
10. Recommendations from two reputed Umpires. (In a separate sheet).
 - i) Name: Contact No.:
 - Address:
 - ii) Name: Contact No.:
 - Address:
11. Whether Gen./SC/ST/OBC:
12. Educational Qualification:

Sl. No	Name of course.	Name of Institution	Subject.	Division/ Class	Year of Passing

13. Work Experience:

Sl. No	Organization/Institute	Period from to.....	Name of work	Remarks

(Signature)
Place.....

Date.....