

MANIPUR IT SEZ PROJECT DEVELOPMENT COMPANY LIMITED

(A Company under Government of Manipur)
4th Floor, West Block, New Secretariat, Imphal-795001

NOTICE FOR CONTRACT ENGAGEMENT

Imphal, the 4th May, 2015

No 61/9/2015-MIPDCO: Application is invited in prescribed format from eligible candidates for contractual engagement in Manipur IT SEZ Project Development Company (MIPDCO) Limited as under:

Sl. No.	Name of Post	No. of Post
1	General Manager (Establishment/Operation)	1 (One)
1	Informatics Officer	2 (Two)
2	Assistant Engineer	1 (One)
3	Human Resource Officer	1 (One)
4	Company Secretary	1 (One)
5	Office Assistant (LDC)	2 (Two)
6	Grade-IV	2 (Two)
7	Driver	1 (One)
Total		11 (Eleven)

2. The terms and conditions for the contract engagement with eligibility criteria and application format may be seen at the official website of Department of Information Technology (DIT), Government of Manipur i.e. <http://ditmanipur.gov.in> and State Government website i.e. <http://manipur.gov.in>. Age shall not be less than 21 years and not more than 30 years. Upper age limit relaxable by 3 years for OBC, 5 years for SC/ST. Applications with incomplete documents will be rejected.

3. The candidates should produce original Certificates/Mark sheets in support of qualification, domicile, SC/ST/OBC, age proof etc. at the time of interview. The engagement will be initially upto 29th Feb, 2016 and may be extended based on the performance and requirements of Manipur IT SEZ Project Development Company (MIPDCO) Limited.

Last date for receipt of application at the office of Executive Director (MIPDCO), 4 th Floor, West Block, New Secretariat, Imphal-795001.	4 th June, 2015 3:00 PM
Date of interview	10 th – 12 th June, 2015, 10 AM onwards
Venue of interview	Office of the Executive Director (MIPDCO), 4 th Floor, West Block Building, New Secretariat, Imphal-795001

4. Any canvassing by any candidate or anyone on his/her behalf will lead to automatic disqualification.



(N. Deben)
Executive Director
MIPDCO

NOT TO BE PUBLISHED

Copy to:

1. Secretary to the Hon'ble Chief Minister (i/c IT), Manipur.
 2. Staff Officer to the Chief Secretary, Government of Manipur.
 3. Special Secretary (IT), Government of Manipur.
 4. All Directors of M/s MIPDCO.
 5. Managing Director (MIPDCO), Manipur.
 6. Director (DIPR), Manipur
- It is requested to kindly publish the notification in 3 (three) widely circulated local dailies.
- ✓ Shri Martha Khuman, IO-II, DIT
- To publish the notification at <http://ditmanipur.gov.in> and <http://manipur.gov.in>.

**GOVERNMENT OF MANIPUR
DEPARTMENT OF INFORMATION TECHNOLOGY**

**NAME OF THE POST, NO. OF POST, PAY SCALES, EDUCATIONAL QUALIFICATION OF MANPOWER OF M/s
MIPDCO**

Sl. No.	Name of post	No. of post	Pay Scale	Grade pay	Qualification and Experience
(1)	(2)	(3)	(4)	(5)	(6)
1	General Manager (Establishment/ Operation)	1	15600-39100	6600	<ul style="list-style-type: none"> Person must be a graduate with MBA degree from a recognized Institute/University. The candidate must have worked in Administrative management service for at least 5 years of which one year as ACGM/ 3 years as SGM or equivalent level, OR Person must be graduate Civil Engineer from a recognized institute/University. He should have continuous 5 years of service experience worked as SGM or equivalent for 1 year.
2	Informatics Officer	2	9300-34800	4400	<ul style="list-style-type: none"> Person with a Bachelor's degree (B.Tech or B.Sc) in IT from a recognized University or Institute or equivalent level. At least 3 years' experience in IT Services/Support.
3	Assistant Engineer	1	9300-34800	4400	<ul style="list-style-type: none"> Degree or AMIE in Civil/Mechanical Engineering or its equivalent from a recognized University, OR Diploma in Civil/Mechanical Engineering having a minimum of 3 years course or its equivalent from a recognized University/Institution with at least 5 years' service as SO Grade-I or a post declared by the Govt. as equivalent thereto on a regular basis, OR The provisions as prescribed in Manipur Combined Competitive Examination for Direct Recruitment of Assistant Engineer & its amendment from time to time.
4	Human Resource Officer	1	9300-34800	4400	<ul style="list-style-type: none"> MBA (HR) from a recognized Institute/University. Minimum 2 years of experience in Corporate or Government sector.
5	Office Assistant (LDC)	2	5200-20200	1900	<ul style="list-style-type: none"> Graduate in Arts/ Science/Commerce or any other discipline or any other higher qualification with 50% marks. Course in Computer Application at Graduate or PG Level or 6 months computer course from a recognized Institution.

6	Grade IV	2	4440-7440	1300	Class VIII passed.
7	Driver	1	5200-20200	1900	Class X passed with minimum experience of 3 years in the related field having valid LMV license.
8	Company Secretary	1	30,000/- p.m.	-	<ul style="list-style-type: none"> • Essential: Graduate from recognized university. Candidate should be a member of the Institute of Company Secretaries of India. • Desirable Graduate in Commerce/Law (LLB)/CA. • Person not less than 3 (three) years experience of working in Company Secretaries branch of listed Company/reputed organization • Desirable: Preference will be given with experience in listed company.
TOTAL		11			

APPLICATION FORM

Subject: Application for contract Engagement to the post of : (The application is to be filled in BLOCK LETTERS)	Attested passport size photo here
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1. **FullName:**.....
2. **Father'sname:**
3. **AddressforCorrespondence:**
4. **Contact Phone No:****email:**.....
5. **Permanentaddress:**
6. **Date of birth :**..... **Sex:**

Educational qualification (*only those relevant to the application*):

Name of Examination/ Course passed	Name of Board/ University	Year of passing	Total Marks & Percentage
Other qualifications/ Certificate / Experience etc. 1. 2.			

Place:

Signature of candidate:

Date :

Name:

List of documents to be attached:

(The copies must be duly self-attested)

- i) Date of Birth certificate.
- ii) Year wise Marksheets for all the relevant examinations/qualifications.
- iii) Certificate of completion of Course
- iv) SC/ST/ OBC Certificate
- v) Certificate of experience (*if applicable*)