

**GOVERNMENT OF NAGALAND  
HOME DEPARTMENT  
GENERAL ADMINISTRATION BRANCH-I**

NO.GAB-I/CSO/PMU/2022/ 29

Dated Kohima the July 2024

**ADVERTISEMENT**

The office of the Chief Secretary, Government of Nagaland is seeking applications from eligible candidates to fill 2 (two) positions of Young Professionals in the Program Management Unit of the Chief Secretary purely on temporary engagement basis.

**2. Scope of work**

The Program management Unit (PMU) would liaise with the various State Government departments, offices, institutes, semi-Govt bodies, missions, Ministries of the Central Government etc to improve the efficiency and quality of the executed work by various departments of the State. They would also be required to do secretarial works and other assignments including those as listed below:

- (i) Coordination with the various departments or nodal officers of the State or Central Government.
- (ii) Tracking of progress of the various projects/schemes/works and generation of MIS report showing the physical progress vis-à-vis financial progress in co-ordination with the implementing department or agencies.
- (iii) Assist in monitoring of all the important projects/schemes/works being executed or implemented in the State including those funded from external sources
- (iv) Create a robust IT environment for more efficient management of information and sharing of data
- (v) To undertake research on identified key areas.
- (vi) To maintain database of all related information in an organized manner
- (vii) Any other work as assigned from time to time.

3. The Program Management Unit will work under an officer of the Chief Secretary's Office and will report to him/her for day to day tasks/activities, logistic and other requirements under the overall control of the Chief Secretary.

**4. Details of position**

Young Professional – 2 (Two)

**5. Remunerations**

Consolidated per month emoluments of Rs.60,000/- (Rupees Sixty Thousand Only) during the period of engagement.

Higher emoluments could be considered depending upon special qualification or experience at the sole discretion of the engaging authority.

In case the Young Professionals or Consultants are required to travel domestically or abroad as part of their duties, accommodation and per diem costs, on par with Class-I Officers of the State Government may be provided.

## 6. Essential Qualifications

- (i) Doctorate or 1<sup>st</sup> Class Master's Degree from any recognized university in Computer Science/any stream of Engineering or MBA or Social Sciences.
- (ii) Strong knowledge of computer applications including office applications, data systems and analysis.
- (iii) Excellent writing and Communication skills.
- (iv) Ph.D. candidates or those undergoing research with knowledge in technology assessment will be given extra consideration.
- (v) Mere fulfilling the essential qualification does not guarantee for the interview call and selection.
- (vi) Canvassing in any form will be a disqualification.

## 7. Terms of engagement

- (i) The candidate should be a citizen of India.
- (ii) The engagement is purely on temporary basis for a period of 1 (One) year which can be further renewed in case of continued requirement at the sole discretion of the engaging authority.

## 8. Selection

The selection of candidates will be done by a selection committee headed by the Chief Secretary. The submitted applications will be screened as per Essential / Desirable qualification and shortlisted candidates will be invited through email/mobile for an interview, the date, time and venue for which will be intimated through email/telephone to the shortlisted candidates.

## 9. Submission of application

Interested candidates may submit their applications as per the annexure which is available for download at <https://chiefsecretary.nagaland.gov.in/> or <https://nagaland.gov.in/news-updates> along with duly self-attested copies of all relevant documents indicating educational qualifications, age, experience, address, contact information, email ID, latest passport sized colour photograph latest by 1600 Hrs of 30<sup>th</sup> July 2024 to the **Office of the Chief Secretary, Nagaland Civil Secretariat, Kohima-797001, Nagaland** by registered post or by hand.

- For any Queries / Clarifications, please email at: [pmucs nagaland@gmail.com](mailto:pmucs nagaland@gmail.com)
- No application fee will be charged.
- The Chief Secretary's Office reserves the right to cancel the recruitment process or reject the application of any candidate(s) without assigning any reason thereof.
- In case of any dispute, the matter will be referred to the selection committee referred in **Para 8** the decision of which shall be binding on all and no appeals whatsoever shall be entertained at any stage.

  
(VIKEYIE KENYA) IAS  
Home Commissioner  
HOME COMMISSIONER  
to the GOVERNMENT OF NAGALAND  
NAGALAND : KOHIMA

## APPLICATION FORM

1. Full Name (In Block Letters):
2. Father's Name :
3. Mother's Name :
4. Gender:
5. Marital Status :
6. Permanent Address:

Paste self  
attested  
Recent Colour  
Passport  
Photo

7. Current Address:

8. Mobile No.(mandatory) :

9. Email ID (mandatory) :

10.Passport No. (If available)(attach a copy): .....

11.Date of Birth (attach a copy of evidence) (dd/mm/yyyy):

12.Age : \_\_\_\_\_ Years \_\_\_\_\_ month(s)

13.Current Designation (if employed):

14.Current Employer's Full Address with email and phone number:

15.Educational Qualification (attach copies of certificates):

Sl. No	Examination	Subjects	Year of Passing	Name of College/School	Name Board/ University	Class/ Percentage of marks obtained
1.	10 <sup>th</sup>					
2.	12 <sup>th</sup>					
3.	Graduation					
4.	Post Graduation					
5.	Others (if any)					

16.Training details relevant to the position applied (attach copies of certificates):

Sl. No.	Title of the Training program	Duration of Training	Training organized by
1.			
2.			
3.			

17.Work/ Professional Experience (attach copies of experience certificates):

Sl. No	Designation	Organization	From (mm/yyyy)	To (mm/yyyy)	Summary of Services provided
1.					
2.					
3.					
4.					
5.					

18. Desirable qualification as per advertisement :

19. Any other Research Experience / Information

20. Salary expectation (per month) :
21. Do you have any criminal or corruption charges against you? (If yes furnish details).
22. Have you ever been arrested, indicted or summoned into court as defendant in a criminal proceeding or convicted, fined or imprisoned for the violation of any law? (If yes furnish details)
23. Have you ever been discharged or forced to resign from any position? (If yes furnish details).
24. Candidates shall complete this application in not more than 10 pages strictly as per the above format, along with self attested copies of relevant documents evidencing that he/she is qualified to perform the services. Candidates are to note that applications without the requisite qualifications may be rejected

**DECLARATION**

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any of the information provided by me are found false or incorrect at any stage, my candidature / appointment shall be liable for cancellation / termination without notice or any compensation in lieu thereof.

I further declare that I am conversant with the terms of engagement and scope of work as contained in the advertisement and undertake to comply with the conditions specified in the event of my candidature being accepted.

Place:

(Signature of the Candidate)

Date: