

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

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

Dated Kohima the 26<sup>th</sup> April 2022

**ADVERTISEMENT**

The office of the Chief Secretary, Government of Nagaland intends to engage 3 (three) young professionals in the Program Management Unit to be setup in the office of the Chief Secretary for monitoring and coordinating the implementation of the various projects/schemes of the Government.

**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 – 3 (Three)

**5. Remunerations**

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

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 1st 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 undergoing research with knowledge in technology assessment will be given extra consideration.

## 7. Terms of engagement

- (i) The candidate should be a citizen of India.
- (ii) The engagement on purely temporary basis and the period of Contract/engagement will be 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.
- (iii) Qualification and experience should be from a verifiable reputed organization.
- (iv) Mere fulfilling the essential qualification does not guarantee for the interview call and selection.
- (v) Canvassing in any form will be a disqualification.

## 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://nagaland.gov.in> 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 10<sup>th</sup> May 2022 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: [csngl@nic.in](mailto:csngl@nic.in)
- 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.

  
(ABHIJIT SINHA) IAS  
Home Commissioner