**MANIPUR INDUSTRIAL DEVELOPMENT CORPORATION LIMITED**

(A Government of Manipur Undertaking)

TERMS AND CONDITION OF CONTRACT ENGAGEMENT

NOTIFIED VIDE NO. MANIDCO/IDC-S/2/08 Dated 20th April, 2015.

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| Post and No. | Essential Qualification | Experience | Period of Contract | Mode/Criteria of Selection |
| Section Officer /Staff Officer, Grade-I (Civil) | Diploma in Civil Engineering or above from a recognized University  **Minimum Computer Literacy**:-  Must be proficient in MS Office  Desirable **:-** Knowledge of Hindi and English. |  | 1 (one) year extendable on  the basis of performance | 1. Application shall be screened by a committee 2. Eligible candidates may have to sit for a written test depending on the no. of candidates. 3. Candidates are to appear in an interview. |
| Jr. staff officer/Jr. Section Officer, Grade-II   1. Civil 2. Electrical | 1. Matriculate or its equivalent from a recognized University /Board. 2. Diploma/Degree in civil Engineering from a recognized institute as approved by all India Technical Board.   **Minimum Computer Literacy**:-  Must be proficient in MS Office  Desirable:- Knowledge of Hindi and Manipuri.  i) Diploma/Degree in Electrical Engineering from a recognized institute as approved by all India Technical Board.  **Minimum Computer Literacy:-**  Must be proficient in MS Office  Desirable:- Knowledge of Hindi and Manipuri. |  | 1 (one) year extendable on  the basis of performance  -do- | -do-  -do- |
| 1. Architecture | i)Diploma/Degree in Architecture Engineering from a recognized institute as approved by all India Technical Board.  Minimum Computer Literacy:-  Must be proficient in MS Office  **Desirable:-** Knowledge of Hindi and Manipuri. |  | 1 (one) year extendable on the basis of performance. | -do- |
| Jr. Staff Officer/ (Draughtsman) | 1. Matriculate or its equivalent from a recognized University /Board. 2. Diploma in Draughtsmanship from a recognized institute as approved by all India Technical Board.   **Minimum Computer Literacy:-**  Must be proficient in MS Office  **Desirable:-** Knowledge of Hindi and Manipuri. |  | -do- | -do- |
| Computer Operator | Graduate in any discipline with B.C.A and equivalent recognized by the Government of India.  **Desirable:-** Knowledge of Hindi and Manipuri. | 2 (two) years experience as computer operator in a respected firm. | -do- | -do- |
| Office Assistant as Computer Operator-cum-Assistant | Graduate in any discipline  Minimum Computer Literacy:-  Must be proficient in MS Office |  | -do- | -do- |
| Driver | H.S.L.C. and equivalent from a recognized institute with Driving License.  **Desirable:-** Knowledge of Hindi and Manipuri. |  | -do- | -do- |
| Grade-IV | Class VIII pass  **Desirable:-** Matriculate and knowledge ofHindi and Manipuri. |  | -do- | -do- |