



**OFFICE OF THE
PROJECT MANAGEMENT UNIT
NAGALAND FOREST MANAGEMENT PROJECT
NAGALAND, KOHIMA**

(A non-profit society under Department of Environment, Forest and Climate Change)



Advertisement for Contractual Engagement

No.NFMP/Admin-Recruitment/2018/2(Pt.III)/3940

Dated Kohima, the 13th February 2024.

Nagaland Forest Management Project Society (NFMP) – JICA assisted is inviting applications for engagement of one (1) personnel for the post of **IT Administrator** (PMU 11) under the Project Management Unit (PMU). Applications in prescribed format with all supporting documents may be submitted to the undersigned at the following address on or before February 29, 2024.

O/O the Project Management Unit
Nagaland Forest Management Project
Ground Floor, Forest Office Complex
Near Ministers' Hill Higher Secondary School
Agri Farm Colony, Nagaland : Kohima – 797001.

Applications may alternatively be submitted via email at om@nfmpjica.org.

Post : IT Administrator (PMU 11).
Remuneration : ₹35000/- per month.
Contract Period : Initially for 1 year (Extension based on performance and project requirement).
Educational Qualifications : Graduate in Computer Science/B.Tech Preferable.
Maximum Age : 40 Years.
Required Experience : Minimum 3 years of experience in similar position.

Job Description :

1. Desktop & Printer troubleshooting.
2. Networking.
3. Server Maintenance.

Desirable Skills

1. Must have working knowledge of Python & Database Management.
2. Web server.
3. Domain Server.
4. Cloud Computing.
5. Troubleshooting and communication skills.

(Vedpal Singh)IFS

Project Director (Monitoring, Evaluation & Implementation)
Nagaland Forest Management Project (NFMP)
Nagaland, Kohima.

Application Format

<p>PLS FILL THE CODE NUMBER OF THE POST APPLIED FOR BELOW</p> <p>.....</p>	<p>Paste Self Attested Passport Size Photo here</p>
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Full Name (in CAPITAL LETTERS)				
Date of Birth (dd-mm-yy)				
Sex	Male / Female			
Marital Status				
Father's / husband's name				
Tribe				
Nationality				
Educational Qualification (MUST list All with marks attained starting with the minimum qualification required for the post applied for) Must attach supporting documents	Class	Yr of passing	Marks Obtained	Remarks if any
	8th			
	10th			
	12th			
	Graduation			
	Post Graduation			

Experience (attach supporting documents)	
Computer courses completed (attach supporting documents)	
List of Documents attached	
Contact Details (Address, Mobile number & email id)	

Declaration:

I do hereby certify that all aforesaid information / details are correct to the best of my knowledge and I have not concealed any information. In case the disclosures are found to be incorrect, the candidature / appointment shall be cancelled without any assigned reason.

(Signature)

Name: _____

**Note: Applications for category C. Divisional Management Unit (DMU) may be submitted to respective DFOs*