

TERMS OF REFERENCE (TOR)

Project Name: Mizoram State AIDS Control Society

Job Title: Driver, Mobile ICTC.

Number of Vacancies: 1

Place of Posting: Lunglei District, Lunglei.

Reporting to: Senior Chief Medical Officer, Lunglei District, Lunglei.

A. SCOPE OF WORK

The Driver will be stationed at the Sr.CMO Office Building on a full-time basis and will report to the Senior Chief Medical Officer. The specific responsibilities include:

1. Operating and maintaining project vehicles safely and efficiently.
2. Transporting project staff and materials as needed, ensuring compliance with traffic regulations.
3. Assisting with vehicle maintenance, including routine checks and repairs.
4. Managing vehicle logbooks, mileage records, and fuel consumption.
5. Ensuring the cleanliness and overall good condition of Mobile ICTC Vehicle.
6. Running errands and performing other tasks as assigned by the Senior Chief Medical Officer or authorized personnel.

B. QUALIFICATIONS

The Driver should meet the following qualifications:

1. A valid driver's license for the type of vehicle(s) to be operated.
2. Minimum educational qualification of at least Class- X from a recognized board.
3. 2 Years of driving LMV experience, preferably in a similar role.
4. Knowledge of vehicle maintenance and basic repair skills.
5. Age between 18 to 40 years.

C. SPECIAL TERMS AND CONDITIONS/SPECIFIC CRITERIA

The assignment is purely on contractual basis and do not infer/bestow upon his/her right to claim for regular appointment in the government. The initial contract will be for 1 Year and may be extended based on satisfactory performance.

D. LAST DATE FOR APPLICATIONS

Interested candidates who meet the eligibility criteria are requested to submit their applications in person, via email (lunglei.cmo@gmail.com), or through postal service to the following address:

- Senior Chief Medical Officer, H&FW Department Lunglei District, Lunglei, Mizoram – 796701
- Applications must be submitted on or before 29th September, 2023.

E. DATE OF PERSONAL INTERVIEW

Time: 11:00 AM

Date: 3rd October, 2023

Venue: Office of the Senior Chief Medical Officer, Lunglei District Lunglei.