



MIZORAM BUILDING AND OTHER CONSTRUCTION WORKERS WELFARE BOARD
DEPARTMENT OF LABOUR, EMPLOYMENT, SKILL DEVELOPMENT AND ENTREPRENEURSHIP
GOVERNMENT OF MIZORAM



A-28, Earth Day Road, MINECO, Khatla, Aizawl - 796001

E-mail: mbocwwbmizoram@gmail.com

Website: www.lesde.mizoram.gov.in

Phone: 0389-2336344

No.A.33029/1/2024-WB(LESDE)-Skill/50

Dated Aizawl the 30th October, 2025

**ENGAGEMENT OF PROJECT ASSISTANTS AND MULTI-TASKING STAFFS AT
MIZORAM BUILDING & OTHER CONSTRUCTION WORKERS' WELFARE BOARD**

Mizoram Building & Other Construction Workers' Welfare Board (MBOCW WB) under Labour, Employment, Skill Development & Entrepreneurship (LESDE) Department, Govt. of Mizoram is requiring **Project Assistants & Multi-Tasking Staffs** for **Skill Development Projects** under MBOCW WB to be engaged on Contract basis. Interested candidates may apply their candidature to the undersigned latest by **14th November, 2025**. Application Forms and other details may be obtained during office hours or downloaded from the Department website link: <https://bocw.mizoram.gov.in/category/notice-board>.

Sl. No	Trade	Place of Posting	No. of Post	Remuneration
1.	Project Assistant	MBOCW WB, Directorate of LESDE, Aizawl	3 Nos.	30,000/- fixed per month
2.	Multitasking Staff	MBOCW WB, Directorate of LESDE, Aizawl	2 Nos.	12,600/- fixed per month

Sd/- JOHN TANPUA

Secretary,

Mizoram Building & Other Construction
Workers' Welfare Board,
Aizawl, Mizoram.

MEMO NO: A.33029/1/2024-WB(LESDE)-Skill/50 : Aizawl, the 28th of October, 2025

Copy to:

1. P.S. to Chairman & Hon'ble Minister, MBOCW WB, LESDE Department for information.
2. P.S. to Vice Chairman & Secretary to the Govt. of Mizoram, LESDE Department for information.
3. The Director, LESDE Department for information.
4. The Web Manager for uploading in Official Website.
5. Guard File.

Secretary,

Mizoram Building & Other Construction
Workers' Welfare Board,
Aizawl, Mizoram.

**APPLICATION FORM FOR ENGAGEMENT OF
PROJECT ASSISTANT AND MULTI-TASKING
STAFF AT MIZORAM BUILDING & OTHER
CONSTRUCTION WORKERS' WELFARE BOARD**

**Use uppercase to fill up section 1&2. *Use tick mark for check boxes.*

(Fix latest passport
size photograph)

1. Personal Details:

Name (in uppercase)	
Father's name	
Nationality	
Sex	Male ☐ Female ☐
Date of Birth	dd/mm/yyyy
Marital Status	Single ☐ Married ☐
Post applied for	1. Project Assistant ☐ 2. Multi-Tasking Staff ☐
Address for correspondence	
Permanent Address	
Contact No./ Mobile No. (Provide 2 No. if possible)	
E-mail ID	

2. General Qualification (from Xth class onwards):
(Self attested documents to be enclosed)

Name of Examination	Name of School/ College/ Department/ Institute	Name of the Board/ University	Duration of the course	Year of Passing	Marks attained (%age)

3. Any Other Qualification/s:
(Self attested documents to be enclosed)

4. Experience :
(Self attested documents to be enclosed)

Name of Organization	Designation & Location	Duration (Month & Year)		Major Responsibilities
		From	To	

Note : Documents to be attached (Self attested):-

1. Birth Certificate / HSLC Certificate
2. Certificates/ Marksheets from HSLC onwards
3. Certificates/ Marksheets of Any Other Qualification/s
4. Experience Certificates
5. Employment Registration Card

Signature of Candidate

JOB DESCRIPTION FOR ENGAGEMENT OF PROJECT ASSISTANT & MULTI-TASKING STAFF UNDER MBOCWWB, LESDE DEPARTMENT

1. Project Assistant (3 positions)

Aspect	Details
Key Responsibilities	- Assist the concerned Officer in overall implementation. - Coordinate with training providers, district labour offices, and "Skill on Wheels" teams. - Maintain beneficiary database, attendance, and certification records. - Compile quarterly progress reports. - Liaise with finance/accounts section for budget utilization statements. - Other duties as may be assigned from time to time
Essential Qualifications	- Any Graduate (preferably Master of Business Administration). - Minimum 2 years' experience in skill development, livelihoods, or social sector projects. - Below age 40. - Proficiency in MS Office, data handling, and report writing.
Duration & Nature	Full-time, contractual for the entire project period (3 years) with annual performance review.
Monthly Remuneration	Rs. 30,000/-
Benefits	As applicable to staffs of Welfare Board

2. Multi-Tasking Staff (2 positions)

Aspect	Details
Key Responsibilities	- Manage office logistics, dispatch, filing, and photocopying. - Support field activities: venue arrangements, beneficiary mobilisation, and material distribution. - Assist in maintaining inventory of training equipment and supplies. - Provide basic clerical and messenger services. - Other duties as may be assigned from time to time
Essential Qualifications	- Minimum Class-X pass. - Below age 35. - Basic computer knowledge preferred. - Prior field or office support experience desirable.
Duration & Nature	Full-time, contractual for the entire project period (3 years) with annual performance review.
Remuneration	Rs. 12,600/-
Benefits	As applicable to staffs of Welfare Board

Note:

- Applicants should apply only in PRESCRIBED Application Form.
- Applicants should submit their application imprinting 'Application for the post of Project Assistant/ Multi-Tasking Staff under MBOCWWB' to A-28, Earth Day Road, Directorate of LESDE, MINECO, Khatla.