

GOVERNMENT OF NAGALAND
Office of the Society for Climate Resilient Agriculture in Nagaland (SoCRAN)
ELEMENT, NAGALAND PROJECT- WORLD BANK
NAGALAND: KOHIMA

NO. ELE-WB/ESTT-1/2/2025/633

Dated Kohima, the 21st August, 2026

ADVERTISEMENT

The “*Enhancing Landscape and Ecosystem Management*” (**ELEMENT- WORLD BANK**) Nagaland Project invites applications for filling up of contractual engagement for the following position:

Sl. No	Name of Post	No. of Post	Max Age	Place of Posting
1.	Driver	5	35	SPMU Kohima
2.	Driver	5	35	ZMU Kohima (Kohima, Chumoukedima/Nuiland, Peren, Phek/Meluri)
3.	Driver	4	35	ZMU Wokha (Wokha, Zunheboto, Mokokchung, Tseminyu)
4.	Driver	5	35	ZMU Mon (Mon, Tuensang/Noklak, Kiphire/Shamator, Longleng)

Details of the advertisement and application form can be obtained from ELEMENT Project website www.elementnagaland.in. Applicants are advised to refer to the ‘**Instructions and Guidelines**’ and ‘**Terms of Reference**’ given in the website before submitting the application.

Application in the prescribed form with CV and supporting documents should be sent by email at elementnagaland.hr@gmail.com on or before **03/09/2026, by 4:00 PM**. Applications will be accepted online only. Shortlisted candidates fulfilling the requirements outlined as per the ToR shall be called for a driving test, the details of which will be notified at a later date.

Sd/-
(KUMAR RAMNIKANT) IAS
Project Director, ELEMENT

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GENERAL INSTRUCTIONS & GUIDELINES FOR THE APPLICANTS

1. Applications must be furnished in the prescribed format only. Write clearly the CODE number of the position applied for in the format.
2. Only one application shall be entertained from one person.
3. Candidates fulfilling the requisite qualification and experience must submit the Application Form along with education and experience certificates at **elementnagaland.hr@gmail.com**
4. Candidates already under employment in any Government Department/Organizations/ PSUs should apply through concerned controlling authority and submit NOC.
5. Applications shall be shortlisted according to approved evaluation criteria. Admit card for the driving test and interview shall be share through email.
6. The shortlisted candidates shall follow the following recruitment process for which dates for all recruitment stages shall be communicated through email and will be uploaded in the ELEMENT Nagaland website:

Sl. No	Position	Recruitment Process
i.	Drivers (Two Stage Process)	• Driving Test • Interview (with a 3:1 ratio)

7. Only shortlisted candidates shall be invited for the personal interview.
8. The candidates shall bring original documents at the time of Personal Interview.
Last date of submission of applications is **03/09/2026 by 4:00 PM.**
9. Offer letters will be sent to selected candidates through email and subject to general health check-up and verification of antecedents.
10. The selected candidates will give an undertaking regarding acceptance of the terms and conditions of the offer and will initially be engaged for a period of one year purely on contractual basis, which may be extended depending on their performance.
11. Further, the services of contractual employees, which may be intermittent in nature, shall be co-terminus with the project.
12. The engagement shall not confer any right to a regular appointment at any time in the SoCRAN - ELEMENT Project, Nagaland or any other State Government Organizations. The engagement will be purely temporary in nature and shall not invite any legal recourse now or in the future.
13. The provisions for Human Resource Manual of ELEMENT Project, Nagaland shall be the guidelines for such engagements.

Details of vacancies for ELEMENT Project

S. No.	Position	Number of Post	Monthly Remuneration (₹)	Max Age	Qualification	Required Experience	CODE Number
1.	Driver	5	20,000	35	- Minimum Education Qualification Class 8 Pass form a recognized board - Having a valid Driver's License	- Preference shall be given to those candidates having 3 years of work experience in reputed organization. - Knowledge in vehicle maintenance, minor repair, Road safety rules and regulations.	SPMU20
2.	Driver	5	20,000	35	- Minimum Education Qualification Class 8 Pass form a recognized board - Having a valid Driver's License	- Preference shall be given to those candidates having 3 years of work experience in reputed organization. - Knowledge in vehicle maintenance, minor repair, Road safety rules and regulations.	ZMU13
3.	Driver	4	20,000	35	- Minimum Education Qualification Class 8 Pass form a recognized board. - Having a valid Driver's License.	- Preference shall be given to those candidates having 3 years of work experience in reputed organization. - Knowledge in vehicle maintenance, minor repair, Road safety rules and regulations.	ZMU14
4.	Driver	5	20,000	35	- Minimum Education Qualification Class 8 Pass form a recognized board. - Having a valid Driver's License.	- Preference shall be given to those candidates having 3 years of work experience in reputed organization. - Knowledge in vehicle maintenance, minor repair, Road safety rules and regulations.	ZMU15

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**Passport Photo
to be Affixed**

APPLICATION FORM FOR STATE PROJECT MANAGEMENT UNIT

Application for the post of _____ (To be
filled in block letters)

CODE Number

1. Name of Applicant:

2. Father's/Husband's Name:

3. Date of Birth:

4. Sex: Male/Female

5. Marital Status: Married/Unmarried

6. Tribe:

7. Nationality:

8. Correspondence Address:

9. Mobile Number: _____ 10. E-mail: _____

11. Educational Qualification (Attach self-attested photocopy of all the certificates):

Sl. No.	Examination Passed	Board / University /Institute	Year of Passing	Marks Percentage

12. Work Experience (Attach self-attested photocopy of all the certificates):

Sl. No.	Name & Address of Employer	Designation	Period of Service (Mention Date, Month & Year)		Total Period of Service (Years & Months)
			From	To	

13. Other Qualification / Experience (Attach self-attested photocopy of all the certificates):

14. List of Documents attached:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

I, _____ hereby declare that all aforesaid information 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.

Place:

Signature of Candidate

Date:

***Note:**

- i. Applications will be accepted only through E-mail. No offline applications will be accepted.**
- ii. Incomplete documents and non-fulfilment of qualifications as indicated in the ToRs shall be summarily rejected.**

JOB DESCRIPTION OF DRIVER

Position Title : Driver
Reporting Authority : Attached Officer/ Admin& HR
Work Location : State Project Management
Salary per month : Rs. 20,000/-

1. Required Qualifications & Experiences:

- A minimum education qualification of 8th Pass from a recognized board.
- Preference shall be given to those candidates having 3 years of work experience in reputed organization.
- Holding a valid Driver's license.
- Knowledge in vehicle maintenance, minor repair, Road safety rules and regulations.

2. Roles and Responsibilities:

- Drive office vehicle for the transport of authorized personnel.
- Provide logistic support as and when required.
- Maintain and ensure good working condition of the vehicle at all times.
- Helping with loading and unloading of goods, raw materials and staff luggage.
- Conducting timely vehicle maintenance checks.
- Scheduling vehicle service appointments.
- Ensuring the safety of staff members and goods during the journey.
- Identifying any mechanical issues in the vehicle.
- Any other task assigned by the higher authority.