

## TERMS OF REFERENCE

1. Applicants currently employed in other organizations / agencies / company must submit “**No Objection Certificate**” duly signed by the Head of the Organization / Agency / Company, with seal, along with date of Appointment / engagement.
2. Candidates must specify the name of position they are applying for and submit all relevant documents including Indigenous Inhabitant Certificate along with the application / CV & contact details. All documents must be duly self-attested.
3. Application will be accepted **online** through NSEDM email [nsedm.gon@gmail.com](mailto:nsedm.gon@gmail.com) duly attached in PDF format with all enclosures. No application will be entertained after the expiry of the last date of submission.
4. **Only shortlisted candidates** will be intimated via email for personal interview.
5. Selection will be based on merit & experience.
6. Engagement of selected candidates will be for a period of 1 year / FY 2025 - 26 or co – terminus with the Mission whichever is earlier.
7. The selected candidates must undergo routine training (*if necessary*) to enhance their skills to deliver on the job description as listed.
8. **Age limit:** minimum 25 years & upper age limit of 55 years.
9. The following Policy provided as per extant Government notification no. **AR/LEGAL-5/8/2024** dated Kohima, the **2<sup>nd</sup> May, 2025** will be adopted for the engagement to the positions under the NSEDM.
  - i. Terms of engagement
  - ii. Absence and pay
  - iii. Safety and health measures
  - iv. Code of conduct
  - v. Grievance redressal
  - vi. Termination of engagement