

DIMAPUR AO BAPTIST AROGO
TOKLANG TENZÜKER ADVERTISEMENT 2025
(TEMETETTSÜTEM)

POST VACANCY ASER SOBUYIM (ELIGIBILITY)

Sl. No.	Post Vacancy	Category	No. of Vacancy	Pay Level ROP 2020	Post Eligibility	Remarks
1.	Associate Pastor	Ministry Staff	1	Level 7	1. Recognized Institution ka nungi B.D./ M.Div. degree den küm Pungo (5) Pastoral /Arogo mapa inyakba nübu ka asütsüla. 2. Pastoral mapa nung tenzüksü asoshi tajemba agi tasoba küm Lir-Pungo (45 years) asütsüla. (As on 31.03.2025)	Eligibility kuli submit asütsüla
2.	Accountant	Establishment Staff	1	Level 4	1. Tazüngba nung B. Com. den Computer Accounting metetba ka asütsüla.	Eligibility kuli submit asütsüla
3.	Office Assistant	Establishment Staff	1	Level 3	1. Tazüngba nung Graduate den computer amshitsü metetba asütsüla.	Eligibility kuli submit asütsüla
4.	Supervisor	Establishment Staff	1	Level 3	1. Tazüngba nung Diploma in Engineering akaba nübu ka asütsüla.	Eligibility kuli submit asütsüla
5.	E-Media Operator	Establishment Staff	1	Level 3	1. Tazüngba nung tajemba agi Diploma in Electronic/Digital Media akaba nübu asütsüla.	Eligibility kuli submit asütsüla

TONGTIBANG TEMETETTSÜTEM

- **APPLICATION SUBMISSION LAST DATE: 31st March 2025**
- **MODE OF APPLICATION SUBMISSION: Application Form aser nüngdakba kaket ajak pdf file ka nung email ajanga dabaselectioncom@gmail.com address-i yoktsüla.**
- **ENQUIRY: Convenor Selection Committee address süa enquiry lira email (dabaselectioncom@gmail.com) ajanga dang asütsüla.**
- **ADVERTISEMENT HARDCOPY: Nüngdaker temi Arogo Secretary nungi agitsü akok.**

APPLICATION FORM (AO/ENGLISH) DEN SUBMIT ASÜTSÜBA KAKET KULITEM

1. Cover Letter.
2. Curriculum Vitae (CV)/Résumé.
3. Post specific eligibility kuli kakettem.
4. Tenzüksü ajaba kuli.
5. Pei atenba Arogo aser teinyakdak institution nungi taküm jakla liro aser tarak maket kuli shiti tejangja zülu nung meshir submit asütsüla.
6. Temangjung (physical fitness) kuli shiti tejangja registered medical Practitioner (Physician) ka nungi submit asütsüla.
7. Academic Record aser Certificate (Class 10 nungi shir) ajak submit asütsüla.
8. Tasoba küm kuli academic record (Class 10 Admit Card) submit asütsüla.
9. Temeshi Lai tesayuba aser Baptist Arogo tamang tamendakba hau ta agizükba kuli tezüluba nung agütsütsüla.

TENZÜKBA MAPA INDANG TEMETETTSÜTEM (GENERAL SERVICE CONDITIONS)

1. Pastor/Associate Pastor mapa nung küm Ter (10) tashi inyaker sodi agutsütsü. Saka küm Ter (10) term mabensadang tasoba küm Roker (60) abensadokra sodi agutsütsü.

2. Board of Deacon-i Pastor/Associate Pastor indang Performance Evaluation Report repranger temsüa lirabang Service extension atema Inti dangi abentsu (tasoba küm 60 tashidang).
3. Pastor/Associate Pastor tem dak alaka tangar tenzükertem tasoba küm Roker (60) abensadang mapa nungi anentsü. Tasoba küm academic record agitsü.
4. Tenzüker ka mezüing shim dang küm ana (two years) tashi tenzüker külen Arogo-i pa/la mapa aser taküm nung temulung süra, maneni inyakdaksütsü; saka temulung mesüra anendaksütsü.
5. Tenzükba mapa nung küm ana (two years of probation) abensar temsüa lira regularized asütsü, aser Arogo nungi tangutsüyim lemteta aliba ama agütsütsü.
6. Tenzüker shia, Tsüngrem O, Laishiba tesayuba aser Baptist Arogo polity dak ajemdaker DABA kübok tashi anga tenzüksü.
7. Toklang tenzüker ajak Arogo nung temeja tenzüker kaka asütsü. Board of Deacon temelaba mekai tenzüker shinga tanga lokti tentet nung mapa agizüka inyaktsü memelar.
8. Tenzükba nung temulung masü, mesüra tashishitsü, tenzüker ka dak ngura Pastor-i metongshitsütsü, iba sülen timi melira Board of Deacon-i timi temetongshiba agütsütsü. Aji oda sür külena memelenshira Board of Deacon-i kechi lemtetdir aji tatem asütsü.
9. Tenzükba mapa nung promotion yimya malitsü.
10. Toklang tenzüker ajak DABA arrla kübok lia tenzüksü.

TENZÜKBA MENDEN TEINYAKTSÜTEM (DUTIES & RESPONSIBILITIES)

INYAKYIM LENIBA OCET–XVII A.2. Associate Pastortem Teinyaktsü:

- i. Pei telemzükba Fellowship nung oa lia, kibongtem semdanga Tsüngrem O agi santem mesüba, tekülem sentep acha-ayangba aser Fellowship nung maparen ajak acha-ayanga inyaktsü.
- ii. Temeshi Lai tesayuba nung ajemdaker, Arogo nung tamang tesayuba mapa, Baptiba, Kibuba Benjong aser Temeshi kiyimba kulizüing agütsüba, nütsüngsüba mapatem aser Arogo-i nungloktsüba ama inyaktsü.
- iii. Arogo Ministry balala maparen Fellowship nung tenzükertem ajungshia aser yaritepa inyaktsü.
- iv. Item mapatem ajak Pastor den angatetepa inyaktsü.
- v. Item dak alaka Arogo-i nungloktsüba mapatem inyaktsü.

INYAKYIM LENIBA OCET–XVII E.2. Accountant Teinyaktsü:

- i. Ita shia account yanglua ayutsü.

- ii. D.D.O asoshi financial Assistant ama inyaktsü.
- iii. Arogo Budget nung ajemdaker Board of Deaconi sanction asüba account junga acha-ayangtsü.
- iv. Senotsü taruba aser teindokba jangja-a meteta ayutsü/alitsü.
- v. Ita shia payment ajak bills yanglur D.D.O-i sign sur-ang Cashier dangi disbursal atema yoktsü.
- vi. Bill voucher ajak pai verify süua D.D.O-i sign surang Cashier ajanga payment asütsü.
- vii. Arogo nung senotsü dak sendakba file ajak pa table ajangtsü.
- viii. Arogo mission field balala mesura project balala document verification aser physical verification mapa inyaktsü.
- ix. Item dak alaka Arogo-i nungloktsüba mapatem inyaktsü.

INYAKYIM LENIBA OCET–XVII E.5. Office Assistant Teinyaktsü:

- i. Arogo sentongtem, Tershilem aser Tongtepratep ocet ajenba mapatem pai inyaktsü.
- ii. Office nung printing machine anepalua ketdang asütsü.
- iii. Office nung Pastor-i nungloktsüba ama inyaktsü.
- iv. Deobarnü sen azüngdang yaritsü.
- v. Item dak alaka Arogo-i nungloktsüba mapatem inyaktsü.

INYAKYIM LENIBA OCET–XVII F.3. Supervisor Teinyaktsü:

- i. Light, Air-Condition, Benches, TV Sets, Halls, Sub-station, Generator, Compound lights, Water-filtration, Electrical maintenance ajak Arogo Secretary den angatettepa inyaktsü.
- ii. Fellowship shia nung maintenance mapa acha-ayangtsü.
- iii. Item dak alaka Arogo-i nungloktsüba mapatem inyaktsü.

INYAKYIM LENIBA OCET–XVII F.2. E-Media Operator Teinyaktsü:

- i. DABA internet ajak pa/la ajanga ketdang asütsü.
- ii. DABA Website uploading pa/la ajanga inyaktsü.
- iii. Arogo indang Computer, Laptop aser item dak sendakba oset ajak ketdang asütsü.
- iv. Arogo ministry nung nüngdakba Video aser Audio recording aser media nung uploading ajak pa/la ajanga inyaktsü.
- v. Item dak alaka Arogo-i nungloktsüba mapatem inyaktsü.

SHIMBAYIM (RECRUITMENT PROCESS)

Shimbayim yamai asütsü:

- Associate Pastor – Written Exam, Sermon Test, Interview
- Accountant – Written Exam, Interview
- Office Assistant – Written Exam, Interview
- Supervisor – Practical Test, Interview
- E-Media Operator – Practical Test, Interview

Item tatidang (Exam/Assessment) indang tejangja osang mapang jilia Selection Committee-i sangtong (notification) ajanga eligible candidates nem metetdaksütsü.

TOKLANG TENZÜKERTEM SHIMTSÜ ASOSHI CRITERIA/PARAMETERS **(INYAKYIM LENIBA 2024 ANNEXURE B)**

- Biblical Conversancy
- Ministry Experience & Commitment Assessment
- Sermon Proficiency Test
- Language Proficiency Test
- Academic Pedigree Assessment
- Technical Knowledge Examination
- Skill Assessment
- Life (Christian) Values Evaluation