



**DISTRICT RURAL EMPLOYMENT GUARANTEE
SCHEME MEGHALAYA::: OFFICE OF THE DEPUTY COMMISSIONER &
DISTRICT PROGRAMME COORDINATOR,
WEST GARO HILLS, TURA.**

**ADVERTISEMENT FOR THE DISTRICT PROGRAMME RESOURCE CENTRE
(DPRC) & RGSA AT THE BLOCK LEVEL UNDER RASHTRIYA GRAM SWARAJ
ABHIYAN (RGSA)**

Applications are invited from the residents of Meghalaya, for the following post under Rashtriya Gram Swaraj Abhiyan (RGSA) Meghalaya, West Garo Hills, Tura.

Applications duly filled in the Standard Application Form (Part IX Advertisements and Notices by Government offices and Public Service, The Gazette of Meghalaya) along with photocopies of relevant self-attested documents may be submitted to the office of the undersigned on or before 12.8.21. The post is purely on a contractual basis for a period of 1 (one) year, extendable on the basis of performance. **Screening test if required shall be conducted before short listing of the candidate for the interview.**

The interview will be held on 19.8.21 onwards at the Office of the Project Director, DRDA, Tura.

Unit under RGSA	Sl No.	Name of the post	No. of post to be recruited	Salary of the post (Rupees in Thousands)
District Programme Resource Centre (DPRC)	1	Planning and Training Manager	1 (one)	₹ 30,000/- (Rupees Thirty Thousand Only)p.m
	2	Training Assistant	1 (one)	₹ 20,000/- (Rupees Twenty Thousand Only)p.m
Recruitment of staff under RGSA at the Block level	3	Programme Assistant	7 (seven)	₹ 25,000/- (Rupees Twenty-Five Thousand Only)p.m
	4	Accountant cum DEO	7 (seven)	₹ 20,000/- (Rupees Twenty Thousand Only)p.m

Sl No. 1 - Planning and Training Manager

Name of the post	<i>Planning and Training Manager</i>
No. of positions	<i>1 (one)</i>
Place of Posting	<i>District under District Programme Resource Centre (DPRC)</i>
Minimum Qualifications	<i>Should have Post Graduate degree from a recognized University/ Institution in Social Work/ Rural Development/ RDAP/ Agricultural Economics/ Sociology or related fields.</i>
Experience	<i>Minimum of 2-3 years of work experience in Rural Development or related fields</i>
Other essentials	<i>Computer skills in addition to analytical skills, willingness to accept a minimum tenure of one year</i>
Nature of works	<i>Training, capacity building and development of training modules and IEC activities</i>
Remuneration (per month)	<i>₹ 30,000/- (Rupees Thirty Thousand Only)</i>

Sl No. 2 - Training Assistant

Name of the post	<i>Training Assistant</i>
No. of positions	<i>1 (one)</i>
Place of Posting	<i>District under District Programme Resource Centre (DPRC)</i>
Minimum Qualifications	<i>Should have Graduate degree from a recognized University/ Institution in Social Work/ Sociology/ Rural Development/ Agricultural Economics or related fields</i>
Experience	<i>Minimum of 2-3 years of work experience in Rural Development or related fields.</i>
Other essentials	<i>Computer skills in addition to analytical skills, willingness to accept a minimum tenure of one year</i>
Nature of works	<i>Training, capacity building and development of training modules and IEC activities</i>
Remuneration (per month)	<i>₹ 20,000/- (Rupees Twenty Thousand Only)</i>



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SI No. 3 - Programme Assistant

Name of the post	<i>Programme Assistant</i>
No. of positions	<i>7 (one in each block)</i>
Place of Posting	<i>C&RD Block</i>
Minimum Qualifications	<i>Post Graduate degree from a recognized University/ Institution in Social Work/ Sociology/ Economics/ agricultural Economics/ Rural Development or related fields.</i>
Experience	<i>Minimum of 2-3 years of work experience in Rural Development or related fields.</i>
Other essentials	<i>Empathy with tribal communities and weaker sections, willingness to travel extensively in rural areas and stay in remote villages, ability to interact easily with rural people, adequate Computer skills in addition to analytical skills on issues of community mobilization and gender, proficiency in English and should know local dialect of the respective Block, willingness to accept a minimum tenure of one year.</i>
Nature of works	<i>To play a critical role in building a 'Team' of those associated with the Project Implementation in the state, to plan and administer capacity building programmes for Block and VEC functionaries, to coordinate, to organize meetings, seminars, workshops and other official events, to develop appropriate communication procedures to ensure that all team members are informed regarding the policies and directions of the parent Department on RGSA programme, to liaise with Parent Department/ Organization and review performance of the RGSA at the block, to liaise with District/ Block/ VEC/ communities to ensure conformity with project objectives and approach, assisting/ guiding communities in development of Village Institution plans, monitoring and supervision of trainings for community leadership, provide periodic written report on various programmes and capacity Building.</i>
Remuneration (per month)	<i>₹ 25,000/- (Rupees Twenty-Five Thousand Only)</i>

SI No. 4- Accountant cum DEO

Name of the post	<i>Accountant cum DEO</i>
No. of positions	<i>7 (one in each block)</i>
Place of Posting	<i>C&RD Block</i>
Minimum Qualifications	<i>Graduate in Commerce and 1 year Diploma in Computer Application or equivalent (compulsory)</i>
Experience	<i>Minimum of 2-3 years of work experience in accounts related works</i>
Other essentials	<i>Adequate Computer skills in addition to analytical skills, willingness to accept a minimum tenure of one year</i>
Nature of works	<i>To maintain the books of accounts under the scheme and assist in data entry works pertaining to trainings and programmes conducted under the RGSA scheme, to assist the Block towards planning and administer capacity building programmes for Block and VEC functionaries, provide periodic financial position of the Block in respect to the RGSA scheme.</i>
Fixed consolidated pay	<i>₹ 20,000/- (Rupees Twenty Thousand Only)</i>

Only candidates fulfilling the above criteria shall be allowed to appear for the interview. No TA/DA will be entertained to candidates for appearing in the interview.


Ram Singh, IAS,
Deputy Commissioner & District Programme Coordinator
MGNREGS, West Garo Hills.