

**OFFICE OF THE  
DISTRICT RURAL DEVELOPMENT AGENCY  
SOUTH WEST KHASI HILLS DISTRICT:::MAWKYRWAT**

No.DRDA/MKT-42/CP-2018/14/130

Dated Mawkyrwat, The 15<sup>th</sup> July, 2021


**ADVERTISEMENT**

Applications are invited from the residents of Meghalaya for the following posts under the Programme Rashtriya Gram Sawaraj Abhiyan (RGSA) on contractual basis for a period of one year, extendable subject to satisfactory performance and continued requirement of service.

Sl. No	Detail of Posts	Eligibility Criteria
1.	<b>Planning and Training Manager</b> Number of post: 1 (One) Remuneration : Rs. 30,000/- p.m Place of posting : DRDA, SWKH	Should have Post Graduate degree in Social Work/Rural Development/RDAP/Agricultural Economics/ Sociology or related fields from recognized institutions.  Minimum 3 years of work experience in relevant fields.
2.	<b>Training Assistant</b> Number of post: 1 (One) Remuneration : Rs. 20,000/- p.m Place of posting : DRDA, SWKH	Graduate in Social Work / Sociology / Rural Development / Agricultural Economics or related fields from recognized institutions.  Minimum 1 year of work experience in relevant fields.
3.	<b>Programme Assistant</b> Number of posts: 2 (one in each Block) Remuneration :Rs. 25,000/-p.m Place of posting : BDO Mawkyrwat/Ranikor	Should have Post Graduate degree in Social Work / Sociology / Economics / Agricultural Economics / Rural Development or related fields from recognized institutions.  Minimum 2 years work experience in relevant fields.
4.	<b>Accounts Assistant cum DEO</b> Number of posts : 2 (one in each Block) Remuneration :Rs. 20,000/-p.m Place of posting : BDO Mawkyrwat/Ranikor	Graduate in Commerce from recognized institutions and 1 year PGDCA or equivalent.  Minimum 2 years working experience in relevant fields.

**Instruction:**

1. Applicants should refer the detailed Recruitment Notice on the Office Notice Board or Website of South West Khasi Hills District ([www.southwestkhasihills.gov.in](http://www.southwestkhasihills.gov.in)) for more information about the posts and the steps to apply.
2. **The last date for receiving of applications is 6<sup>th</sup> August, 2021.**

  
Deputy Commissioner  
Cum-Chairman  
District Rural Development Agency  
South West Khasi Hills District  
Mawkyrwat

DRDA South West Khasi Hills District::Mawkyrwat

Recruitment of Planning & Training Manager, Training Assistant, Programme Assistant  
and Accounts Assistant Cum Data Entry Operator (July 2021)

1. PLANNING & TRAINING MANAGER (RGSA)

Number of position: 1 (One)

**Essential Qualification:** Should have Post Graduate degree in Social Work / Rural Development / RDAP / Agricultural Economics/ Sociology or related fields from recognized institutions.

**Other essential requirement:** Work experience of atleast 3 (three) years in Rural Development sector or having experiences in the field of training and implementation of Rural Development Programmes.

**Place of Posting:** Office of the Project Director, DRDA, SWKH, Mawkyrwat (DPMU/DPRC)

**Upper Age limit:** 35 years as on 6<sup>th</sup> August, 2021.

**Remuneration:** Rs. 30,000/- p.m fixed.

**Remarks:** Detail of essential requirements and nature of responsibilities is shown in Annexure-II.

2. TRAINING ASSISTANT (RGSA)

Number of position : 1 (One)

**Essential Qualification:** Graduate in Social Work / Sociology / Rural Development / Agricultural Economics or related fields from recognized institutions.

**Other essential requirement:** Work experience of atleast 1 (one) year in the field of Rural Development and exeperience of working with the community.

**Place of Posting:** Office of the Project Director, DRDA, SWKH, Mawkyrwat (DPMU/DPRC)

**Upper Age limit:** 32 years as on 6<sup>th</sup> August, 2021.

**Remuneration:** Rs. 20,000/- p.m fixed.

**Remarks:** Detail of essential requirements and nature of responsibilities is shown in Annexure-II.



3. PROGRAMME ASSISTANT (RGSA) ✓

**Number of positions:** 2 (One in each C & RD Block)

**Essential Qualification:** Should have Post Graduate degree in Social Work / Sociology / Economics / Agricultural Economics / Rural Development or related fields from recognized institutions.

**Other essential requirement:** Work experience of atleast 2 (two) years in Rural Development or related fields.

**Place of Posting:** Office of the Block Development Officer, Mawkyrwat/ Ranikor C & RD Block

**Upper Age limit:** 35 years as on 6<sup>th</sup> August, 2021.

**Remuneration:** Rs. 25,000/- p.m fixed.

**Remarks:** Detail of essential requirements and nature of responsibilities is shown in Annexure-III

4. ACCOUNTS ASSISTANT cum DATA ENTRY OPERATOR (RGSA)

**Number of positions:** 2 (One in each C & RD Block)

**Essential Qualification:** Graduate in Commerce and 1 year Post Graduate Diploma in Computer Applications from recognized institutions.

**Other essential requirement:** Work experience of atleast 2 (two) years in accounts.

**Place of Posting:** Office of the Block Development Officer, Mawkyrwat/ Ranikor C & RD Block

**Upper Age limit:** 32 years as on 6<sup>th</sup> August, 2021.

**Remuneration:** Rs. 20,000/- p.m fixed.

**Remarks:** Detail of essential requirements and nature of responsibilities is shown in Annexure-III.

**NATURE OF APPOINTMENT:**

The appointment shall purely be on contractual basis for the period of 1 (one) year, extendable subject to satisfactory performance and continued requirement of service.

**SELECTION PROCESS:**

1. Written Test, Skill Test with interview or as per the recommendation of the Selection Committee.

## HOW TO APPLY?

1. Application should be submitted by **e-mail** or by **post** or by **hard copy (hand)**.
2. The prescribed Application Form should be downloaded from the Website of South West Khasi Hills District, Mawkyrwat [www.southwestkhasihills.gov.in](http://www.southwestkhasihills.gov.in).
3. The application form should be filled in all respect clearly by hand writing / typing. *The applicant can use additional sheet(s) to mention other important or related qualifications and experience should the space provided in the form is not sufficient and put the signature at the bottom of the page of such sheets.*
4. Attach recent passport size photograph in the application form in the space provided.
5. Sign in the declaration section at the bottom of the application form.
6. Scan the duly filled application form in **pdf format** (max 200dpi) along with the Marksheets of SSLC, HSSLC, Degree, Post Graduate, Certificate of Computer Application and Experience Certificate(s) in the same document. **No other documents should be enclosed.**
7. Rename the scanned document to **FIRSTNAME-POST.pdf** ( example: **MYNAME-PTM.pdf** / **MYNAME-TA.pdf** / **MYNAME-AADEO.pdf** / **MICHAEL-PA.pdf**)
8. Send the scanned document to **[drdaswkhrectt@gmail.com](mailto:drdaswkhrectt@gmail.com)**
9. **Applications sent by email will be received upto 6<sup>th</sup> August, 2021.**
10. **To submit the application by post / by hand**, the applicant should attach attested copies of marksheets of SSLC, HSSLC, Graduate, Post Graduate, Certificate of Computer Application and Experience Certificate(s) with the duly filled Application Form and send / submit to the **Project Director, DRDA South West Khasi Hills District, Mawkyrwat-793114.**
11. **Applications sent by post / hand will be received upto 6<sup>th</sup> August, 2021 at 5:00 PM.**

## **SUMMARILY REJECTION:**

1. Applications received after the last date.
2. Incomplete applications.
3. Unclear applications.
4. Unsigned applications (affixing of the signature digitally will not be allowed)
5. Applications which are not as per prescribed format.

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**VERIFICATION:**

1. All deciding eligibility and desirable criteria such as qualification, age, experience, etc shall be as on the last date of receiving of applications. Applicants are therefore requested to satisfy their candidature before applying for the said posts.
2. Applicants are to fill correct and complete information in the application form.
3. Filing of falsified information shall result to disqualification of the candidate(s) at any stage.

**OTHER IMPORTANT INSTRUCTIONS**

1. Applicants who are submitting the applications by post are to ensure that it should reach the receiving office on or before the last date.
2. Applicants are requested to have a valid email address and mobile number for further communications.
3. Keep the hard copy of the Application Form sent by email for further reference.
4. Shortlisted candidates will be called for the Screening Test or interview as required.
5. Necessary correspondence regarding the recruitment will be updated in the Office Website of South West Khasi Hills District and Office Notice Board. Applicants are therefore requested to check the website / notice board regularly for updates.

< Continue to Annexure-II & Annexure-III >