

**OFFICE OF THE  
DISTRICT RURAL DEVELOPMENT AGENCY  
WEST KHASI HILLS DISTRICT  
NONGSTOIN**

**ADVERTISEMENT**

Applications in a prescribed Standard application forms are invited from the Citizens of India for filling up vacant posts of **Assistant Programme Officers and Technical Assistants**, under MGNREGA in **West Khasi Hills, District Nongstoin**, Meghalaya on a Contractual appointment initially for a period of 1 (one) year and likely to be extended on the basis of performance during the project period.

Sl no	Posts name	Vacancies	Pay
1	<b>Assistant Programme Officer</b>	4 Nos	₹ 18,000 PM
2	<b>Technical Assistant</b>	2 Nos	₹ 15,000 PM

**Age – 18 to 35 years** (relaxable by 5 years in case of Scheduled Tribe and Scheduled Caste)

**Qualification –**

Sl no	Name of Posts	Qualification
1	<b>Assistant Programme Officer</b>	Should have Post Graduate degree from a recognized University/ Institution in Social Work/ Sociology/ Economics/ Agricultural Economics/ Rural Development or related fields.
2	<b>Technical Assistant</b>	Diploma in Engineering (CIVIL)

**Experience:**

**APO:** Minimum of 3 years' experience in the field of Rural Development and Community Mobilization, Community Institutional Building and Gender Sensitization, training for implementation of Rural Development Schemes of State/ Central Govt./Externally Aided Schemes.

**TA:** Minimum of 2 years' experience in the field.

**Nature of works:**

**APO:** Frequent travel is compulsory, meeting with VEC members at their own villages which are rural and remote and should be willing for night stays, ability to empathize with the rural poor and lateral communication with them, sensitivity towards cultural differences and gender, must possess basic computer skills in addition to analytical skills on issues of community mobilization and gender, should know local dialect (Khasi and Garo), and should be capable of working individually and as a part of team and inclusive strategies for better standard of living in the villages by addressing their needs and pooling resources, identify capacity building requirement of the community, focus on enhancing understanding about the ethnic identities of communities in the villages and sensitize the VEC Team Members on these issues so that appropriate project design is facilitated, liaison with Parent Department and other important stakeholders Assist Parent Department and Block Officials in building strong Community Institutions with appropriate framework, facilitate linkage of CFT/CBOs/SHGs with financial institutions, should assist CFT/SHG/YGs in identifying their training needs and develop training schedule and training aids, interact with women to gain better understanding of women in

community in development and decision making process, develop a participatory monitoring machinery and any other task assigned by DPM that would contribute to the realization of project objectives.

**APO:** Frequent travel is compulsory, meeting with VEC members at their own villages which are rural and remote and should be willing for night stays, ability to prepare estimate and all related fields works.

Application should reach the office of the Project Director, DRDA, Nongstoin latest by **5.00 p.m. on 31<sup>st</sup> October 2017**. Self-Attested Copies of all documents / testimonials should be enclosed in support of ST/ SC, age, qualification, permanent address, experience etc.

Application found incomplete in any respect shall be summarily rejected. Date of interview/written test will be communicated later on and all relevant documents in original should be produced at the time of interview. No TA/DA will be entertained to applicants for attending interview.

The following particulars may be filled up by an applicant.

Name of Applicant \_\_\_\_\_

Address : Permanent Address \_\_\_\_\_  
: Present Address \_\_\_\_\_  
: Email ID \_\_\_\_\_  
: Mobile Ph. No. \_\_\_\_\_

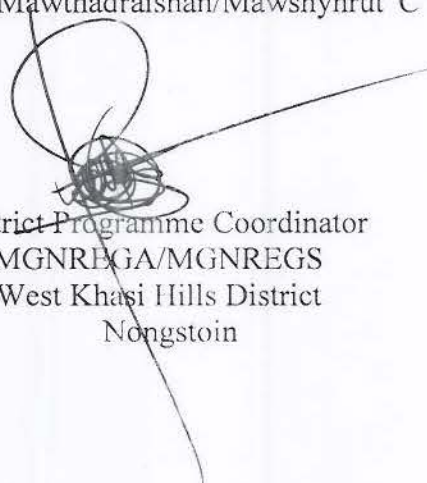
The Employment Policy of the Government of Meghalaya shall apply.

(Arunkumar Kembhavi, IAS)  
District Programme Coordinator  
MGNREGA/MGNREGS  
West Khasi Hills District  
Nongstoin

**Memo. NO.DRDA/NG-12/Aver/NREGA/16/Vol.III/150 Dated Nongstoin, the 20<sup>th</sup> Sept 2017**

Copy to:

1. The Commissioner & Secretary, C&RD Shillong for information
2. The Director, C&RD, Shillong for information.
3. The District Informatics Officer, West Khasi Hills District, Nongstoin for information.
4. The Sub-Divisional Officer (Civil) Mairang Civil Sub-Division for wide publicity.
5. The Block Development Officer, Nongstoin/Mairang/Mawthadraishan/Mawshynrut C & RD Block for information.
6. Office Notice Board.

  
District Programme Coordinator  
MGNREGA/MGNREGS  
West Khasi Hills District  
Nongstoin