

GOVERNMENT OF MEGHALAYA
OFFICE OF THE DEPUTY COMMISSIONER WEST KHASI HILLS DISTRICT
ADVERTISEMENT

No.DPO(N)367/PALA-II/2018-19/502-507

Dated Nongstoin The 5th September 2018

For implementation of the POSHAN (PM,s Overarching Scheme for Holistic Nourishment) AB'HIYAAN- National Nutrition Mission, the office of the Deputy Commissioner Cum Chairperson, DCPC,NNM,West Khasi Hills invites application in Standard form from Indian citizens who are eligible and interested candidates who are domiciles of Meghalaya for the following posts on contract basis.

Sl. No	Post	No of Post	Remuneration (Fixed Pay)	Qualification	Desirable
1	District Coordinator	1 No	Rs. 30,000/- Per month	Graduate or Certificate/Diploma in Computer Science or IT <ul style="list-style-type: none">• At least 2 year experience in application maintenance and support.• Good oral and written communication skills in local language• Computer literacy must.• Willingness to travel a must• Mandatorily local candidates should be engaged.	<ul style="list-style-type: none">• 4 years experience in application maintenance and support.• Formal training on IT/computer.• Experience working with technology and software application support.• Proven ability to successfully handle multiple tasks within a team environment• Great attention to detail and problem solving skills

2	District Project Assistant	1 No	Rs. 18,000/- per month	<p>Graduate Degree/Post Graduate Diploma in Management/Social Sciences/Nutrition,</p> <ul style="list-style-type: none"> • Minimum 2 years work experience of capacity building, with supervisory skills • Good oral and written communication skills in local language and fair skills in English. • Good computer skills/knowledge of internet/email • Ability to work in a team and willingness to travel extensively. • Mandatorily local candidates should be engaged. 	<p>3 years experience of working in social program.</p> <ul style="list-style-type: none"> • Experience of working on Government Programme in the social sector –Health Nutrition, Education, Water and sanitation
3	Block Coordinator	4 Nos	Rs.20,000/- per month	<p>Graduate.</p> <ul style="list-style-type: none"> • At least 2 years experience of working with technology and software application support. • Good oral and written communication in local language. • Mandatorily local candidates should be engaged. 	<ul style="list-style-type: none"> • Formal training on IT/computer. • Work with front line workers in any Social Development program of Government. • Proven ability to successfully handle multiple tasks within a team environment. • Attention to detail and problem solving skills
4	Block Project Assistant	4 Nos	Rs. 15,000/- per month	<p>Graduate.</p> <p>At least 1 year experience of working with Community/Local, Government.</p> <p>Good oral and written communication in local language.</p> <p>Mandatorily local candidates should be engaged</p>	<ul style="list-style-type: none"> • Worked with front line workers in any Social Development Program of Government. • Proven ability to successfully handle multiple tasks within a team environment. • Attention to detail and problem solving skills

GENERAL INFORMATION

1. Interested Candidates are to submit their application in standard form with detailed Bio-data along with Attested copies of SC/ST Certificate, Mark sheet, Experience Certificate, 2(two) copies of recent passport size photographs, duly attested. Applications are to be submitted at the office of District Programme Officer ICDS (Cell), Child Development Project Officer, Nongstoin ,Mawshynrut, Mawthadraishan and Mairang. All relevant Educational Certificates and other testimonials in original are to be produced at the time of interview.
2. Details for the above posts can be obtained from the office of the District Programme Officer Nongstoin /Child Development Project Officer Nongstoin, Mawshynrut, Mawthadraishan and Mairang ,and from the District website www.westkhasihills.gov.in
3. Application in Standard Form will be received in the office of the District Programme Officer ICDS Cell, Child Development Project Officer Nongstoin, Mawshynrut, Mawthadraishan and Mairang during office hours up to 19th September 2018. The name of the post applied for should be superscribed in Bold Letters on the envelope containing the application form.
4. There shall be a process of scrutiny and screening of documents. After scrutinizing of the documents the names of the eligible candidates will be published through local newspapers and the District website www.westkhasihills.gov.in
5. Age limit will be as per State Government Rules.
6. No TA/DA will be borne for appearing in the interview.

Deputy Commissioner Cum Chairperson, DCPC, NNM
West Khasi Hills District Nongstoin.

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Copy to:

1. The Director of Social Welfare, Meghalaya, Shillong, for information.
2. District Information and Public Relations Officer, West Khasi Hills with a request to publish in one issue of one local daily (English/Khasi/Garo)
3. D.I.O NIC West Khasi Hills for posting advertisement in District website.
4. District Social Welfare Officer, West Khasi Hills for information.
5. District Programme Officer, West Khasi Hills for information and to display in office notice board.
6. C.D.P.Os Nongstoin, Mawshynrut, Mawthadraishan and Mairang for information and to display in office notice board.

Deputy Commissioner Cum Chairperson, DCPC, NNM
West Khasi Hills District Nongstoin.