

<b>Name of the post :</b>	Programme Assistant
<b>No. of Positions</b>	1 (one) in each C & RD Block
<b>Place of Posting</b>	Block
<b>Minimum Qualification</b>	Should have Post Graduate degree from a recognized University/ Institution in Social Work/ Sociology/ Economics/ agricultural Economics/ Rural Development or related fields.
<b>Experience</b>	Minimum of 2-3 years of work experience in Rural Development or related fields.
<b>Other essentials</b>	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.
<b>Nature of works</b>	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.
<b>Remuneration (per month)</b>	₹ 25,000/- (Rupees Twenty-Five Thousand Only)

<b>Name of the post :</b>	Accounts Assistant cum DEO
<b>No. of Positions</b>	1 (one) in each C & RD Block
<b>Place of Posting</b>	Block
<b>Minimum Qualification</b>	Graduate in Commerce and 1 year Post Graduate Diploma in Computer Application or equivalent (compulsory).
<b>Experience</b>	Minimum of 2-3 years of work experience in accounts related works
<b>Other essentials</b>	Adequate Computer skills in addition to analytical skills, willingness to accept a minimum tenure of one year.
<b>Nature of works</b>	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.
<b>Remuneration (per month)</b>	₹ 20,000/- (Rupees Twenty Thousand Only)