

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

**ADVERTISEMENT**

Applications in a prescribed Standard application forms are hereby invited from the Citizens of India for filling up vacant posts of **Planning and Training Manager, Training Assistant, Programme Assistant and Accounts Assistant cum DEO** under RGSA 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.

Sl no	Name of Posts	Vacancy	Posting	Pay
1	Planning and Training Manager	1 no	DRDA	₹ 30,000 PM
2	Training Assistant	1 no		₹ 20,000 PM
3	Programme Assistant	4 Nos	Blocks	₹ 25,000 PM
4	Accountant cum DEO	4 Nos		₹ 20,000 PM

Age – 18 to 27 years (relaxable by 5 years in case of Scheduled Tribe and Scheduled Caste)

**Qualification –**

Sl no	Name of Posts	Qualification
1	Planning and Training Manager	Post Graduate degree from a recognized University/ Institution in Social Work/ Sociology/ Economics/ agricultural Economics/ Rural Development or related fields.
2	Training Assistant	Graduate degree from a recognized University/ Institution in Social Work/ Sociology/ Economics/ agricultural Economics/ Rural Development or related fields.
3	Programme Assistant	Post Graduate degree from a recognized University/ Institution in Social Work/ Sociology/ Economics/ agricultural Economics/ Rural Development or related fields.
4	Accountant cum DEO	Graduate in Commerce/Business Administration

**Experience:**

1. **Planning and Training Manager:**
  - Minimum of 3-5 years of work experience in Rural Development or related fields.
2. **Training Assistant:**
  - Minimum of 1-2 years of work experience in the field of Rural Development and having experiences of working with the community
3. **Programme Assistant:**
  - Minimum of 2-3 years of work experience in the field of Rural Development and having experiences of working with the community
4. **Accountant cum DEO:**
  - Minimum of 1-2 years of work experience in the related fields.

Applications should reach the office of the Project Director, DRDA, Nongstoin latest by 5.00 p.m. on 17<sup>th</sup> August 2021. 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.

Other things remaining the same, preference will be given to local candidates.

The Employment Policy of the Government of Meghalaya shall apply.

(T. Lyngwa, IAS)

Deputy Commissioner cum chairman  
District Rural Development Agency  
West Khasi Hills District  
Nongstoin

Memo. NO.DRDA/NG-396/adver-apt/RGSA/21/6-A

Dated Nongstoin, the 2<sup>nd</sup> Aug 2021

Copy to:

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

Deputy Commissioner cum chairman  
District Rural Development Agency  
West Khasi Hills District  
Nongstoin