

OFFICE OF THE DISTRICT RURAL DEVELOPMENT AGENCY
RI BHOI DISTRICT:: NONGPOH

No.DRDA/NGP/26/2007/Pt-V/24,

Dated Nongpoh, the 5th April, 2018

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Applications are invited from the residents of Meghalaya having requisite qualification & experience as mentioned hereunder, on contract basis for a period of one year, under Mahatma Gandhi National Rural Employment Scheme (MGNREGS) at the Office of the Deputy Commissioner, District Rural Development Agency, Ri Bhoi District, Nongpoh. The eligible applicant should submit their application alongwith their Bio-Data, educational qualification, 2 (two) passport size photographs and address for communication to the office of the undersigned on or before the **19th April 2018** during office hour. Date of written test/interview will be intimated later. For detail interested applicant may visit the district website www.ribhoi.gov.in or the office notice board.


Sl no	Name of the Post	Minimum qualification	Age Limit	Number of post	Salary
1	Additional Programme Officer CL& IBP (Community Leadership & Institutional Building Programme)	Post Graduate Degree from recognized University/ Institution in Social Work/ Rural Development.	Upper Age limit 35 years	2	Rs. 18,000/-
2	Block MIS Nodal Officer	Graduate in Computer Application/ Computer Science		1	Rs. 12,000/-

Project Director
& Addl. District Programme Coordinator
District Rural Development Agency
Ri Bhoi District, Nongpoh.
Dated Nongpoh, the 5th April, 2018

Memo.no. DRDA/NGP/26/2007/Pt-V/24-A, 146

Copy to:-

1. The Editor Shillong Times, with a request to publish the same in the news paper.
2. The Editor Mawphor, with a request to publish the same in the news paper.
3. The District Informatics Officer, NIC, Ri Bhoi District, with a request to publish the same in the website.
4. Notice Board.


Project Director
& Addl. District Programme Coordinator
District Rural Development Agency
Ri Bhoi District, Nongpoh.

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Applications are invited from the residents of Meghalaya having requisite qualification & experience as mentioned hereafter for the post of Additional Programme Office under CL & IBP (Community Leadership & Institutional Building Programme) on a contract basis.

The applicants should submit their applications along with their Bio Data & Testimonials, educational qualification, 2 (two) passport size photographs and address for communication to the office of undersigned on or before the 19th April 2018 during office hour.

Name of the post	:-	Additional Programme Officer (2 nos)
Minimum Qualification:	-	Should have Post Graduate Degree from a recognized University/Institution in Social Work/Rural Development or related fields.
Upper Age Limit	:-	35 Years upper age limit.
Experience	:-	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.
Other essentials	:-	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, Jaintia and Garo), and should be capable of working individually and as a part of team.
Nature of Works	:-	Design the interactive programmes and training to VECs to focus on participatory and inclusive strategies for better standard of living in the villages by addressing their needs and pooling resources, identity 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 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 objective.
Fixed Honorarium	:-	Rs.18,000/- pm.



Project Director
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District Rural Development Agency
Ri Bhoi District, Nongpoh.

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Applications are invited from the residents of Meghalaya having requisite qualification & experience as mentioned hereafter for the post of Block MIS Nodal Officer on a contract basis.

The applicants should submit their applications along with their Bio Data & Testimonials, educational qualification, 2 (two) passport size photographs and address for communication to the office of undersigned on or before the **19th April 2018** during office hour.

Name of the post	:-	Block MIS Nodal Officer (1 nos)
Upper Age Limit	:-	35 Years upper age limit.
Minimum Qualification:-		Should have Graduate from a recognized University/Institution in Computer Application/Computer Science
Nature of Works	:-	To keep the hardware & software & Programme Officer's office functionally and properly answered for 95% functionality at any point of time. Capacity building of the operators/ data entry staff 100% staff is fully trained to deliver optimum output. (i) Timely submission of Fortnightly Progress report to the Programme Officer & monthly progress report to the Govt. of India & State Govt. within the prescribed time frame. (ii) Comparing data of MPR with the data on GOI's website to ensure accuracy and comparability 100% every week the data entry of MPR & MIES be compared & if there is a difference it should be rectified immediately. Ensuring that data entry on Website of GOI as per NIC Software accordingly. Evaluate report on work done by the data entry staff once in a year.
Fixed Honorarium	:-	Rs.12,000/- pm.


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