



GOVERNMENT OF MEGHALAYA  
OFFICE OF THE DEPUTY COMMISSIONER &  
DISTRICT PROGRAMME COORDINATOR: MGNREGS  
WEST-JAINTIA HILLS DISTRICT ::::::::::: JOWAI-  
MEGHALAYA



No.DRDA/JWI/MGNREGA-APPTT/Pt/2017/54

Dated Jowai the 16<sup>th</sup> February 2024.

**ADVERTISEMENT**


Applications are invited from the residents of Meghalaya having requisite qualification and experience as mentioned hereafter for the following post in the District Rural Development Agency, West Jaintia Hills District, Jowai under MGNREGA programme for a minimum period of one year, extendable based on performance.

Eligible candidates should submit their applications in any of the following mode on or before the **1<sup>st</sup> March 2024**. The incomplete applications will be rejected without further communication.

1. Online mode: Email – [drdajowai@yahoo.in](mailto:drdajowai@yahoo.in)
2. Offline mode: Candidates may submit their applications as per the format available at <https://westjaintiahills.gov.in> to the office of the undersigned.

The Agency reserves the right to cancel the recruitment process at any stage without assigning any reasons thereof.

Name of the post	Assistant Engineer
Number of vacant post	1(One)
Age	35 years below as on 1 <sup>st</sup> January, 2024
Minimum Qualification	B.E/B.Tech in Civil Engineering from a reputed Institution University.
Experience	Work experience in related fields will be preferred.
Job Description	Field inspection, checking of Plan & Estimates, assisting the Executive Engineer.
Pay per month	Rs. 25,000/- plus other allowances

  
Deputy Commissioner  
& District Programme Coordinator (MGNREGS)  
District Rural Development Agency  
West-Jaintia Hills District, Jowai.

**Annexure 2 (i): CV Format**

<b>RESUME SUBMISSION FORM SRES</b>		Paste a recent photo of self
(Note: Fields Marked with * are Mandatory)		
1. Post Applied for: *		

**2. Candidate Details\***

Name of Candidate*			
Date of Birth*		Gender* (M/F)	
Father's/ Mother's/ Husband Name		Mobile No.	
Phone No.* (with STD Code)		Category* (Gen/SC/ST/others)	
Email			

**3. Address for Correspondence\***

House Number/ Street/ Locality	
City/ Town/Village and Post Office	
Pin Code	
District	
State	

**4. Permanent Address (if different from above)**

**5. Education Details\*:**

Name of Examination Passed	Specialization & Subject	Board/University	Regular/Correspondence Degree	Passing Year	% of marks/ GPA
Matric/ 10th					
Intermediate/ +2					
Graduation					
Post Graduation					
Any other (Pl describe)					

**6. Work-experience Details:**

**Note:** Please do not mention experience gained as a volunteer. Start from most recent experience. If you have worked in more than one area/post within the same organization, please enter the details separately.

Name of Organization & Place of Posting	Designation	Mention Key Responsibilities of the job	Full time/Part Time Job	Area of experience	Duration of experience From-To DD/MM/YY	Experience (in months)

**7. Training experience:**

Subject/ Nature of Training	Name of Institution	No. of Days/ Months	Year of Training

**Note:** Please mention only relevant Training Experience.

**8. References:**

Sl. No.	Name	Address	Contact No. and email

**Certification:**

I, the undersigned certify that to the best of my knowledge & belief the above mentioned details correctly describe my qualification, experience and myself.

**Date:**

**Place:**

**Signature of Candidate:**

**Annexure 2 (II): CV Format (ii)**

What do you think are the key challenges and capacities for this position? How would your experience and learning help in meeting these challenges.

Date:

Place:

Signature of Candidate: