

**OFFICE OF THE DISTRICT MISSION CO-ORDINATOR
SOUTH WEST GARO HILLS: AMPATI**

e-mail: ssadmcampati@gmail.com

No.SWGH/DMC/SSA/ADV-1/124/2022/05

Dated Ampati, the 13th July, 2022

ADVERTISEMENT

Applications in standard form are invited from the eligible candidates who are citizen of India for recruitment for the following posts on contract basis. The post is purely temporary and on contractual basis for the period of 6 (six) months and extendable up to one year after half yearly review on the satisfactory performance. The following posts are for SSA District Unit, Ampati, South West Garo Hills District.

Sl. No.	Name of post	No. of post	Fixed Remuneration P.M Rs.	Qualifications	Experience	Remarks
1	Headmistress-cum Warden, KGBV, Betasing Block	1	25,000/-	Graduate with B.Ed./MTET from recognised university	2-3 years working experience	Only female candidates can apply
2	Data Entry Operator (DEO), DMC, Office	1	RS.20,900/-	Graduate with Computer Knowledge in MS office from recognized university.	1-2 years working experience	
6	Jr. Accountant-cum Support Staff, Betasing Block	1	Rs.12,000/-	B.Com (Hon) from recognized university.	1-2 years' experience in the field of Accounting.	

GENERAL INFORMATION:

- Eligible and suitable candidates should apply in standard Application Form with detailed Bio Data & attested copies of academic & professional qualifications, proof of date of birth, SC/ST certificate, mark sheets, experience certificate, two passport size photographs duly attested. The Certificates/Documents in original are to be produced at the time of interview.
- Applications complete in all respect should reach the office of the undersigned on or before **30th July, 2022** in the **Office of the District Mission Coordinator, South West Garo Hills, Ampati during office hours. The envelope containing the application form should be super scribed in bold letter with the name of the post applied for.**
- There shall be a process of scrutiny and screening and only suitable selected candidates will be allowed to appear for interview. The list of the same will be displayed in the Notice Board of the undersigned. **No separate call letter shall be sent.**
- There shall be a computer practical test and interview for the post of Data Entry Operator (DEO).
- No TA/DA will be paid to the applicants for attending the interview. Detail of the above will be available from the office of the undersigned during office hours.
- The date of personal interview will be notified in the notice board of District Mission Coordinator, South West Garo Hills, Ampati. The candidates are requested to check the office Notice Board from time to time.


Sd/-
District Mission Coordinator, SSA
South West Garo Hills, Ampati.

Memo No.SWGH/DMC/SSA/ADV-1/124/2022/05

Dated Ampati, the 13th July, 2022

Copy to:

- The State Project Director, SEMAM, SSA& Director of School Education & Literacy, Meghalaya, Shillong for favour of kind information.
- The Deputy Commissioner & Chairman, SSA South West Garo Hills, Ampati for favour kind of information.
- The Editor, The Shillong Times with a request to publish the above advertisement in your esteemed newspaper for one day.
- The DIO, NIC, South West Garo Hills, Ampati with a request to publish the above advertisement in the District official website.
- Office file.


 District Mission Coordinator, SSA
 South West Garo Hills, Ampati.