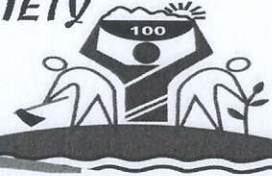


STATE RURAL EMPLOYMENT SOCIETY

MEGHALAYA

The Nodal Agency for Implementation of MGNREGA



No.SRES/MEGH.45/2011/Pt-III/358

Dated Shillong the 5th July, 2022.

ADVERTISEMENT


Applications are invited from the residents of Meghalaya having requisite qualification & experience as mentioned hereafter for the following post in the State Rural Employment Society (SRES) office 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 25/07/2022. The Incomplete applications will be rejected without further communication.

1. Online mode (Preferable): <https://bit.ly/3a4JPzw>
2. Offline mode: Candidates may submit their applications as per the format available at www.megsres.nic.in to the office of the undersigned.

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

Name of the post	Accounts Assistant
Number of vacant post	2 (two)
Age	35 years below as on 1 st January, 2022
Minimum Qualification	B.com with Computer knowledge from a reputed University
Experience	Only those having minimum 3 years of working experience in maintaining Accounts works
Job Description	Processing bills, reimbursements, TA/DA of the staff of SRES, verification of bills for supply of office items and putting up the same for payment, preparation of salary of staff, purchase of materials and consumables, assist entry in Stock register, Cash Book and ledger, tracking of FTOs and any other works as may be assigned by the Programme Manager (Finance) and Mission Director
Pay per month	Rs.24,000/- plus other allowances


Mission Director,
State Rural Employment Society,
Meghalaya, Shillong.

Memo:No.SRES/MEGH.45/2011/Pt-III/358-A

Dated Shillong the 5th July, 2022.

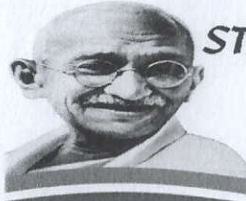
Copy to:-

- 1) The P.S to the Chief Secretary, Government of Meghalaya & Chairman, State Rural Employment Society, Meghalaya for kind information.

OFFICE ADDRESS: 3rd Floor, Simpli Building, Dhankheti, Shillong-793001, Meghalaya

□ 0364 – 2504171 Fax: 0364- 2504167

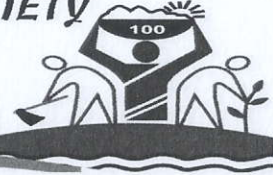
Helpline: 1800 345 0364 Email: megnregacell@gmail.com




STATE RURAL EMPLOYMENT SOCIETY

MEGHALAYA

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- 2) The P.S to the Principal Secretary, Community and Rural Development Department, Meghalaya for kind information.
- 3) Personnel A. R Department, Meghalaya, Shillong.
- 4) The Director, Community and Rural Development, Meghalaya, Shillong for information.
- 5) The Deputy Commissioners & District Programme Coordinators (MGNREGA) all districts, Meghalaya for kind information.
- 6) The SIO, NIC, Shillong for posting the advertisement in Government of Meghalaya's website prominently.
- 7) The DIPR, Shillong for publishing the above advertisement in only one issue of The Shillong Times/ Salantini Janera and U Nongsain Hima before the 11/07/2022. Bills in triplicate may be submitted to the office of the undersigned.
- 8) Notice Board, Meghalaya Secretariat.
- 9) SRES website/Notice Board.


Mission Director,
State Rural Employment Society,
Meghalaya, Shillong.

OFFICE ADDRESS: 3rd Floor, Simpli Building, Dhankheti, Shillong-793001, Meghalaya

□ 0364 – 2504171 Fax: 0364- 2504167

Helpline: 1800 345 0364 Email: megnregacell@gmail.com

CV Format for application of vacant post under MGNREGA at the State Rural Employment Society (SRES) office, Shillong.

RESUME SUBMISSION FORM SRES (Note: Fields Marked with * are Mandatory)		Paste a recent photo of self
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, hereby declare that all the above details and information provided are true to the best of my knowledge and my application is liable to be rejected at any point of the selection process if such information is found to be wrong.

Date:

Place:

Signature of Candidate: