



Ministry of Panchayati Raj

STATE RURAL EMPLOYMENT SOCIETY MEGHALAYA

The Nodal Agency for Implementation of RGSA

Adv No: SRES/MEGH-334/2018-19/440

Dated: 25th October 2022

Recruitment Notice

Online Applications are invited from eligible candidates to fill up the one vacant position of **State Finance Manager** at **State Rural Employment Society (SRES)** under the Rashtriya Gram Swaraj Abhiyan (RGSA) programme of the Ministry of Panchayati Raj (MoPR).

Interested candidates are requested to visit the SRES website <https://megsres.nic.in/recruitment> for the detailed **Notification and the application link**. The last date & time of receiving application is 10th Nov, 2022 05 P:M. Further, the State Rural Employment Society also reserves the right to fill or not to fill any or all the positions advertised or cancel recruitment procedure at any stage without assigning any reason thereof.


Mission Director,
State Rural Employment Society
Meghalaya, Shillong

Memo NO. SRES/MEGH-334/2018-19/440-A

Dated: 25th October, 2022

Copy to:

1. The Chief Secretary & Chairman, State Rural Employment Society, Meghalaya, for kind information
2. The Director, Community and Rural Development Department.
3. The SIO, NIC, Meghalaya, Shillong with a request to kindly upload the list of the shortlisted candidates (enclosed) in the Government of Meghalaya website prominently
4. The DIPR, Shillong for publishing the above advertisement in only one issue of The Shillong Times/Salantini Janera before 28th Oct, 2022. Bills in triplicate may be submitted to the office of the undersigned.
5. The Under Secretary Personnel A.R. Department, Meghalaya, Shillong.
6. All members, Screening Committee.
7. Notice Board of Meghalaya Secretariat.
8. Notice Board SRES office and SRES Website.


Mission Director,
State Rural Employment Society
Meghalaya, Shillong

"No Carelessness until there is a cure"

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

☎: 0364 – 2504171 Fax: 0364- 2504167

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

Notification

The State Rural Employment Society (SRES) invites applications from the eligible candidates in prescribed format to fill up the following position purely on a contractual basis for the Rashtriya Gram Swaraj Abhiyan scheme under the Ministry of Panchayati Raj (MoPR) to address key local development challenges faced by the country viz. poverty, public health, nutrition, education, gender, sanitation, drinking water, livelihood generation, etc.. are in sync with Sustainable Development Goals (SDGs) and fall within the realm of Traditional Local Bodies (TLBs). The overall implementation of the scheme will be overseen by the SRES, Community & Rural Development (C&RD) Department, Govt. of Meghalaya.

A. The details of the vacant position is as follow: -

Sl No	Name of Position	Essential Qualifications & Experience	Monthly Salary	No. Of Vacancy	Place of Posting
1.	State Finance Manager (SFM)	<p>Minimum Qualification: Post Graduate Degree from an accredited college or university in the following disciplines; 1. Finance 2. Commerce</p> <p>Minimum Required Experience:</p> <ul style="list-style-type: none"> • Minimum 05 years' experience in Finance Management. • experience in working with government agencies/schemes/projects • Thorough knowledge and implementation of GFR 2017 <p>Essential Skills:</p> <ul style="list-style-type: none"> • Effective leadership and interpersonal skills • Meet deadlines and targets • Passionate about working in development and demonstrated interest in helping communities improve development outcomes. • Strong listening, verbal, and written communication skills; able to effectively synthesize information and calibrate communication to connect with diverse audiences • Demonstrated strong values and professional integrity. • Excellent decision-making & problem-solving skills. • Computer skills like Word Processing, Spreadsheets and PowerPoint Presentation. • Fluency in managing and using digital platforms 	₹30,000/-	1 (one)	SPMU, SRES

"No Carelessness until there is a cure"

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

☎: 0364 – 2504171 Fax: 0364- 2504167

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

B. Terms & Conditions

1. Age Limit: Upto 45 years
2. Place of Posting: Selected candidate shall be posted at the location mentioned above.
3. The contract may be renewed subject to the performance satisfaction and continuance of the project/mission you are engaged with.
4. The contract may be renewed on basis of performance, fund availability and duration of project.
5. The duration of contract will be for a period of 01 (one) year.
6. The monthly emolument mentioned in the above column is consolidated amount which is subjected to EPF deduction and contribution
7. Staff shall be allowed TA/DA for their travel inside the country in connection with the official work as per state rules.
8. The services of the hired staff shall be liable to be terminated at any time by giving onemonth notice in writing by department without assigning any reasons. Similarly, one-month notice shall be given by staff in case of leaving the position. Services mayalso be terminated in case of violation of terms and conditions mentioned in the scope of work.
9. Leave: The staff will be entitled to casual leave as per the SRES HR policy.
10. A detailed document of terms and conditions of engagement would be provided to the selected candidates and contract agreement would have to be signed by the selected candidate with the State Rural Employment Society to that effect.
11. Waiting list option for applicants for a period of 06 (six) months who may be called for an interview for a similar position in the future. In case of the non-availability of suitable candidates for the position, a fresh advertisement will be issued for such position.
12. The number of vacancies indicated in the advertisement and notification is tentative. State Rural Employment Society reserves the right to increase/decrease the number of posts at the time of selection and make appointment(s) accordingly, if more vacancies do exist in between the advertisement and the selection process.
13. State Rural Employment Society reserves the right to extend the closing date for receipt of applications.
14. State Rural Employment Society also reserves the right to fill or not to fill any or all the positions advertised or cancel recruitment procedure at any stage without assigning any reason thereof.
15. No TA/DA shall be paid for attending written test and interview.
16. Canvassing of any kind will render to disqualification

C. How to Apply:

Sl No	Position	Link for Application
1.	State Finance Manager	https://bit.ly/3zgRILy

- For detail information about the vacant position, essential qualifications, experiences, skills, terms of reference, and online link for application are made available on SRES's website <https://megsres.nic.in/recruitment>
- Last date for receipt of applications is **10th Nov 2022 (upto 05:00 PM)** and applications received after the last date shall not be considered.
- Only shortlisted candidates based on application, mentioned qualification, experience and fully furnished documents will be called for written test and interview. Application should also consist of self-attested qualification certificate, birth certificate and experience certificate.

"No Carelessness until there is a cure"

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

☎: 0364 – 2504171 Fax: 0364- 2504167

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

**D. Selection Procedure of recruitment**

1. Selection will be done through the Application/Written test and interview process.
2. The recruitment process will be strictly done by the selection committee and the decision of the committee will be final.

i. Points/Marks Pattern

Positions	Marks Distribution
State Finance Manager	Application & Written Test <ul style="list-style-type: none">• Educational Qualification: 12.5 marks• Relevant Experience: 15 Marks• Response to reflection of Question: 15 Marks• Subject Specific: 25 marks• General knowledge: 20 marks Interview <ul style="list-style-type: none">• Communication Skills & Reflection on Experience & interest: 6 marks• Case Study Questions: 6.5 marks

E. Terms of reference**i. Position: State Finance Manager (SFM)**

As an State Finance Manager He/She shall be:-

- Responsible for proper maintenance of accounts and records of the SPRC under the RGSA programme.
- Proper management of PFMS and monitoring of all expenditure by districts and blocks.
- Timely collection of utilization Certificates (UC) and further compilation for onward submission to MoPR.
- Facilitate procurement of Goods and Services.
- Extend cooperation and support of internal and external audit.
- Ensure timely availability and disbursal of funds.
- Ensure achievement of financial targets as per the Annual Action Plan.
- Proper compilation and submission of Monthly/Quarterly/ Annually reports.
- Preparation of Staff Salary.


Mission Director,
State Rural Employment Society
Meghalaya, Shillong

"No Carelessness until there is a cure"

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

☎: 0364 – 2504171 Fax: 0364- 2504167

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



**STATE RURAL EMPLOYMENT SOCIETY
MEGHALAYA**

The Nodal Agency for Implementation of RGSA



Scan the QR to Apply

"No Carelessness until there is a cure"

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

☎: 0364 – 2504171 Fax: 0364- 2504167

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