



GOVERNMENT OF MEGHALAYA
OFFICE OF THE DEPUTY COMMISSIONER (DDMA)
EAST GARO HILLS DISTRICT:: WILLIAMNAGAR

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Phone: 03658-250226 **Fax:** 03658-250272

No.EGH/DDMA.46/2020/III/267

Dated Williamnagar, the 15th September, 2020.


ADVERTISEMENT

The Office of the undersigned hereby invites applications in the Standard Form from citizens of India who are permanent residents of Meghalaya for recruitment to the vacant post under contractual basis for the formation of **District COVID Management Unit (DCMU)**, East Garo Hills, Williamnagar sponsored by the office of **National Health Mission, Government of Meghalaya** as follows:

Sl. No.	Designation	Minimum Qualification	Age Bar	Remuneration P.M.	No. of Post
1	District Programme Manager (DPM)	1. Master Degree in Business Administration/Public Health/MSW/PG 2. Diploma in Management. 3. 1 year experience in Management of a National Health Programme or any relevant field.	18-35 years	Rs. 35,000/-	1 (One)
2	District Surveillance Manager (DSM)	1. Degree in medicine or epidemiology or other related discipline; post graduate training in public health. 2. 2 years experienced in epidemiology, including conducting mortality and morbidity surveys. 3. Ability to direct, guide and supervise a diverse group of people and to coordinate activities of different health players. 4. Computer proficiency with high level of familiarity with data base management programme and commonly used packages like MS Word, Excel, Power Point, etc. 5. Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English and Hindi.	18-35 years	Rs. 30,000/-	1 (One)
3	District Data Manager (DDM)	1. Post Graduate Qualification in Computer Science MSC/MCA. 2. Minimum 1 year relevant experience or BE in IT/Electronics.	18-32 years	Rs. 30,000/-	1 (One)
4	Data Entry Operator (DEO)	1. Post Graduate in any stream 2. Must possess diploma/certification in computer knowledge in MS Office and MS Excel. 3. Must possess minimum 2 years experience in relevant field.	18-32 years	Rs. 15,100/-	1 (One)

The last date for submission of filled up applications is 18th September, 2020 till 5 pm. The applications can either be submitted in hard copy to Office of District Disaster Management Authority (DDMA) or by email to **Email Id:** ddmawilliamnagar@gmail.com. Only the shortlisted candidates will be called for Personal interviews to be conducted by the undersigned on a date to be intimated latter on.

N.B: All the applicants should submit their Personal Mobile No. and Email ID along with 2 (Two) passport size photograph and all attested photo copies of equivalent documents.


(Swapnil Tembe)
Deputy Commissioner & Chairman (DDMA),
East Garo Hills, Williamnagar.

Memo No. EGH/DDMA.46/2020/III/267-A-

Dated Williamnagar, the 15th September, 2020.

Copy to:

1. Mission Director, NHM, Govt. of Meghalaya for information.
2. DM&HO, East Garo Hills, Williamnagar for information.
3. DIO, NIC, East Garo Hills, Williamnagar for wide publicity in the district website for information and necessary action.
4. D.C. Notice Board.



(Swapni Tembe)

Deputy Commissioner & Chairman (DDMA),
East Garo Hills, Williamnagar.