



GOVERNMENT OF MEGHALAYA
OFFICE OF THE CHIEF EXECUTIVE OFFICER, STATE IMPLEMENTING AGENCY
A. H & VETERINARY DEPARTMENT, MEGHALAYA, SHILLONG

Phone no : 94361-81849

Email : ceosiamegh@gmail.com

No: MAHV/SIA/NPBB-45(RGM) PROJECT/2020-21/33

Dt. Shillong, the 17th June, 2021

ADVERTISEMENT

Walk-in-Interview is hereby invited for the following posts in the Office of the Chief Executive Officer, State Implementing Agency, A. H. & Veterinary Department, Lumdingjri, Shillong

1. Project Assistant: 1 (One) Post

- Qualification should be Graduation from any stream with Basic course of Computer,
- Should have Computer typing skill both in MS words and MS Excel format
- Should have the knowledge of Account.
- Appointment will be for 6 (six) months and may be renewed as and when required
- Salary = Rs.15000/- (Fifteen Thousand) per month (Fixed)

(vi) Job profile :

- To do computer typing
- To maintain cash Book, Ledger Book, etc related to accounting works.
- To maintain all stock Registers
- Any others as may be assigned from time to time.

2. Data Entry Operator: 1 (One) Post

- Qualification should be Graduation from any stream with Basic course of Computer,
- Should have Computer typing skill both in MS-words and MS Excel format and tally
- Appointment will be for 6 (six) months and may be renewed as and when required.
- Salary = Rs.12000/- (Twelve Thousand) per month (Fixed)

(v) Job profile :

- To assist in computer typing
- To assist in account works
- Any others as may be assigned from time to time.

Criteria:

- The upper age limit must not be more than 27 years as on January 31, 2021 (relaxable for 5 years for ST). Original documents of age proof/certificates/degrees/mark-sheets and other testimonials must be presented at the time of interview.
- The selection will be based on the performance on the interview, academic career, and the need of the project. Mere possession of minimum qualification does not guarantee selection.
- The authority reserves the right of accepting/rejecting any or all applications without assigning any reason thereof.
- Selected candidate will be communicated to join as PA/DEO and no other communication in this regard will be entertained.
- Application on plain paper giving name, permanent and correspondence address, names of father and mother, telephone no. and e-mail address, details of educational career (starting from High School or equivalent) along with self-attested copies of all mark-sheets & certificates and details of any experience etc., if any, should reach within 21 days of the advertisement to The Office of the Chief Executive Officer, State Implementing Agency, Department of Animal Husbandry & Veterinary, Lumdingjri, Shillong -793002.
- Canvassing directly or indirectly will make the application ineligible.
- The date of interview is on **9th July, 2021** between **1-3 Pm** in the office of the undersigned and subjected to permission from the authority concerning Covid 19 protocols.

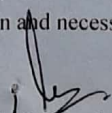
For more information please visit department website <http://megahvt.gov.in>.

Sd/- Dr. K. B. Sakhkar
Director A. H. & Veterinary &
Chief Executive Officer
State Implementing Agency
Meghalaya, Shillong.

Memo No: MAHV/SIA/NPBB-45(RGM) PROJECT/2020-21/33-A, Dt. Shillong, the 15th June, 2021

Copy to:

- The Principal Secretary to the Government of Meghalaya, A. H. & Veterinary Department & Chairman, State Implementing Agency, for kind information.
- The Secretary to the Government of Meghalaya, A. H. & Veterinary Department, for kind information
- The Director A.H & Veterinary Department, Shillong for information and necessary action
- Office Notice Board/Departmental website.


Director A. H. & Veterinary &
Chief Executive Officer
State Implementing Agency
Meghalaya, Shillong