District Administration Fellowship (Muktsar)

Position: District Administration Fellow (5 positions available) Location: Sri Muktsar Sahib, Punjab, India

Salary: Rs. 10,000 per month.

Duration: 3 months may extend on selected candidate performance

Key roles and responsibilities:

The selected candidates will perform the following tasks on a day-to-day basis:

- Play an active role in managing the information systems (MIS) for the Jal Jeevan Mission and other important projects in the Department of Water and Sanitation.
- Participate actively in various projects run by the district administration of Sri Muktsar Sahib.
- Work with government officials and community members to launch projects for the district's development.
- Conduct research, analyze data, and engage in fieldwork to support project goals.
- Assist in organizing, implementing, and overseeing programs related to education, healthcare, rural development, and other areas.
- Create reports, presentations, and documents to share project progress and results.
- Follow deadlines and quality guidelines set by the district administration.

Requirements:

- Background in Law, Mass Communication, Civil Engineering, IT Engineering, or Commerce from a reputed University or College.
- Strong academic background with a demonstrated interest in Social Development.
- Public Administration or similar fields.
- Excellent communication and interpersonal skills to effectively interact with various stakeholders.
- Ability to work both independently and as part of a team in a dynamic environment.
- Commitment to integrity, transparency, and accountability in public service.

Application Process:

- Interested candidates meeting these requirements are invited to apply by March 20th, 2024.
- To apply, kindly send your resume, cover letter, and portfolio (if any) to the following email addresses dbeeplacement@gmail.com and Mohammed.bilal98@punjab.gov.in.
- (Only shortlisted candidates will be contacted).

Note: Please include 'District Administration Fellowship Application' in the subject line of your email.