



(The Nodal Agency of Govt. of Meghalaya for implementing
NRLM, Ministry of Rural Development, Gov. of India)

Montfort Building, Dhankhetti, Shillong-793001



Email: msrls2011@gmail.com www.msrls.nic.in Tele No. 0364-2502130

ADVERTISEMENT

The Meghalaya State Rural Livelihoods Society (MSRLS) invites applications for the following posts on contractual basis, initially for a period of one year extendable on renewal basis on satisfactory performance.

A. Positions at SMMU Office, Dhankhetti, Shillong: -

Sl.	Name of the Post	No. of posts
State Office		
1.	State Mission Manager-FI	1 Post
2.	Project Manager-KMC	1 Post
District Level		
1.	District Mission Manager	2 Post
2.	District Functional Specialist- IB&CB	2 post
3.	District Functional Specialist- FI	3 post
	District Functional Specialist- M&E	1 post
4.	District Accountant	2 post
5.	MIS Coordinator	2 post
6.	Office Assistant	3 post
Block Level		
1	Block Project Manager (BPM)	13 posts
2	Block Accountant	18 posts
3.	Cluster Coordinator	56 post
4.	MIS Coordinator	15 posts
5.	Office Assistant	17 posts

For specifics relating to minimum qualification, experience and other details kindly visit our office website. Interested candidates may download and apply only through the application form available in the office website i.e. www.msrls.nic.in

All posts are transferable and involves extensive travelling with stay at villages for minimum 15 days. Candidates willing to undertake such travels and stay only may apply.

Application containing complete particulars of the candidate, accompanied by all testimonials of age, conduct certificate, academic qualifications, experience certificate, NOC from the current Employer, SC/ST certificate (as applicable), two passport size photographs, complete details of address, etc. should reach the CEO, MSRLS, 2nd Floor Montfort Building, Dhankhetti, Shillong or the office of the Deputy Commissioner, West Garo Hills (for applicant from Garo Hills) or to the applicant's respective Block Offices on or before 21st April, 2017 during office hours. Incomplete applications and applicants not fulfilling the required job criteria will be summarily rejected with no further communications to the applicants. For any queries, you may kindly visit the office or call at 0364-2502130 during office hours or email us at msrls2011@gmail.com.

(Shri. Ram Singh, IAS)
CEO, MSRLS, Shillong.



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Minimum Criteria required for applicants to fulfil before applying:

Sl.	Name of the Post	Number of Post	Place of Posting	Salary per month	Qualification & Experience
State Level					
1	State Mission Manager-FI	1 Post	Shillong	Rs. 42,000	<p>Qualification: Should hold PG/PG Diploma/Degree in Rural Development/Social Works/Business Management/MBA (Finance)/M. Com from recognized University/Institution Age: 30-40 years (5 years relaxation for SC/ST) Experience: Should have at least 5 years experience in Rural Development Projects/ Community Development Programmes preferably relating to SHGs, Microfinance and Livelihood promotion in the field. Proficiency in MS Office application and internet in mandatory. Individuals from Government/Banks/Line Departments may also apply on deputation basis, with NOC from the employer</p>
2	Project Manager-KMC	1 Post	Shillong	Rs. 32,000	<p>Qualification: Should hold PG/PG Diploma/Degree in Mass Media/English from recognized University/Institution Age: 30-40 years (5 years relaxation for SC/ST). Experience: Minimum of 3 years experience in journalism, documentation, research, should have good communication skills, proficiency in handling still & motion camera, video editing, working with Photoshop and video editing software and internet. Individual having experience in covering/documenting rural area/population will be preferable. Individuals from Government/Banks/Line Departments may also apply on deputation basis, with NOC from the employer</p>
District Level					
3	District Mission Manager	2 Post	<ul style="list-style-type: none">• East Khasi Hills(1)• West Khasi Hills (1)	Rs. 32,000	<p>Qualification: Should hold PG/PG Diploma/Degree in Rural Development/Social Works/Agriculture and allied field from recognized University/Institution Age: 30-40 years (5 years relaxation for SC/ST). Experience: Minimum of 5 years experience in Rural Development and Poverty Alleviation Programmes, should have worked</p>

					for SHGs/Community Organization/Cooperatives. Should have good communication skills, proficiency in working with MS Office application and internet. <i>Local candidates are preferred.</i> Individuals from Government/Banks/Line Departments may also apply on deputation basis, with NOC from the employer
4	District Functional Specialist- IB&CB	2 Post	<ul style="list-style-type: none"> • West Garo Hills (1) • West Khasi Hills (1) 	Rs. 27,000	<p>Qualification: Should hold PG/PG Diploma/Degree in Rural Development/Social Works/Agriculture and allied field from recognized University/Institution</p> <p>Age: 30-40 years (5 years relaxation for SC/ST).</p> <p>Experience: Minimum of 3 years experience in Rural Development and Poverty Alleviation Programmes, should have worked for SHGs/Community Organization/Cooperatives. Individuals having experience in training rural mass is preferred. Should have good communication skills, proficiency in working with MS Office application and internet. <i>Local candidates are preferred.</i></p> <p>Individuals from Government/Banks/Line Departments may also apply on deputation basis, with NOC from the employer</p>
5	District Functional Specialist- M&E	1 Post	<ul style="list-style-type: none"> • West Garo Hills (1) 	Rs. 27,000	<p>Qualification: Should hold PG/PG Diploma/Degree in Rural Development/Social Works/Agriculture and allied field from recognized University/Institution</p> <p>Age: 30-40 years (5 years relaxation for SC/ST).</p> <p>Experience: Minimum of 5 years experience in Rural Development and Poverty Alleviation Programmes, should have worked for SHGs/Community Organization/Cooperatives. Should have good communication skills & experienced in monitoring, evaluation & analysis, proficiency in working with MS Office application and internet. <i>Local candidates are preferred.</i></p> <p>Individuals from Government/Banks/Line Departments may also apply on deputation basis, with NOC from the employer</p>
6	District Functional Specialist- FI	3 Post	<ul style="list-style-type: none"> • West Garo Hills (1) • West Khasi Hills (1) • East Khasi Hills (1) 	Rs. 27,000	<p>Qualification: Should hold PG/PG Diploma/Degree in Rural Development/Social Works/Business Management/MBA (Finance)/M. Com from recognized University/Institution</p> <p>Age: 30-40 years (5 years relaxation for SC/ST)</p> <p>Experience: Should have at least 3 years experience in Rural Development Projects/Community</p>

					Development Programmes preferably relating to SHGs, Microfinance and Livelihood promotion in the field. Proficiency in MS Office application and internet in mandatory. <i>Local candidates are preferred.</i> Individuals from Government/Banks/Line Departments may also apply on deputation basis, with NOC from the employer
7	District Accountant	2 Post	<ul style="list-style-type: none"> • East Khasi Hills (1) • West Khasi Hills (1) 	Rs. 20000	Qualification: B.Com and well versed in Tally ERP9 with relevant experience of not less than 3 years. Age: 25 – 30 years of age (5 years relaxation for SC/ST). Experience: Minimum 2 years relevant experience. <i>Local candidates are preferred.</i>
8	MIS Coordinator	2 Post	<ul style="list-style-type: none"> • East Khasi Hills (1) • West Khasi Hills (1) 	Rs. 16,000	Qualification: Cl-XII pass, Basic Computer Course having knowledge in Desktop Publishing (DTP), Internet. Age: 23 - 30 years (5 years relaxation for SC/ST). Experience: Minimum of 2 years of experience in data entry and MIS management. <i>Local candidates are preferred.</i>
9	Office Assistant	3 Post	<ul style="list-style-type: none"> • West Garo Hills (1) • East Khasi Hills (1) • West Khasi Hills (1) 	Rs. 10,000	Qualification: Cl-XII pass, Basic Computer Course having knowledge of Internet. Age: 23 - 30 years (5 years relaxation for SC/ST). Experience: Minimum of 2 years in office administrative works. <i>Local candidates are preferred</i>
Block Level					
10	Block Project Manager (BPM)	13 Posts	<ul style="list-style-type: none"> • Mawthadraishan (1) • Thadlaskein (1) • Shella Bholaganj (1) • Pynursla (1) • Khatarshnong Laitkroh (1) • Jirang (1) • Khliehriat (1) • Tekrikilla (1) • Samanda (1) • Songsak (1) • Betasing (1) • Chokpot (1) • Rongara (1) 	Rs. 25,000	Qualification: - Should be a Post Graduate degree/Diploma in Rural Development Management, Social Work, , Agriculture and allied disciplines, from recognised institutes, Age: 30 -35 years of age (5years relaxation for SC/ST) Experience: 5-7 years of experience on managing rural development projects preferably SHG, Microfinance and livelihoods promotion, community development programmes etc. Past experience in government departments/agencies will be given weightage. Fluency in local language is required. Should be well versed in MS office applications and internet. <i>Local candidates are preferred.</i>
11	Block Accountant	18 Posts	<ul style="list-style-type: none"> • Laskein (1) • Resubelpara (1) • Mairang (1) • Dalu (1) • Rongram (1) • Mawkyrwat (1) • Mawthadraishan (1) • Thadlaskein (1) 	Rs. 20,000	Qualification: B.Com and well versed in Tally ERP9 with relevant experience of not less than 3 years. Age: 25 – 30 years of age (5 years relaxation for SC/ST). Experience: Minimum 2 years relevant experience. <i>Local candidates are preferred.</i>

			<ul style="list-style-type: none"> • Shella Bholaganj (1) • Pynursla (1) • Khatarshnong Laitkroh (1) • Jirang (1) • Khliehriat (1) • Tekrikilla (1) • Songsak (1) • Betasing (1) • Chokpot (1) • Rongara (1) 		
12	Cluster Coordinator (CC)	56 Posts	<ul style="list-style-type: none"> • Mairang (1) • Dalu (2) • Umsning (1) • Rongram (1) • Mawthadraishan (4) • Thadlaskein (4) • Shella Bholaganj (4) • Pynursla (4) • Khatarshnong Laitkroh (4) • Jirang (4) • Khliehriat (4) • Tekrikilla (4) • Samanda (4) • Songsak (4) • Betasing (3) • Chokpot (4) • Rongara (4) 	Rs. 18,000	<p>Qualification: - CI-XII and above. Age: 25-30 years of age (5 years relaxation for SC/ST) Experience: 3 years experience in working with the poor in the areas of Social Mobilization, Institution Building and Capacity Building. Knowledge of MS Office and internet is required. <i>Local candidates are preferred.</i></p>
13	MIS Coordinator	15 Posts	<ul style="list-style-type: none"> • Rongram (1) • Resubelpara (1) • Mawthadraishan (1) • Thadlaskein (1) • Shella Bholaganj (1) • Pynursla (1) • Khatarshnong Laitkroh (1) • Jirang (1) • Khliehriat (1) • Tekrikilla (1) • Samanda (1) • Songsak (1) • Betasing (1) • Chokpot (1) • Rongara (1) 	Rs. 16,000	<p>Qualification: CI-XII pass, Basic Computer Course having knowledge in Desktop Publishing (DTP), Internet. Age: 23 - 30 years (5 years relaxation for SC/ST). Experience: Minimum of 2 years of relevant working experience. <i>Local candidates are preferred.</i></p>
14.	Office Assistant	17 Post	<ul style="list-style-type: none"> • Mawkyrwat (1) • Laskein (1) • Resubelpara (1) • Mawkynrew (1) • Mawkyrwat (1) • Mawthadraishan (1) • Thadlaskein (1) • Shella Bholaganj (1) 	Rs. 10,000	<p>Qualification: CI-XII pass, Basic Computer Course having knowledge of Internet. Age: 23 - 30 years (5 years relaxation for SC/ST). Experience: Minimum of 2 years in office administrative works. <i>Local candidates are preferred</i></p>

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| | | | <ul style="list-style-type: none">• Pynursla (1)• Khatarshnong
Laitkroh (1)• Jirang (1)• Khliehriat (1)• Tekrikilla (1)• Samanda (1)• Songsak (1)• Betasing (1)• Chokpot (1)• Rongara (1) | | |
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