

**MEGHALAYA SOCIETY FOR SOCIAL AUDIT & TRANSPARENCY**  
**(MSSAT) Meghalaya, Shillong**

No. MSSAT/MEGH.2/2015-16/546 - 2018

Dated: Shillong the 13<sup>th</sup> March, 2018

**ADVERTISEMENT**

Applications are invited from interested candidates for the following post in Meghalaya Society for Social Audit & Transparency (MSSAT), Meghalaya for appointment on contract basis for a period of one year (extendable) subject to terms and conditions laid down in contract agreement. The post is purely temporary.

Application Forms can be downloaded from the website of Meghalaya State Portal- [www.meghalaya.gov.in](http://www.meghalaya.gov.in) under, Programme Implementation & Evaluation Department or [www.mssat.nic.in](http://www.mssat.nic.in)

Sl. No	Name of Post	No. of Post Vacant	Minimum Qualification	Experience	Age limit	Remuneration per month
1.	District Social Audit Resource Person	1 No. ( West Jaintia Hills District)	Graduate having 30 day certificate course on Social accountability & Social Audit.	Minimum 3 years of grass root experience on right based issues	25-40 years	Rs 20,000/- (Plus Rs 5000 fixed Travelling Allowance)

The post involve extensive travelling and only candidates who would be willing to undertake such travels should apply. Applications should reach the office of the undersigned or sent by email to [mssatmeg@gmail.com](mailto:mssatmeg@gmail.com). Latest by 9<sup>th</sup> April 2018.

Applications of a person who do not have the minimum qualification and work experience as mentioned above will be rejected. Date of examination and interview will be communicated and all documents in original should be produced at the time of interview. No TA/DA will be entertained to applicants for attending the interview.

  
Director

Memo No. MSSAT/MEGH.2/2015-16/546(A)- 2018

Dated: Shillong the 13<sup>th</sup> March, 2018

Copy to:-

1. P.A to the Chief Secretary for kind information of the Chief Secretary, Meghalaya.
2. The Principal Secretary to the Government of Meghalaya, Programme Implementation & Evaluation Department, for favour of kind information.
3. The Director, Programme Implementation & Evaluation Department.
4. The SIO, NIC Meghalaya Shillong for posting the advertisement in Government of Meghalaya's website and [www.mssat.nic.in](http://www.mssat.nic.in) prominently, enclosed herewith the application form.
5. The Director, Information and Public Relation Department for publishing the above advertisement

OFFICE ADDRESS: V.W.Bonded Warehouse, Near Reliance Office, Lower Lachumiere, Shillong-793001, Meghalaya.

☎ 0364-2500551

Email: [mssatmeg@gmail.com](mailto:mssatmeg@gmail.com)

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(MSSAT) Meghalaya, Shillong**

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in one issue of the Shillong Times, U Nongsain Hima & Salantini Janera on or before -15 March, 2018. Bills in triplicate should be sent to the undersigned c/o V.W.Bonded Warehouse, Near Reliance Office, Lower Lachumiere, Shillong-793001, Meghalaya.

6. The Deputy Commissioner, West Jaintia Hills District, Jowai for wide publicity.
7. Notice Board of Meghalaya Secretariat



Director

APPLICATION FORM



To

Director,  
MSSAT, Shillong

**Application for the Post of.....**

1. Full name (in Capital Letters)  
**(Please do not use any initials)**  
.....
2. Date of Birth :-  
..... Year ..... Month ..... Date
3. Father's / Mother's & Husband's name (in case of married female) :-  
**(Please do not use any initials)**  
.....
4. Are you married or unmarried? .....
5. Address in full .....
- .....
6. Phone, No. ....
7. Email. Id. ....
8. Educational & other qualifications (Please attach copies of Certificates, Mark sheets, etc. :-

Name of Institution & Address	Year of Passing	Examination Passed (Attach Certificate/Diploma/Degree obtained Certificate/Diploma/Degree obtained	Division	Percentage	Subjects Taken

9. Other qualifications (If Any): .....

10. Community: - .....

(a) State your religion:-

.....

(b) Are you a member of SC / ST ?

If 'Yes', give particulars supported by a certificate  
(Copy to be enclosed :-

.....

**EMPLOYMENT RECORD:** Starting with your present or most recent post, list in reverse order positions held. Attach additional pages if any.

**PRESENT OR MOST RECENT EMPLOYMENT**

Period		Exact title of your post
From	To	

Name and address of employer

Reason for wishing to change employment

Description of your duties and responsibilities

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Period		Exact title of your post
From	To	
Name and address of employer		
Reason for wishing to change employment		
Description of your duties and responsibilities		

State Your Work Experience, Skills, and Capacity Against the advertised Post:

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any false statements or any required information withheld from this form may provide grounds for the withdrawal of appointment or dismissal if an appointment has been accepted.

Date : .....

Signature: .....