

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

NO. MSSAT/MEGH-2/2024-25/204

Dated Shillong the 16th June, 2025

ADVERTISEMENT

The Meghalaya Society for Social Audit and transparency (MSSAT) hereby announces the following vacant positions. Applications are invited from interested candidates from the citizens of Meghalaya on contract basis subject to the terms and conditions laid down in contract agreement. The post is purely temporary. Interested applicants can **apply online on or before 5:00 P.M of the 2nd July 2025** by mandatorily filling the Google Form via web link <https://forms.gle/tn398JnXgyvXYGWS7> or by scanning the QR Code below.



Sl. No.	Name of the position	No. of position	Posting	Preferred Qualification	Age Limit	Remuneration per month
1	Block Social Audit Resource Person	3 (Three)	East Jaintia Hills, Eastern West Khasi Hills & Ri Bhoi District	Graduate in Public Policy, Development Studies, Rural Development, Social Sciences, Public Administration, Rural Management or related disciplines -Additional Qualification: Certificate Course in statistics -Must have obtained an aggregate of 50% marks and above.	45 years	Rs.12,000/- monthly salary & travel allowances as per the SAU norms based on your duties performed @Rs.2000/- per month.

Work experience:

1. Preferred 2 (two) years grassroot experience on right-based issues at the Village/Cluster Level Position.
2. Knowledge & Experience in conducting social audits for the past two years.
3. Knowledge of Computer Basic Knowledge in the operation of Android Mobile Version 11 and above.

Essential Tasks:

1. Supervision, Monitoring of the SAURPs at the Village level (Village Social Audit Resource Persons), including field monitoring & field stay at the village level,
2. Liaison, Coordination with district administration, departments for social audits if schemes and programmes under the MGNREG Act, MCPSSA Act 2017 & Rules 2019 and Amendments 2024.
3. Responsible for the status of social audits, district targets and achievements and social audit at the Block Level.

Duties and responsibilities of the Block Resource Persons:

1. To report to the office of the Block Development Officer, Community & Rural Development Block on a regular basis thereby performing the day-to-day tasks from the Block Office as per regular instructions from this office.
2. To coordinate with implementing departments at the block level for the conduct of social audits for schemes under schedule 1 of the MCPSSA Act, State and Central Government schemes.
3. To have mutual cooperation, coordination, and respect with the DSARP & VSARPs in terms of carrying out

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the social audits.

4. To coordinate with the DSARP and VSARPs during the preparation of the Social Audit Calendar.
5. To support the VSARPs during the facilitation and conduct of social audits at the Villages Level and to complete 100% monitoring of the VSARPs at the field level @10 (ten) to 15 (fifteen) days a month.
6. To coordinate with the DSARP and VSARPs for the social audit public hearings at the Cluster/Block level, to prepare the social audit PowerPoint presentation (PPT) and attend the social audit public hearings.
7. To verify and compile the social audit reports reported in the dashboard as submitted by the VSARPs in the SAR format and submit the same to the DSARP within 15 (fifteen) days of the completion of the Social Audit Public Hearing.
8. To print the Social Audit MIS verification Format as downloaded and submitted by the DSARP and distribute the same to the VSARPs for verification at the field.
9. To monitor daily the VSARPs, have monthly meetings with the DSARP at the District and with the VSARPs at the block level, maintain regular call log, prepare extract data reports, prepare the working days of the VSARPs & verify social audit reports as submitted by the VSARPs in the SA mobile app dashboard.
10. To provide regular status on the conduct of social audits to the DSARP.
11. To report to the head office or the district office only upon prior approval from the head office.
12. To get prior approval of leave as per this office's contractual Terms of Agreement signed by you.
13. Any other duties as assigned from the office of the MSSAT.

Important instructions:

1. All eligible and interested candidates should fill in all details personal and relevant information related to educational qualification, other additional courses completed, percentage secured, work experience details, step by step in the link shared above.
2. All applications will be subjected to a screening process constituted for the purpose.
3. Shortlisted candidates will have to undergo written/personal interviews.
4. All relevant Certificates Testimonials etc., (IN ORIGINAL) to be produced at the time of interview if shortlisted.
5. The undersigned reserves the right to reject any/all applications without assigning any reason thereof.
6. The schedule of written/personal interviews to shortlisted candidates will be published on the Society website. All applicants are advised to visit the website accordingly. No separate individual call letter for written/personal interviews will be sent.
7. The date, time and venue will be communicated to the candidate via Phone or E-mail. Candidates are advised to clearly indicate their contact number and E-mail address to facilitate faster communication.
8. No TA/DA will be paid to the applicants for attending the interview.
9. Successful Candidates shall be placed for a probation period of 6 (six) months from the date of appointment after declaration of the results. The confirmation of appointment shall be given after the candidate has successfully completed the probation period as per the terms and conditions of the Society. The candidates shall be paid remuneration of 90% of the total cost as advertised during the probation period.


**Director, MSSAT
Meghalaya, Shillong.**

