

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

NO MSSAT/MEGH-2/2024-25/74

Dated Shillong the 28th October, 2024.

ADVERTISEMENT

Applications are invited from interested candidates from the citizens of Meghalaya for the post on contract basis subject to the terms and conditions laid down in contract agreement. The post is purely temporary.

Eligible and interested candidates can submit their applications on or before **5:00 P.M of the 20th November, 2024** by mandatorily filling the Google Form via web link <https://forms.gle/Xn3q6YptqGxQpMG36> or by scanning the QR Code below.



Sl No	Name of the post	No of position	Posting	Minimum qualification	Upper Age Limit	Remuneration per month
1	Block Social Audit Resource Person	1(one)	Betasing C & R D Block	Graduate in Public Policy, Development Studies, Rural Development, social Sciences, Public Administration or related disciplines, Additional Education Qualification: Certificate Course in statistics, -Must have obtained an aggregate of 50% marks and above.	32-37 years (relaxation for at least 5 years for SC/ST candidates)	Rs.12,000/- monthly salary & travel allowances as per the SAU norm based on your duties performed @ Rs. 2000/- per month.

Work experience:

1. Minimum 2(two) years of grass root experience on right based issue at the Clock/Cluster Level Position.
2. Knowledge & Experience in conducting social audits for the past one year,
3. Knowledge in Computer Basic Knowledge in operation of Android Mobile.
4. Preference will be given to candidates who are local residents with domicile in South West Garo Hill District.

Essential Task:

1. Supervision, Monitoring of the SAURP at the Block Level (Village Social Audit Resource Persons) including field stay at the village level.
2. Liaison, Coordination with the District Administration for social audits if schemes and programmes under the schedule -1 of the MCPSSA ACT.

Responsible for the status of social audits, district targets and achievements, 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 regular basis thereby performing the day to day task 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, respect with the DSARP & VSARPs in terms of carrying out 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) – 15(fifteen) days in a month.

OFFICE ADDRESS: C/O, V. W. Bonded Warehouse, Lower Lachumiere(old building), Shillong-793001, Meghalaya

Email: mssatmeghalaya@gmail.com

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6. To coordinate with the DSARP and VSARPs for the social audit public hearings at the Cluster/Block level and to prepare the social audit power point presentation (PPT) and to 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 contractual Terms of Agreement signed by you.
13. Any other duties as assigned from the office of the MSSAT.

Important instruction:

1. Candidates should use only a Gmail Account for registration in the google form.
2. Candidates should apply only once using the google form and upload the supporting scanned documents in single PDF file (the PDF should be renamed by the first and last name of the applicant and its total size should be less than 1MB)
3. When uploading, select the PDF file from your local device/drive.
4. All applications will be subjected to a screening process constituted for the purpose.
5. Shortlisted candidates will have to undergo written/personal interviews.
6. All relevant Certificates Testimonials etc., (IN ORIGINAL) to be produced at the time of interview if shortlisted.
7. The undersigned reserves the right to reject any/all applications without assigning any reason thereof.
8. 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 interview will be sent.
9. 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.
10. No TA/DA will be paid to the applicants for attending the interview.
11. 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 have successfully completed the probation period as per the terms and condition of the Society. The candidates shall be paid remuneration of 80% of the total cost as advertised during the probation period.
12. Preference will be given to local candidates who have proficiency in Garo language.



Director, MSSAT
Meghalaya Shillong.

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Copy to:

State Informatics Officer, NIC with a request to kindly upload the above notice in the MSSAT website (mssat.nic.in)



Director, MSSAT
Meghalaya Shillong.