

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

No.MSSAT/MEGH.2/2024-25/1006

Dated: Shillong the 16th August, 2024

ADVERTISEMENT

Applications are invited from interested candidates from the citizens of Meghalaya for the following 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 pm** of the **26th August, 2024** by mandatorily filling the Google form via web link [<https://forms.gle/kKUDA8PS6nWihbpB8>] or by scanning the QR Code :



Sl. No	Name of the Post	No. of Position	Posting	Minimum qualifications	Upper Age Limit	Remuneration per month
1.	Associate-Human Resource	1	Shillong Head Office	Post Graduate in HR Management & Analytic (PGP - HRA)/Post Graduate Program in HR Management/ Post Graduate in Personnel Management -Must have obtained an aggregate of 55% marks and above at the PG level.	32-37 yrs (relaxation for at least 5 years for SC/ST candidates)	Rs 30,000/- monthly
<p>Work Experience :</p> <ul style="list-style-type: none">Minimum of 2 (two years works experience in the field of Human Resource - Administration and related matters at the State or District Level.Preference will be given to candidates having experience of working in Govt./Semi-Govt.organization. <p>Essential Skills :</p> <ul style="list-style-type: none">Excellent in written and verbal communication skills,Should have the ability to work accurately with attention to detail,Willingness to learn and the flexibility to work as part of a team,Able to align team strategies and ideas,He/she understands shifting priorities, is comfortable in navigating through ambiguous situations, and can juggle multiple and varied projects simultaneously,Have good administrative, organizing, and problem-solving skills. <p>Roles and Responsibilities :</p> <ol style="list-style-type: none">Finalization of the HR manual of the Society,Preparation of monthly HR Reports,Schedule of recruitment wherever necessary,Preparation of job descriptions,Training and Development viz. orientation program and job description oriented trainingMaintain employee records including confidential and sensitive employee information,Maintenance of leave records, verification of tour records and related,Works with team leaders/managers and employees to resolve employee grievances and disciplinary issues,Coordination with other departments and agencies and assist employees and staffs in accordance with the Society's policies and procedures,Performing miscellaneous administrative duties, as needed.Any other duties as assigned from the office of the MSSAT.						

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

Email: mssatmeghalaya@gmail.com

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(MSSAT) Meghalaya, Shillong

Important Instructions:

1. Candidate should use only 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 a 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 5 MB).
3. When uploading, select 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 interview.
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 interview to shortlisted candidates will be published in 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 place 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 90 % of the total cost as advertise during the probation period.
12. Preference will be given to local candidates who have proficiency in Khasi/Jaintia and Garo language.

Sd/-
Director, MSSAT
Meghalaya, Shillong.