

# MEGHALAYA STATE RURAL LIVELIHOODS SOCIETY (MSRLS)



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

Montfort Building, Dhankhetti, Shillong-793001



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## MSRLS Recruitment 2017-2018

Sl.	Name of the Post	Number of Post	Place of Posting	Salary per month	Qualification & Experience
<b>State Level</b>					
1	State Mission Manager-FI	1 Post	Shillong	Rs. 42,000	<p><b>Qualification:</b> Should hold PG/PG Diploma/Degree in Rural Development/Social Works/Business Management/MBA /M. Com from recognized University/Institution  <b>Age:</b> 30-40 years (5 years relaxation for SC/ST)  <b>Experience:</b> Should have at least 5 years' experience in PSB or Private Sector Bank with at least two years in rural banking. Or having worked in a large NBFC/MFI with at least 100 crore portfolios.                      Should have knowledge of rural banking and financial inclusion. Knowledge of rural institutional credit delivery will be added advantage. Proficiency in MS Office application and internet in mandatory.  <b>Individuals from Government/Banks/Line Departments may also apply on deputation basis, with NOC from the employer</b></p>
2	Project Manager-KMC	1 Post	Shillong	Rs. 32,000	<p><b>Qualification:</b> Should hold PG/PG Diploma/Degree in Mass Media/English from recognized University/Institution  <b>Age:</b> 30-40 years (5 years relaxation for SC/ST).  <b>Experience:</b> Minimum of 3 years' experience in journalism, documentation, research, should have good communication skills, proficiency in handling still &amp; 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.  <b>Individuals from Government/Banks/Line Departments may also apply on deputation basis, with NOC from the employer</b></p>
<b>District Level</b>					
3	District Mission Manager	2 Post	<ul style="list-style-type: none"> <li>• East Khasi Hills(1)</li> <li>• West Khasi Hills (1)</li> </ul>	Rs. 32,000	<p><b>Qualification:</b> Should hold PG/PG Diploma/Degree in Rural Development/Social Works/Agriculture and allied field from recognized University/Institution</p>

					<p><b>Age:</b> 30-40 years (5 years relaxation for SC/ST).</p> <p><b>Experience:</b> 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, proficiency in working with MS Office application and internet. <i>Local candidates are preferred.</i></p> <p><b>Individuals from Government/Banks/Line Departments may also apply on deputation basis, with NOC from the employer</b></p>
4	District Functional Specialist- IB&CB	2 Post	<ul style="list-style-type: none"> <li>• West Garo Hills (1)</li> <li>• West Khasi Hills (1)</li> </ul>	Rs. 27,000	<p><b>Qualification:</b> Should hold PG/PG Diploma/Degree in Rural Development/Social Works/Agriculture and allied field from recognized University/Institution</p> <p><b>Age:</b> 30-40 years (5 years relaxation for SC/ST).</p> <p><b>Experience:</b> 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><b>Individuals from Government/Banks/Line Departments may also apply on deputation basis, with NOC from the employer</b></p>
5	District Functional Specialist- M&E	1 Post	<ul style="list-style-type: none"> <li>• West Garo Hills (1)</li> </ul>	Rs. 27,000	<p><b>Qualification:</b> Should hold PG/PG Diploma/Degree in Rural Development/Social Works/Agriculture and allied field from recognized University/Institution</p> <p><b>Age:</b> 30-40 years (5 years relaxation for SC/ST).</p> <p><b>Experience:</b> 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 &amp; experienced in monitoring, evaluation &amp; analysis, proficiency in working with MS Office application and internet. <i>Local candidates are preferred.</i></p> <p><b>Individuals from Government/Banks/Line Departments may also apply on deputation basis, with NOC from the employer</b></p>
6	District Functional Specialist- FI	3 Post	<ul style="list-style-type: none"> <li>• West Garo Hills (1)</li> <li>• West Khasi Hills (1)</li> </ul>	Rs. 27,000	<p><b>Qualification:</b> Should hold PG/PG Diploma/Degree in Rural Development/Social Works/Business</p>

			<ul style="list-style-type: none"> <li>• East Khasi Hills (1)</li> </ul>		<p>Management/MBA/M. Com from recognized University/Institution  <b>Age:</b> 30-40 years (5 years relaxation for SC/ST)  <b>Experience:</b> Should have at least 3 years' experience in in PSB or Private Sector Bank with at least two years in rural banking. Or having worked in a large NBFC/MFI.  Proficiency in MS Office application and internet in mandatory.  <i>Retired bankers and Local candidates are preferred.</i>  <b>Individuals from Government/Banks/Line Departments may also apply on deputation basis, with NOC from the employer</b></p>
7	District Accountant	2 Post	<ul style="list-style-type: none"> <li>• East Khasi Hills (1)</li> <li>• West Khasi Hills (1)</li> </ul>	<b>Rs. 20000</b>	<p><b>Qualification:</b> B.Com and well versed in Tally ERP9.  <b>Age:</b> 25 - 30 years of age (5 years relaxation for SC/ST).  <b>Experience:</b> Minimum 2 years relevant experience.  <i>Local candidates are preferred.</i></p>
8	MIS Coordinator	2 Post	<ul style="list-style-type: none"> <li>• East Khasi Hills (1)</li> <li>• West Khasi Hills (1)</li> </ul>	<b>Rs. 16,000</b>	<p><b>Qualification:</b> CI-XII pass, Basic Computer Course having knowledge in Desktop Publishing (DTP), Internet.  <b>Age:</b> 23 - 30 years (5 years relaxation for SC/ST).  <b>Experience:</b> Minimum of 2 years of experience in data entry and MIS management.  <i>Local candidates are preferred.</i></p>
9	Office Assistant	3 Post	<ul style="list-style-type: none"> <li>• West Garo Hills (1)</li> <li>• West Khasi Hills (1)</li> </ul>	<b>Rs. 10,000</b>	<p><b>Qualification:</b> CI-XII pass, Basic Computer Course having knowledge of Internet.  <b>Age:</b> 23 - 30 years (5 years relaxation for SC/ST).  <b>Experience:</b> Minimum of 2 years in office administrative works.  <i>Local candidates are preferred</i></p>
<b>Block Level</b>					
10	Block Project Manager (BPM)	13 Posts	<ul style="list-style-type: none"> <li>• Mawthadraishan (1)</li> <li>• Thadlaskein (1)</li> <li>• Shella Bholaganj (1)</li> <li>• Pynursla (1)</li> <li>• Khatarshnong Laitkroh (1)</li> <li>• Jirang (1)</li> <li>• Khliehriat (1)</li> <li>• Tekrikilla (1)</li> <li>• Samanda (1)</li> <li>• Songsak (1)</li> <li>• Betasing (1)</li> <li>• Chokpot (1)</li> <li>• Rongara (1)</li> </ul>	<b>Rs. 25,000</b>	<p><b>Qualification:</b> - Should be a Post Graduate degree/Diploma in Rural Development Management, Social Work, , Agriculture and allied disciplines, from recognised institutes,  <b>Age:</b> 30 -35 years of age (5years relaxation for SC/ST)  <b>Experience:</b> Preferred/desired: 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></p>
11	Block Accountant	18 Posts	<ul style="list-style-type: none"> <li>• Laskein (1)</li> <li>• Resubelpara (1)</li> <li>• Mairang (1)</li> </ul>	<b>Rs. 20,000</b>	<p><b>Qualification:</b> B. Com and well versed in Tally ERP9  <b>Age:</b> 25 - 30 years of age (5 years relaxation for SC/ST).</p>

			<ul style="list-style-type: none"> <li>• Dalu (1)</li> <li>• Rongram (1)</li> <li>• Mawkyrwat (1)</li> <li>• Mawthadraishan (1)</li> <li>• Thadlaskein (1)</li> <li>• Shella Bholaganj (1)</li> <li>• Pynursla (1)</li> <li>• Khatarshnong Laitkroh (1)</li> <li>• Jirang (1)</li> <li>• Khliehriat (1)</li> <li>• Tekrikilla (1)</li> <li>• Songsak (1)</li> <li>• Betasing (1)</li> <li>• Chokpot (1)</li> <li>• Rongara (1)</li> </ul>		<p><b>Experience:</b> Minimum 2 years' relevant experience. <i>Local candidates are preferred.</i></p>
12	Cluster Coordinator (CC)	56 Posts	<ul style="list-style-type: none"> <li>• Mairang (1)</li> <li>• Dalu (2)</li> <li>• Umsning (1)</li> <li>• Mawkynrew (1)</li> <li>• Rongram (1)</li> <li>• Laskein (1)</li> <li>• Mawthadraishan (4)</li> <li>• Thadlaskein (3)</li> <li>• Shella Bholaganj (4)</li> <li>• Pynursla (4)</li> <li>• Khatarshnong Laitkroh (4)</li> <li>• Jirang (4)</li> <li>• Khliehriat (4)</li> <li>• Tekrikilla (4)</li> <li>• Samanda (4)</li> <li>• Songsak (4)</li> <li>• Betasing (3)</li> <li>• Chokpot (4)</li> <li>• Rongara (4)</li> </ul>	<b>Rs. 18,000</b>	<p><b>Qualification:</b> - CI-XII and above. <b>Age:</b> 25-30 years of age (5 years relaxation for SC/ST) <b>Experience:</b> Preferred/desired: 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"> <li>• Rongram (1)</li> <li>• Resubelpara (1)</li> <li>• Mawthadraishan (1)</li> <li>• Thadlaskein (1)</li> <li>• Shella Bholaganj (1)</li> <li>• Pynursla (1)</li> <li>• Khatarshnong Laitkroh (1)</li> <li>• Jirang (1)</li> <li>• Khliehriat (1)</li> <li>• Tekrikilla (1)</li> <li>• Samanda (1)</li> <li>• Songsak (1)</li> <li>• Betasing (1)</li> <li>• Chokpot (1)</li> <li>• Rongara (1)</li> </ul>	<b>Rs. 16,000</b>	<p><b>Qualification:</b> CI-XII pass, Basic Computer Course having knowledge in Desktop Publishing (DTP), Internet. <b>Age:</b> 23 - 30 years (5 years relaxation for SC/ST). <b>Experience:</b> 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"> <li>• Laskein (1)</li> <li>• Mairang (1)</li> <li>• Resubelpara (1)</li> </ul>	<b>Rs. 10,000</b>	<p><b>Qualification:</b> CI-XII pass, Basic Computer Course having knowledge of Internet.</p>

			<ul style="list-style-type: none"> <li>• Mawkynrew (1)</li> <li>• Mawkyrwat (1)</li> <li>• Mawthadraishan (1)</li> <li>• Thadlaskein (1)</li> <li>• Shella Bholaganj (1)</li> <li>• Pynursla (1)</li> <li>• Khatarshnong Laitkroh (1)</li> <li>• Jirang (1)</li> <li>• Khliehriat (1)</li> <li>• Tekrikilla (1)</li> <li>• Samanda (1)</li> <li>• Songsak (1)</li> <li>• Betasing (1)</li> <li>• Chokpot (1)</li> <li>• Rongara (1)</li> </ul>	<p><b>Age:</b> 23 - 30 years (5 years relaxation for SC/ST).</p> <p><b>Experience:</b> Minimum of 2 years in office administrative works. <i>Local candidates are preferred</i></p>
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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.

Candidates should download and apply only through the application form available in the office website [www.msrls.nic.in](http://www.msrls.nic.in) . Application should carry full particulars of candidates to be accompanied by all testimonials of age, conduct, academic qualifications, experience certificate, NOC from current Employer SC/ST certificate (as applicable), two passport photographs, complete details of address, etc. which should reach to the CEO, MSRLS, 2<sup>nd</sup> Floor Montfort Building, Dhankheti, 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 21<sup>st</sup> April, 2017 during office hours. Incomplete applications and applications of applicants not fulfilling the required job criteria will be summarily rejected, with no further communications to the applicants. For any clarification, you may visit the office or call at 0364-2502130 or email us at [msrls2011@gmail.com](mailto:msrls2011@gmail.com) during office hours.



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