



GOVERNMENT OF MEGHALAYA  
MEGHALAYA STATE RURAL LIVELIHOODS SOCIETY

(The Nodal Agency of Govt. of Meghalaya for Implementing NRLM, Ministry of Rural Development, Govt. of India)  
Montfort Building, 2<sup>nd</sup> Floor, Dhankheti, Shillong-793001

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**MSRLS Recruitment 2018-2019**

MSRLS/SMMU/Rec.Pt.V/529/2017

Dated Shillong, the 11<sup>th</sup> April, 2018

Sl.	Name of the Post	Number of Post	Place of Posting	Salary per month	Qualification & Experience
1	District Mission Manager	3 Post	<ul style="list-style-type: none"><li>• Ri Bhoi</li><li>• East Garo Hills</li><li>• South Garo Hills</li></ul>	<b>Rs. 32,000</b>	<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> Maximum of 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.</p> <p><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>
2	District Functional Specialist- IB&CB	3 Post	<ul style="list-style-type: none"><li>• Ri Bhoi</li><li>• East Garo Hills</li><li>• South Garo Hills</li></ul>	<b>Rs. 27,000</b>	<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> Within 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</p>


					<p>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.</p> <p><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>
3	District Functional Specialist- FI	3 Post	<ul style="list-style-type: none"> <li>• Ri Bhoi</li> <li>• East Garo Hills</li> <li>• South Garo Hills</li> </ul>	<b>Rs. 27,000</b>	<p><b>Qualification:</b> Should hold PG/PG Diploma/Degree in Rural Development/Social Works/Business Management/MBA/M. Com from recognized University/Institution</p> <p><b>Age:</b> Within 40 years (5 years relaxation for SC/ST)</p> <p><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.</p> <p>Proficiency in MS Office application and internet in mandatory.</p> <p><i>Retired bankers and 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 Accountant	3 Post	<ul style="list-style-type: none"> <li>• Ri Bhoi</li> <li>• East Garo Hills</li> <li>• South Garo Hills</li> </ul>	<b>Rs. 20,000</b>	<p><b>Qualification:</b> B.Com and well versed in Tally ERP9.</p> <p><b>Age:</b> Within 32 years of age (5 years relaxation for SC/ST).</p> <p><b>Experience:</b> Minimum 2 years relevant experience.</p> <p><i>Local candidates are preferred.</i></p>
5	District MIS Coordinator	3 Post	<ul style="list-style-type: none"> <li>• Ri Bhoi</li> <li>• East Garo</li> </ul>	<b>Rs. 16,000</b>	<p><b>Qualification:</b> Cl-XII pass, Basic Computer Course having</p>

			Hills • South Garo Hills		<p>knowledge in Desktop Publishing (DTP), Internet.</p> <p><b>Age:</b> 23 - 30 years (5 years relaxation for SC/ST).</p> <p><b>Experience:</b> Minimum of 2 years of experience in data entry and MIS management.</p> <p><i>Local candidates are preferred.</i></p>
6	District Office Assistant	3 Post	• Ri Bhoi • East Garo Hills • South Garo Hills	Rs. 10,000	<p><b>Qualification:</b> Cl-XII pass, Basic Computer Course having knowledge of Internet.</p> <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.</p> <p><i>Local candidates are preferred</i></p>
7	Block Project Manager (BPM)	6 Posts	• Umling • Umroi • Nongstoin • Mawthadrai shan • Ranikor • Dambo Rongjeng	Rs. 25,000	<p><b>Qualification:</b> - Should be a Post Graduate degree/Diploma in Rural Development Management, Social Work, , Agriculture and allied disciplines, from recognised institutes,</p> <p><b>Age:</b> Within 35 years of age (5years relaxation for SC/ST)</p> <p><b>Experience:</b> Preferred/desired: 3- 5 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.</p> <p><i>Local candidates are preferred.</i></p>
8	Block Accountant	6 Posts	• Umling • Umroi • Nongstoin • Mawthadrai shan • Ranikor • Dambo Rongjeng	Rs. 20,000	<p><b>Qualification:</b> B. Com and well versed in Tally ERP9</p> <p><b>Age:</b> Within 30 years of age (5 years relaxation for SC/ST).</p> <p><b>Experience:</b> Minimum 1-2 years' relevant experience.</p> <p><i>Local candidates are preferred.</i></p>

9	Cluster Coordinator (CC)	24 Posts	<ul style="list-style-type: none"> <li>• Umling (4)</li> <li>• Umroi (4)</li> <li>• Nongstoin (4)</li> <li>• Mawthadrai shan (4)</li> <li>• Ranikor(4)</li> <li>• Dambo Rongjeng(4)</li> </ul>	<b>Rs. 18,000</b>	<p><b>Qualification:</b> - CI-XII and above.</p> <p><b>Age:</b> Within 30 years of age (5 years relaxation for SC/ST)</p> <p><b>Experience:</b> Preferred/desired:1-3 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>
10	MIS Coordinator	6 Posts	<ul style="list-style-type: none"> <li>• Umling</li> <li>• Umroi</li> <li>• Nongstoin</li> <li>• Mawthadrai shan</li> <li>• Ranikor</li> <li>• Dambo Rongjeng</li> </ul>	<b>Rs. 16,000</b>	<p><b>Qualification:</b> CI-XII pass, Basic Computer Course having knowledge in Desktop Publishing (DTP), Internet.</p> <p><b>Age:</b> 23 - 30 years (5 years relaxation for SC/ST).</p> <p><b>Experience:</b> Minimum of 2 years of relevant working experience. <i>Local candidates are preferred.</i></p>
11	Office Assistant	6 Post	<ul style="list-style-type: none"> <li>• Umling</li> <li>• Umroi</li> <li>• Nongstoin</li> <li>• Mawthadrai shan</li> <li>• Ranikor</li> <li>• Dambo Rongjeng</li> </ul>	<b>Rs. 10,000</b>	<p><b>Qualification:</b> CI-XII pass, Basic Computer Course having knowledge of Internet.</p> <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>

All posts are transferable and involve 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 i.e. [www.msrls.org](http://www.msrls.org) or [www.msrls.nic.in](http://www.msrls.nic.in) or which is provided from the MSRLS head office, DRDA or your respective Block office. 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), one 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 or DRDA, West Garo Hills (for applicant from Garo Hills) or to the applicant's respective Block Offices on or before **10<sup>th</sup> May, 2018** 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 [hr2017.msrls@gmail.com](mailto:hr2017.msrls@gmail.com) during office hours.

  
 (Smt. I. R. Sangma, IAS)  
 CEO, MSRLS Shillong  
 Meghalaya State Rural Livelihoods Society  
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