



**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)
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MSRLS/SMMU/HR/REC/ADVT/1856/2024-25/119

Dated: Shillong the 14th April 2025

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The Meghalaya State Rural Livelihoods Society (MSRLS) seeks applications from the citizens of Meghalaya for filling of various post at the District Mission Management Unit (DMMU). The candidates will have to submit their Online Application using the link provided in the MSRLS website “<http://msrls.nic.in/>” and the date for submission of the application is from **10:00 am** of the **17th April 2025** up to **5:00 pm** of the **9th May 2025**. The required qualification for the post and other related information are also available at the above link under **Detailed Advertisement & Guidelines** for application and the candidates are advised to go through the terms and conditions of the recruitment process thoroughly and satisfy themselves of their eligibility before applying. The job requires extensive tours and night stays in remote rural areas of the state, so only such candidates who have the commitment to serve rural people and possess the requisite aptitude, should apply. Local Candidates will be given preference. The appointment to the following post is purely temporary and on a contractual basis and no claim whatsoever can be made for any permanent position with the Government or any organization under it.

Place of posting	Name of post	No. of Post		Pay per Month
		Khasi Region	Garo Region	
District Mission Management Unit (DMMU)	District Functional Specialist – Financial Inclusion	1	-	₹.39,000/-
	District Functional Specialist –Social Inclusion & Social Development	2	-	₹.39,000/-
	District Functional Specialist –Non Farm Livelihoods Promotion	3	2	₹.39,000/-
	District Functional Specialist –Information Technology	-	2	₹.39,000/-
	District Accountant	2	-	₹.33,800/-
	District MIS-Coordinator- General	3	1	₹.31,200/-
	District MIS-Coordinator Livelihoods Promotion	-	1	₹.31,200/-
	District Office Assistant	2	2	₹.15,600/-

Sd/-

Chief Executive Officer,
Meghalaya State Rural Livelihood Society.

ANNEXURE -1:

PLACE OF POSTING - DISTRICT MISSION MANAGEMENT UNIT (DMMU)			
SN	Post	Qualification & Experience	Pay Per Month
1	<p>District Functional Specialist – Financial Inclusion (DFS-FI):</p> <p>DMMU – (1 post): East Jaintia Hills.</p>	<p>Essential:</p> <ol style="list-style-type: none"> 1. Post Graduate Degree in Rural Development/ Business Management -Finance/ Commerce from a recognized University or Institution. 2. Minimum 3 years’ experience in Rural Development and Poverty Alleviation Programmes 3. Having worked in a Non Banking Financial Company (NBFC)/ Micro Finance Institutions (MFI). 4. Within 35 years of age (5 years relaxation for ST/SC). 	₹. 39,000/-
2	<p>District Functional Specialist – Social Inclusion & Social Development (DFS-SISD),</p> <p>DMMU – (2 post): Ri-Bhoi, West Khasi Hills.</p>	<p>Essential:</p> <ol style="list-style-type: none"> 1. Post Graduate Degree in Rural Development/RDAP /Community Development/Public Health from a recognized University or Institution. 2. Minimum 3 years of working experience in Rural Development’ sector/Projects preferably in Rural Development and Poverty Alleviation Programmes, Community Organization, social inclusion, Community Development, or social welfare programs. 3. Experience working with diverse communities and an understanding of social issues like poverty, discrimination, and access to education and healthcare. 4. Within 35 years of age (5 years relaxation for ST/SC). 	₹. 39,000/-
3	<p>District Functional Specialist – Non Farm Livelihoods Promotion (DFS-NFLP):</p> <p>DMMU -(5 posts): East Jaintia Hills, South West Khasi Hills, West Khasi Hills, North Garo Hills, South Garo Hills.</p>	<p>Essential:</p> <ol style="list-style-type: none"> 1. Post Graduate Degree in Commerce/Marketing, Business Administration (MBA) from a recognized University or Institution. 2. Minimum 3 years of experience in marketing roles, with progressively increasing responsibility. 3. Experience in strategic planning, online/ offline campaign development. 4. Demonstrated success in managing affiliate marketing related activities. 5. Proficiency in digital channels like social media, email, Search Engine Optimization (SEO), Search Engine Marketing (SEM), and content marketing. 6. Within 35 years of age (5 years relaxation for ST/SC). 	₹. 39,000 /-
4	<p>District Functional Specialist–Information Technology (DFS-IT):</p> <p>DMMU -(2 posts): South West Garo Hills, North Garo Hills,</p>	<p>Essential:</p> <ol style="list-style-type: none"> 1. Post Graduate Degree in Computer Science/ Information Technology/Computer Applications or a related field from a recognized University or Institution. 2. Minimum 3 years of working experience in MIS Management, Data Analysis & Reporting. 3. Proficiency in MIS software systems and tools, such as ERP (Enterprise Resource Planning) systems and BI (Business Intelligence) tools. 4. Computer Skills with emphasis on Microsoft Packages, Google Suite, etc. 5. Proficiency in Troubleshooting & Support. 6. Having experience in Application & Technical Management Expert and also in designing, developing, and maintaining software applications with practical knowledge. 7. Experience in Development and maintenance of websites and web-based applications. 8. Data Analysis- Knowledge of assessing and evaluating MIS Data. 	₹. 39,000 /-

5	District Accountant, DMMU – (2 posts): East Jaintia Hills, West Jaintia Hills	Essential: 1. Post Graduate/Graduate Degree in Commerce 2. Having Working knowledge of Tally 3. Minimum 2 years' experience in Accounts and Financial Management. 4. Within 30 years of age (5 years relaxation for ST/SC).	₹. 33,800 /-
6	District MIS Coordinator: 1) General: DMMU- (4 posts): East Jaintia Hills East Khasi Hills, Eastern West Khasi Hills, North Garo Hills 2) Livelihoods Promotion. DMMU – (1 post): South Garo Hills	Essential: 1. Post Graduate/ Graduate degree in Technology, Computer Science, Information & Technology or Computer Application or a related field from a recognized University/ Institution. 2. Minimum 2 years of experience in Data Entry and MIS Management, Data Analysis & Reporting 3. Proficiency in MIS software systems and tools, such as ERP (Enterprise Resource Planning) systems and BI (Business Intelligence) tools. 4. Computer Skills with emphasis on Microsoft Packages, Google Suite, etc. 5. Proficiency in Troubleshooting & Support ... 6. Within 30 years of age (5 years relaxation for ST/SC).	₹. 31,200 /-
7	District Office Assistant DMMU – (4 posts): South West Khasi Hills, West Khasi Hills, North Garo Hills, South Garo Hills.	Essential: 1. Graduate Degree in any subject. 2. Minimum of 1 year experience in an office administration role or similar position or related fields. 3. Knowledge of office procedures, record-keeping, and documentation 4. Good communication and interpersonal skills 5. Basic knowledge of computer applications, including Microsoft Office (Word, Excel, PowerPoint) 6. Accuracy and speed in data entry. 7. Within 30 years of age (5 years relaxation for ST/SC).	₹. 15,600 /-

Sd/-
Chief Executive Officer,
Meghalaya State Rural Livelihood Society.