



GOVERNMENT OF MEGHALAYA
MEGHALAYA STATE RURAL LIVELIHOODS SOCIETY
DISTRICT MISSION MANAGEMENT UNIT
RI BHOI DISTRICT, NONGPOH.

(The Nodal Agency of Govt. of Meghalaya for Implementing NRLM, Ministry of Rural Development, Govt. of India)
Deputy Commissioner Office Building Nongpoh - 793102
msrlsribhoi@gmail.com mds.mic.in 702525214

NO. MSRLS/DMMU/RBD/HR(Part-II)/29/2025-26 Dated Nongpoh the 22nd October, 2025.

Advertisement

The District Mission Management Unit, Ri Bhoi District, Meghalaya State Rural Livelihood Society (MSRLS) seeks applications from the citizens of Ri Bhoi District for filling of various post at the Block Mission Management Unit (BMMU). The candidates will have to submit their Application to the Office of the **District Mission Management Unit, Ri Bhoi District, DC's Office, Room no 307 from 10:00 am of the 27th October, 2025 up to 5:00 pm of the 10th November, 2025**. The required qualification for the post and other related information are also attached 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
Block Mission Management Unit (BMMU)	Block Assistant Office	2	₹.14,040

(Shri Abilash Baranwal, IAS)
Deputy Commissioner & Chairman
District Mission Management Unit, MSRLS
Ri Bhoi District, Nongpoh.
Deputy Commissioner & Chairman
District Mission Management Unit, MSRLS
Ri Bhoi District, Nongpoh.

Memo: NO. MSRLS/DMMU/RBD/HR(Part-II)/29/2025-26 Dated Nongpoh the 22nd October, 2025.

Copy To:

1. The Additional Secretary, C & RD Deptt, and Chief Executive Officer, MSRLS, for kind information.
2. The Project Director, DRDA & Nodal Officer, MSRLS, Rib hoi District for information.
3. The Chief Operating Officer, MSRLS, Shillong for information.
4. The State Mission Manager- HR, MSRLS, for kind information.

Deputy Commissioner & Chairman
District Mission Management Unit, MSRLS
Ri Bhoi District, Nongpoh



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Place of Posting – Block Mission Management Unit (BMMU)			
SN	Post	Qualification & Experience	Pay per month
1	Block Office Assistant 2 post	Essential: 1. Degree in any subject from recognized University/Institution. 2. Minimum 1 years' experience in Office Administrative works, Data Entry, etc. 3. Good Communication skills (English/Hindi or Local Language) 4. Knowledge of Office equipment (Printer, scanner, photocopy etc). 5. Basic record-keeping and file management skills. 6. Ability to draft letters, emails, and maintain registers. 7. Organizational skills and multitasking ability. 8. Computer Skills with emphasis on Microsoft Packages, Google Suite, etc. 9. Within 30 years of age.	₹14,040/-


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