



**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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**Guidelines for Application/ Eligibility Criteria
for various posts under the MSRLS**

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. The appointment to the post mentioned in Annexure - I, 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. Application has to be submitted only after the applicant has satisfied him/herself to the terms and conditions laid down in the guidelines as under:-

1. The candidates will have to apply online through the link provided on the MSRLS website (msrls.nic.in) under **Quick Links**.
2. The dates for submitting the form are from **10:00 am** on the **19th of May 2023** up to **5:00 pm** on the **4th of June 2023**.
3. The details for the various posts under MSRLS, are given in Annexure - I, with regards to essential qualifications, maximum age, experience, pay per month, etc..
4. The maximum age for SC/ST candidates is relaxable by five years.
5. For Persons with Disabilities (PWDs), the age is relaxable by ten years (fifteen years for SC/ST) as per the extant policy of the Government of Meghalaya.
6. The candidates should have obtained at least **45%** marks from **recognized Universities or Institutions** as the case may be.
7. No application fee is required to be paid along with the application.
8. All posts are transferable, involve extensive traveling, and stay at villages for about 15 days in a month. Candidates willing to undertake such travels and stay only may apply.
9. Candidates, who can speak, read and write, in the local language will be given more preference.
10. Candidates should have good communication skills, and proficiency in working on Microsoft Packages, Google Suite, etc.
11. MSRLS Staff having a Degree in any subject, with a minimum of four (4) years of working experience in MSRLS may apply

List of documents to be uploaded along with the Online Application (See General Instructions for Details):

1. Passport-sized photograph
2. Signature
3. Self-attested copies of documents/certificates are required to be submitted in support of the following:
 - a) Date of birth
 - b) Address Proof
 - c) Certificate for the Highest Educational Qualification only
 - d) Caste/Tribe Certificate (if applicable)
 - e) Disability Certificate (if applicable)
 - f) Working Experience Certificate only (Internship Certificate not allowed).
 - g) Curriculum Vitae (CV)

Method of Recruitment:

The shortlisted candidates will be informed by e-mail and subjected to undergo the multi-modal selection process, which will include a preliminary examination that will test the verbal, quantitative, and analytical abilities of the candidates and thereafter, a group discussion, skill test, and /or any such other tests as MSRLS may decide. The screening of the candidates will take

place at every stage of the examination. The preliminary examination will be held at Shillong. Candidates appearing for the Examination will not be paid any TA/DA.

General Instructions:

- i. Candidates are advised to read the eligibility criteria and other conditions prescribed for the post very carefully before applying, mentioned in the link "<http://msrls.nic.in/recruitments>".
- ii. Candidates may upload Proof of Qualification with either a Marksheet/ Provisional Certificate/ Completion Certificate of the latest qualification only.
- iii. Candidates who are working in any private/ public sector may furnish a '**No Objection Certificate**' from their Controlling authority at the final stage of selection.
- iv. Candidates should provide proof of Date of Birth as per the Birth Certificate issued by the Registrar of Births & Deaths or as entered in Matriculation.
- v. Candidates should provide any address proof duly Certified/Issued by the Government. (eg. Valid Indian Passport/EPIC/Driving License/Aadhar Card).
- vi. Candidates can upload only **1 document** in PDF format before submitting and the maximum document size should be up to **10MB**.
- vii. Candidates are advised to fill in their correct and active e-mail addresses and contact number in the application form to enable MSRLS to use it for correspondence purposes. If a mail sent to a candidate bounces for any reason, MSRLS will not take any responsibility.
- viii. Incomplete applications in any respect and ineligible applicants will be summarily rejected. No further correspondence in this regard shall be entertained.
- ix. Candidates should regularly check the MSRLS Website for any updates on recruitment.
- x. Candidates should regularly check their email for call letters.
- xi. For further queries, candidates can send an email to msrls.recruitment@gmail.com

Debarment:

- i. Any candidate furnishing incorrect information or making false declarations regarding his/her eligibility at any stage or suppressing any material information is liable to be debarred from appearing in any recruitment stage and would entail summary rejection of their candidature for this recruitment.
- ii. MSRLS is authorized to recruit and select candidates, maintaining utmost confidentiality at all times. Any attempt by anyone causing a breach or attempting to cause any breach of the process of this or any such action which violates or is likely to violate the fair practices will be a sufficient ground for debarment of candidate/s for this recruitment.
- iii. If any candidate is or has been found impersonating or procuring impersonation by any person or resorting to any other irregular or improper means in connection with his/her candidature for selection or obtaining the support of candidature by any means, he/she shall be liable to be debarred for this recruitment in addition to rendering himself/herself liable to criminal prosecution.
- iv. Canvassing directly or indirectly for the above-mentioned posts shall disqualify a candidate and the decision of MSRLS shall be final and binding in this regard.

ANNEXURE -1:

PLACE OF POSTING - BLOCK MISSION MANAGEMENT UNIT (BMMU)			
SN	Post	Qualification & Experience	Pay Per Month
1	Block Functional Specialist – Financial Inclusion (Khasi Hills Region: 11 posts)	Essential: 1. Degree in Commerce/ Business Management in Finance from a recognized University/ Institution 2. Minimum 2 years experience in Rural Development and Poverty Alleviation Programmes or Minimum 2 years experience in a Non-Banking Financial Company (NBFC)/ Micro Finance Institution (MFI). 3. Computer Skills with an emphasis on Microsoft Packages, Google Suite, etc... Within 30 years of age	₹. 20,000/- + Allowances
2	Block Accountant (Khasi Hills Region: 11 posts)	Essential: 1. Degree in Commerce from a recognized University 2. Minimum 2 years experience in Accounts and Financial Management 3. Working Knowledge in Tally Prime 4. Computer Skills with an emphasis on Microsoft Packages, Google Suite, etc... 5. Within 30 years of age	₹. 20,000/- + Allowances
3	Block MIS Coordinator (Khasi Hills Region: 7 posts)	Essential: 1. Degree in BCA/BSc. Computer Science or IT/MCA from a recognized University/ Institution 2. Minimum 2 years experience in Data Entry and MIS Management 3. Computer Skills with an emphasis on Microsoft Packages, Google Suite, etc... 4. Within 30 years of age	₹. 16,000/- + Allowances
4	Block Office Assistant (Khasi Hills Region: 23 posts)	Essential: 1. Degree in any subject, from a recognized Institution/ Board 2. Minimum 2 years in office administrative works 3. Computer Skills with an emphasis on Microsoft Packages, Google Suite, etc... Within 30 years of age	₹. 10,000/- + Allowances
		Total Post - 52	



C.R.K.
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Joint Secretary, C&RD Deptt., GoM
and Chief Executive Officer, MSRLS.

Chief Executive Officer
Meghalaya State Rural Livelihoods Society
Shillong