

ANNEXURE - 1

SN	POST	No. of Post	Qualification & Experience	Pay Per Month
1	Assistant Manager – Administration Head Office (SMMU)	1	<p>Essential:</p> <ol style="list-style-type: none"> 1. Degree from recognized University/ Institution. 2. Minimum of 3 years' experienced in office administration. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Preference will be given to candidates with PG Degree/ Diploma. 2. Minimum of 5 years' working experience in office administration. 3. Computer Skills with emphasis on MS Office, Google Sheet etc.. 	₹.16,000/-

Sd/-

**Shri. S. Sharma, IAS,
Chief Executive Officer,
Meghalaya State Rural Livelihoods Society.**