



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)

DISTRICT MISSION MANAGEMENT UNIT- WEST KHASI HILLS

O/o Deputy Commissioner, West Khasi Hills, Nongstoin-793119

☐: dmmunongstoin2017@gmail.com ☐: www.msrls.org

DMMU/NG-36/Recruitment/2018/Vol-I/2752

Dated: Nongstoin, the 30th January 2026

ADVERTISEMENT

The Meghalaya State Rural Livelihoods Society (MSRLS) seeks applications from the citizens of Meghalaya for filling various posts at the Block Mission Management Unit (BMMU). The candidates will have to submit their Standard Form of Applications at the Office of the District Mission Management Unit, MSRLS, West Khasi Hills District, and the date for submission of the application is from **10:00 am** on the **02nd of February, 2026**, up to **5:00 pm** on the **23rd of February, 2026**. 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 organisation under it.

Place of posting	Name of post	No. of Posts	Pay per Month
Block Mission Management Unit (BMMU)	Block Office Assistant	4	₹. 14,040/-

(Smt. Hema Nayak, IAS)

Deputy Commissioner

West Khasi Hills District

Nongstoin

Deputy Commissioner

Cum Chairman DMMU MSRLS Nongstoin
West Khasi Hills District



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ANNEXURE -I:

PLACE OF POSTING – BLOCK MISSION MANAGEMENT UNIT (BMMU)			
SN	Post	Qualification & Experience	Pay Per Month
1	Block Office Assistant: 4 posts • Nongstoin -1 • Rambrai - 1 • Ri-Muliang - 1 • Shallang - 1	Essential: 1. Degree in any subject from a recognised University/ Institution. 2. Minimum 1-year experience in Office Administrative work, Data Entry, etc. 3. Good communication skills (English/Hindi or local language). 4. Knowledge of office equipment (printer, scanner, photocopier, etc.). 5. Basic record-keeping and file management skills. 6. Ability to draft letters, emails, and maintain registers. 7. Organisational skills and multitasking ability. 8. Computer Skills with emphasis on Microsoft Packages, Google Suite, etc... 9. Within 30 years of age	₹. 14,040/-



504

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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 candidates who are committed to serving 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 through the Standard Form of Application and submit it at the Office of the District Mission Management Unit, MSRLS, WKH District, O/o The Deputy Commissioner, West Khasi Hills District, Nongstoin.
2. The dates for submitting the form are from **10:00 am** on the **2nd of February, 2026**, up to **5:00 pm** on the **23rd of February, 2026**.
3. The details for the various posts under MSRLS are given in Annexure I, about essential qualifications, maximum age, experience, pay per month, etc...
4. The maximum age for SC/ST candidates is relaxable by five years.
5. The candidates should have obtained at least **45%** marks from **recognized Universities or Institutions** as the case may be.
6. No application fee is required to be paid along with the application.
7. All posts are transferable, involve extensive travelling, and **stay at villages** for about **15 days** a month. Candidates willing to undertake such travels and stay only may apply.
8. Candidates who can speak, read and write in the local language will be given more preference.
9. Candidates should have good communication skills and proficiency in working on Microsoft Packages, Google Suite, etc.

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

1. Category Certificate (ST/SC/GEN/OBC ...)
2. Highest Educational Qualification Certificate showing Percentage
3. Experience Certificate or Appointment Order



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Method of Recruitment:

The shortlisted candidates will be informed by e-mail and the selection process will include a preliminary examination that will test the verbal, quantitative, analytical and typing abilities of the candidates. The preliminary examination will be held at Nongstoin. 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.
- ii. Candidates may submit 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 are advised to fill in their correct and active e-mail addresses and contact numbers in the application form to enable MSRLS to use them for correspondence purposes. If an email is sent to a candidate and bounces for any reason, MSRLS will not take any responsibility.
- v. Incomplete applications in any respect and ineligible applicants will be summarily rejected. No further correspondence in this regard shall be entertained.
- vi. Candidates should regularly check their e-mail for call letters or any updates on recruitment.
- vii. For further queries, candidates can send an email to dmmunongstoin2017@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 authorised to recruit and select candidates, maintaining utmost confidentiality at all times. Any attempt by anyone to cause 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 the 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.

Deputy Commissioner
West Khasi Hills District, Nongstoin

Deputy Commissioner
Cum Chairman DMMU MSRLS Nongstoin
West Khasi Hills District