



GOVERNMENT OF MEGHALAYA

MEGHALAYA STATE SKILL DEVELOPMENT SOCIETY



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Dated Shillong the 21st August 2025

The Meghalaya State Skill Development Society (MSSDS), Department of Labour, Employment & Skill Development, Government of Meghalaya, will be conducting recruitment for the following posts on contractual basis for a period of 1(one) year (extendable).

S N	Post/Resources Description	No. of Post	Monthly Remuneration (INR)	Required Qualification & Experience
1.	<p>HR & Learning Development Manager</p> <p>Place of posting: Shillong, East Khasi Hills.</p> <p>Required Qualifications: Bachelor's Degree/Post Graduate in Human Resource Management or related field.</p>	1	<p>33,800/- (Extendable to the post of Senior Manager with Pay Scale of 46,800/- based on Experience & Eligibility)</p> <p>Plus Allowances: HRA – 5000/- Mobile – 800/- Internet – 200/-</p>	<p>Job Purpose:</p> <p>To lead and manage HR operations that align with MSSDS's strategic goals, ensuring a compliant, high-performing, and continuously developing workforce. To develop, implement and evaluate the organizational learning strategies.</p> <p>Desired Qualifications & Experience:</p> <ul style="list-style-type: none">• Minimum 5(five) years of experience in HR Management.• Proven ability to design and implement training programmes independently.• Professional in HR Certification from IIMs, NIPM, TISS.• Certification in L&D, Training, or Coaching (e.g., CPLP, ATD, SHRM, DDI, etc.) is a plus.• Familiarity with government systems and public training schemes. <p>Key Responsibilities:</p> <ul style="list-style-type: none">• Develop and implement HR and L&D strategies aligned with MSSDS goals.• Oversee recruitment, performance appraisals, and employee relations.• Manage compensation, benefits, attendance, and leave systems.• Ensure legal compliance and promote fair HR practices.• Conduct training needs assessments and design annual training plans.• Organize training sessions, exposure visits, and cross-functional learning.• Support digital learning initiatives (LMS, e-modules, etc.).• Maintain placement records and monitor candidate outcomes (domestic & international).• Liaise with training institutions, government bodies, and experts. <p>Skills & Competencies:</p> <ul style="list-style-type: none">• Proficient in HR systems, MS Office, and data management tools.• Strong knowledge of labour laws and HR best practices.• Excellent communication, negotiation, and interpersonal skills.• Understanding of adult learning principles and workplace learning trends.• Experience in digital transformation or change management is a plus. <p>Age: 24 to 40 Years</p>

S N	Post/Resources Description	No. of Post	Monthly Remuneration (INR)	Required Qualification & Experience
2.	<p>Training & Placement Manager</p> <p>Place of posting: Shillong, East Khasi Hills.</p> <p>Required Qualification: A Bachelor Degree/Post Graduate in Human Resources, Business Administration, Education, or relevant field.</p>	1	<p>33,800/- (Extendable to the post of Senior Manager with Pay Scale of 46,800/- based on Experience & Eligibility)</p> <p>Plus Allowances: HRA – 5000/- Mobile – 800/- Internet – 200/-</p>	<p>Job Purpose:</p> <p>To plan, coordinate, and implement training and placement activities that enhance candidate employability and ensure successful job placements aligned with project or institutional goals.</p> <p>Desired Qualifications & Experience:</p> <ul style="list-style-type: none"> • Minimum 5(five) years of experience in training and placement activities. • Experience in educational institutions or training organizations. • Corporate recruitment or talent acquisition experience. • International placement or training program experience. • Experience with government skill development programs or schemes. • Experience in organizing placement drives, job fairs, and training workshops. • MBA with specialization in Human Resources or Operations Management. • Knowledge of recruitment processes and employment laws. <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Design and implement a comprehensive training and placement strategy. • To monitor, update the curriculum of the TPPs empanelled under Skills Meghalaya. • Organize campus drives, job fairs, and industry-relevant workshops. • Maintain an updated database of candidates and placement outcomes. • Coordinate soft skills and technical training to enhance employability. • Facilitate MoUs and collaborations with industry partners. • Provide career counselling, resume support, and interview preparation. • Work with academic departments to align curriculum with market needs. • Track post-placement outcomes and gather employer feedback. • Develop and manage corporate partnerships for internships, apprenticeships, and placement opportunities <p>Skills & Competencies:</p> <ul style="list-style-type: none"> • Strong industry networking and partnership-building abilities. • Excellent communication, counselling, and interpersonal skills. • Proficiency in database management, data analysis tools (Excel, SQL, Power BI). • Ability to design and coordinate soft skills and employability training. • Skilled in data management, post-placement tracking, and reporting. <p>Age: 24 to 40 Years.</p>

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3.	<p>Skill Development Officer</p> <p>Place of posting: East Khasi Hills/Ri Bhoi District.</p> <p>Required Qualifications: A Graduate/Post Graduate in Rural Development, Rural Management, Cooperative Management, Master in Social Work, Human Resource Development, Adult Education, or related discipline.</p>	2	<p>33,800/-</p> <p>Plus Allowances: HRA – 5000/- Mobile – 800/- Internet – 200/-</p>	<p>Job Purpose: The Officer will be responsible for designing, implementing, and managing skill development programs/activities in the districts. To identify skill gaps, coordinating with the Training and Placement Partners of the district.</p> <p>Desired Qualifications & Experience:</p> <ul style="list-style-type: none"> • 4(four) years in Skill Development, Rural Development or related field. • Working with government skill development schemes or corporate training initiatives • Experience in needs assessment and curriculum development. • Experience in monitoring and evaluation of training programs. • Candidates with working experience in Social & Community development activities. <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Mapping the aspiration, skill gap analysis and other coordinated efforts in the district. • Preparation of Annual Action Plan (AAP), District Skill Development Plan (DSDP), Mobilization & Training Plan. • Assist the Skill Training Providers (STO) in mobilization of youth in the allotted district. • Inspection, monitoring and evaluation of allotted projects. • Conduct regular meetings with the District Skill Committee (DSC) under the direction of the Deputy Commissioner (DC) • Liaise with various Line Departments of the State Government and external bodies/agencies for overall development of the youth. • Compilation of best practices indicators, information on knowledge partners and other resources. • Updating the MSSDS PMIS Dashboard to collate District-level statistics, analytics, monitoring progress, rating and scores. • Documentation of all project activities in the district. • Preparation of Needs Assessment Report, Inspections Reports, verifying course completion reports and timely submission of reports to Head Office. <p>Skills & Competencies:</p> <ul style="list-style-type: none"> • Must be fluent in the local language of the appointed district. • Proficiency in MS Word, Excel & PPT. <p>Age: 21 to 35 yrs. (In deserving cases, the qualification and experience may be relaxed)</p>

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4.	<p>Assistant Manager- Operations</p> <p>Place of posting: Shillong, East Khasi Hills.</p> <p>Required Qualifications: A Graduate/Post Graduate Bachelor's degree in Business Administration, Operations Management, or related field (Master's degree preferred).</p>	1	<p>31,200/-</p> <p>Plus Allowances: HRA – 5000/- Mobile – 800/- Internet – 200/-</p>	<p>Job Purpose:</p> <p>Responsible for supporting the daily operational activities of the organization, ensuring efficiency, productivity, and adherence to protocols standards. To coordinate with the team, improving processes, and assisting in the strategic implementation of operational plans.</p> <p>Desired Qualifications & Experience:</p> <ul style="list-style-type: none"> • Minimum of 3(three) years of experience in operations, administration, logistics, or supply chain management. • Familiarity with ERP systems or operational software. • Experience in data management, MIS, and process workflows. • Candidates with experience in operations, or project management. <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Support the Operations Manager in executing strategic and operational plans. • Supervise daily operations and ensure workflow efficiency. • Assist in setting performance goals, KPIs, and tracking team performance. • Analyze operational data to identify trends, inefficiencies, and areas for improvement. • Prepare regular reports and presentations for senior management. • Provide administrative and logistical support for meetings, audits, and training. <p>Skills & Competencies:</p> <ul style="list-style-type: none"> • Strong organizational and project management skills. • Excellent communication and interpersonal abilities. • Proficiency in MS Office (Excel, Word, PowerPoint); knowledge of ERP or project management tools is a plus. • Analytical mindset with attention to detail. • Ability to work under pressure and manage multiple tasks simultaneously. <p>Age: 21 to 35 yrs.</p>

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5.	<p>Program Associate - M&E</p> <p>Place of posting: Shillong, East Khasi Hills.</p> <p>Required Qualifications: A Bachelor's degree in Statistics, Economics, Development Studies, Social Sciences, Public Policy, Data Science, Rural Development, or a related field. (Master's degree preferred).</p>	1	<p>22,100/-</p> <p>(Extendable to the post of Asstt.Manager with Pay Scale of 32,100/- based on Experience & Eligibility)</p> <p>Plus Allowances: HRA – 3000/- Mobile – 500/- Internet – 200/-</p>	<p>Job Purpose:</p> <p>To support the M&E Manager in executing strategic and operational plans.</p> <p>Desired Qualifications & Experience:</p> <ul style="list-style-type: none"> • Minimum 1(one) year in Monitoring & Evaluation. • Experience in the development/government sector. • Familiarity with M&E tools, field validation, and data collection platforms. • Familiarity with M&E tools, logical frameworks, and indicator tracking. • Strong skills in documentation, report writing, and presentation are desirable. <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Assist in implementing M&E frameworks and tracking plans. • Develop tools to monitor program indicators. • Conduct field visits for data collection and validation. • Manage data using Excel, Google Sheets, and KoboToolbox. • Analyze data and prepare reports, dashboards, and presentations. • Coordinate with SDOs and training partners for timely reporting. • Document success stories, case studies, and best practices. • Support internal reviews and third-party evaluations. <p>Skills & Competencies:</p> <ul style="list-style-type: none"> • Good understanding of M&E frameworks, indicators, and logical frameworks. • Proficient in MS Excel, Power Query, PowerPoint, and data visualization tools like MS Power BI. • Working knowledge of data collection tools like Kobo Toolbox, Survey CTO, ODK etc. • Ability to analyse and interpret both qualitative and quantitative data. • Familiarity with project management and tracking tools. • Strong communication and documentation skills. • Ability to coordinate with stakeholders and manage field-level M&E activities. <p>Age: 21 to 35 years.</p>

S N	Post/Resources Description	No. of Post	Monthly Remuneration	Required Qualification & Experience
6.	<p>Program Associate – Communications</p> <p>Place of posting: Shillong, East Khasi Hills.</p> <p>Required Qualifications: A Bachelor's degree in Mass Communication, Journalism, Visual Communication, Development Studies, English, or any related field.</p>	1	<p>22,100/-</p> <p>(Extendable to the post of Asstt.Manager with Pay Scale of 32,100/- based on Experience & Eligibility)</p> <p>Plus Allowances: HRA – 3000/- Mobile – 500/- Internet – 200/-</p>	<p>Job Purpose:</p> <p>To support the Office communications strategy by assisting in the creation, management, and dissemination of internal and external communication materials.</p> <p>Desired Qualifications & Experience:</p> <ul style="list-style-type: none"> • Minimum 1(one) year in Media, Communications and related fields. • A professional experience in communications, content development, media production, design, or campaign execution. (Candidates with less experience may be considered if they demonstrate exceptional skills and potential.) • Prior experience in development projects, government programs, NGOs, or creative agencies will be preferred. • Creativity, attention to detail, and ability to work with tight deadlines in a dynamic environment is highly preferable. <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Assist in planning, executing, and monitoring communication campaigns for various MSSDS programs. • Draft content for print and digital platforms – brochures, posters, reports, social media, newsletters, press releases, etc. • Design visual communication materials including banners, infographics, certificates, digital creatives, and training aids. • Shoot and edit basic videos, photos, and audio-visual documentation of events, field visits, success stories, and training activities. • Manage content repositories and media archives (photos, videos, templates, design assets). • Support in organizing media coverage, live streams, event documentation, and promotional outreach. • Coordinate with training partners, district teams, external media teams and vendors for content inputs, translations, and creative development. • Assist in maintaining consistency with MSSDS branding and messaging across platforms. <p>Skills & Competencies:</p> <ul style="list-style-type: none"> • Strong writing and editing skills in English (knowledge of Khasi or Garo is a plus). • Working knowledge of design and media tools – Adobe Creative Suite (Photoshop, Illustrator, Premiere Pro, InDesign). • Basic video editing and photography/videography skills. • Understanding of communication strategies for the government/development sector. • Ability to manage content calendars, write for multiple platforms, and simplify complex information. <p>Age: 21 to 35 years.</p>

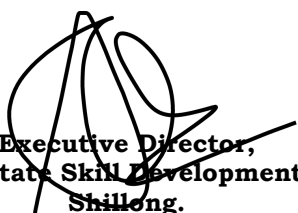
S N	Post/Resources Description	No. of Post	Monthly Remuneration (INR)	Required Qualification & Experience
7.	<p>Program Associate – Training & Placement</p> <p>Place of posting: Shillong, East Khasi Hills.</p> <p>Required Qualification: A Bachelor Degree in Human Resources, Business Administration, Education, or relevant field.</p>	1	<p>22,100/-</p> <p>(Extendable to the post of Asstt.Manager with Pay Scale of 32,100/- based on Experience & Eligibility)</p> <p>Plus Allowances: HRA – 3000/- Mobile – 500/- Internet – 200/-</p>	<p>Job Purpose:</p> <p>The Program Associate will provide operational and technical support to the Training & Placement Manager in planning, coordinating, and monitoring training and placement activities.</p> <p>Desired Qualifications & Experience:</p> <ul style="list-style-type: none"> • Minimum 1(one) year of relevant experience in training coordination, placement facilitation, HR, or project management. • Bachelor's degree in Social Sciences, Management, Education, Human Resources, or a related discipline. • Master's degree desirable. • Experience in liaising with employers, training institutions, and government agencies preferred. • Proficiency in MS Office (Word, Excel, PowerPoint) and database management. <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Assist in scheduling and organizing training programmes. • Coordinate with training partners, trainers, and institutions. • Maintain training documentation, attendance, and progress records. • Support in identifying and engaging with potential employers. • Assist in organizing job fairs, campus interviews, and placement drives. • Track placement data and provide follow-up support to candidates. • Maintain communication with trainees, trainers, employers, and stakeholders. • Draft official letters, reports, and presentations. • Provide logistical support during training and placement events. <p>Skills & Competencies:</p> <ul style="list-style-type: none"> • Strong organizational and coordination skills. • Excellent written and verbal communication abilities. • Good interpersonal skills and ability to work in a team. • Analytical and problem-solving skills. • Attention to detail and accuracy in maintaining records. • Ability to multitask and manage deadlines. • Willingness to travel for field visits and events. <p>Age: 21 to 35 Years.</p>

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8.	<p>Program Associate</p> <p>Place of posting: Shillong/Jowai/Ri Bhoi/Tura</p>	4	<p>22,100/-</p> <p>(Extendable to the post of Asstt. Manager with Pay Scale of 32,100/- based on Experience & Eligibility)</p> <p>Plus Allowances: HRA – 3000/- Mobile – 500/- Internet – 200/-</p>	<p>Job Purpose:</p> <p>To support Skill Development Officers in administrative and project implementation tasks, ensuring smooth coordination and effective delivery of program objectives across districts.</p> <p>Desired Qualifications & Preference:</p> <ul style="list-style-type: none"> • Must be a Graduate. • 1(one) year of experience in office management system/procedures. <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Assist the Skill Development Officers in day-to-day administrative and project-related activities. • Support in developing and executing project plans, including tracking timelines and deliverables. • Handle scheduling, meeting preparations, and documentation. • Facilitate communication among internal teams, clients, and vendors. • Compile project-related data for reports and presentations. • Promote collaboration across departments to ensure alignment and progress. • Identify and report project issues or delays to the concerned officer. • Carry out additional duties as required to meet project goals. <p>Skills & Competencies:</p> <ul style="list-style-type: none"> • Proficiency in MS Office (Word, Excel, PowerPoint, Outlook). • Strong report writing, communication (verbal and written), and analytical skills. • Familiarity with quality tools and administrative processes. • Fluency in local languages of the State is preferred. • Willingness to travel extensively, including overnight stays. • Ability to work extended hours when required. • Must possess a valid driving license. <p>Age: 21 to 35 years.</p>

Applicants who wish to apply may go through the criteria and submit their applications along with Testimonial/Certificates/Marksheets to the office the undersigned.

The last date for submission of applications is **5th of September 2025** upto **5:00PM**.

Shortlisted Candidates will be intimated, subsequently.


Executive Director,
Meghalaya State Skill Development Society,
Shillong.