



GOVERNMENT OF MEGHALAYA
MEGHALAYA STATE SKILL DEVELOPMENT SOCIETY



Grove Site Building 3rd Floor, Keating Road, Shillong, Meghalaya - 793001

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No.MSSDS/Admn/322/2019(17)-B

Dated Shillong the, 29th March 2025

ADVERTISEMENT

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

Name of the Post	No. of Vacancies	Monthly Remuneration	Required Qualification, Experience, Skills & ToR
HR & Placement Manager (Performance Management & Analytics)	1	INR.52,800/- (inclusive of benefits)	Desired Qualifications: Master Degree in Human Resources or related field. Desired Experience: Must have a working experience of not less than 5 (five) years in HR Management. Essential Skills: <ol style="list-style-type: none">1. Proficient in HR systems and databases for efficient employee data management.2. Excellent communication skills, including active listening, negotiation, and presentation abilities.3. Comprehensive understanding of labour laws and HR best practices to ensure compliance and promote a fair work environment.4. Proficient in MS Office and other HR-related tools for effective administrative support. Key Responsibilities: <ol style="list-style-type: none">1. Develop and implement HR strategies/metrics and initiatives aligned with the overall objective of MSSDS.2. Bridging management and employee relations by addressing demands, grievances, or other issues3. Managing the recruitment and selection process4. Develop and monitor overall HR strategies, systems, tactics, and procedures across the Society. Additional Responsibilities: <ol style="list-style-type: none">1. Oversee and manage a performance appraisal system that drives high performance2. Maintain pay plan and benefits program3. Assess training needs to apply and monitor training programs4. Ensure legal compliance throughout human resource management.5. Oversee and manage leave and attendance requests through the portal, ensuring compliance with company policies and guidelines.6. Maintain and update a comprehensive record of candidate placements, ensuring accuracy and easy access to placement history.7. Track and monitor the placement of candidates both domestically and internationally through the MSSDS program. Age: Minimum Age: 30 yrs. Upper limit: 40 yrs.

GENERAL INFORMATION:

Applicants who wish to apply, should submit their applications through the link provided or scan the QR Code: <https://tinyurl.com/48ecp25t>

The last date for submission of applications is **9th of April 2025** on or before **5:00PM**.

(Shortlisted Candidates will be intimated, subsequently)

Note: Applications who do not meet the Required Qualification, Experience, Skills & ToR will be summarily rejected.



Sd/-
Executive Director,
Meghalaya State Skill Development Society,
Shillong.