



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(16)A

Dated Shillong, 11th of February 2025

'ADVERTISEMENTS'

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).

Name of the Post	No. of Vacancies	Monthly Remuneration	Required Qualification, Experience, Skills & ToR
Skill Development Officer (SDO)	03	INR.39,800/ plus, benefits & allowances.	<p>Desired Qualifications: Post Graduate in any discipline.</p> <p>Desired Experience: Must have a working experience of 5 (five) years in Skill Development, Rural Development, or related fields.</p> <p>Essential Skills:</p> <ul style="list-style-type: none">• Must be fluent with the local language of the appointed district.• Knowledgeable with MS Office. <p>Terms of Reference (ToR):</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 Plan & Training Plan.• Assist the Training Providers (TP) in mobilization of youth in the allotted district.• Inspection, monitoring and evaluation of allotted projects.• Conduct regular meetings with the District Skill Committee under the direction of the 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 Preparation of Needs Assessment Report, Weekly Reports, Inspection reports, verifying course completion reports & timely submission of reports to Head Office. <p>Age Limit: Maximum Age Limit: 40 years. (In deserving cases, the qualification and experience may be relaxed)</p> <p>Minimum Age: 30 yrs.</p>

<p>Procurement Assistant</p>	<p>01</p>	<p>INR.49,775/- Per Month + EPF and other benefits as per HR Policy</p>	<p>Job Description:</p> <ul style="list-style-type: none"> ▪ Assist PIU-2 in all procurement activities of the Project. ▪ Assist in preparation of Terms of Reference and Scope of Work for various Training Packages to be taken up under the Project. ▪ Assist in preparation of bidding documents following standard ADB templates and processes, including the commercial and technical requirements of the bidding documents, such that they are ready to be issued. ▪ Assist the PMU and PIUs in organizing pre-bid workshops and in responding to queries from bidders. ▪ Assist in bid evaluation and submission of bid evaluation reports. ▪ Assist in contract negotiations and finalizing the contracts. ▪ Review and support quality assurance and enhancement of bidding evaluation reports for submission to ADB. ▪ Compilation and preparation of reports. ▪ Coordinating and making necessary arrangements during any events or meetings and adhering to logistical requirements as per need. ▪ Assist in monitoring the performance of the TPs and assessment agencies in an objective manner. While reviewing and clearing the bills submitted by the TPs and assessment agencies, ensure that all the required deliverables and milestones, as noted in the contracts, have been met. ▪ Assist in monitoring all contracts, verifying bills and invoices, and preparing withdrawal applications in the format specified by ADB. ▪ Assist in managing contracts and resolving contractual issues ▪ Ensuring uniform communication is delivered to all bidders and stakeholders <p>Any other requirements to ensure attainment of the Project.</p> <p>Educational Qualifications/Experience: Graduate or Equivalent Qualification in any stream with minimum 6 total work experience with at least 1 year Procurement experience.</p> <p>Skills & Proficiency: Work experience of handing multi-stakeholder projects/assignments/schemes/ donor-funded projects</p> <p>Good communication and interpersonal skills, for dealing with many types of people at all levels in a direct diplomatic way, are essential. An understanding of customer/client requirements is also necessary.</p> <p>Proficient in commonly software applications like Microsoft Office, Word and Excel. Able to electronically communicate internally and externally using public and private email and messaging programs.</p> <p>Adept at planning schedules utilizing computer spreadsheet and calendar software</p> <p>Age Limit: Maximum Age Limit: 50 years. (In deserving cases, the qualification and experience may be relaxed)</p> <p>Place of Posting: MSSDS Office.</p> <p>Reporting: The resource will report to the Project Manager, SHCDM</p>
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GENERAL INFORMATION:

Applicants who wish to apply, should submit their applications along with scanned Testimonials/ Marksheets through the link provided mssds.nic.in/recruitment.html

Please review the criteria before applying, as only candidates who meet the requirements will be shortlisted.

The last date for submission of applications is **21st Feb 2025** on or before **5:00PM**.
Shortlisted Candidates will be intimated, subsequently.

**Executive Director,
Meghalaya State Skill Development Society,
Shillong**