



GOVERNMENT OF MEGHALAYA
MEGHALAYA STATE SKILL DEVELOPMENT SOCIETY



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

Ph No-0364-2502243

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www.mssds.nic.in


No.MSSDS/Admn/322/2019/Vol I/12

Dated Shillong the 21st August 2025

NOTICE

The office of the Meghalaya State Skill Development Society, Department of Labour, Employment & Skill Development, Government of Meghalaya, Shillong invites eligible and interested candidates for a **Walk-In Interview** for the post of **Personal Assistant** attached to the Executive Director, MSSDS on contractual basis. Details below:

S N	Post/Resources Description	No. of Post	Monthly Remuneration (INR)	Required Qualification & Experience
1	Personal Assistant (attached to the ED-MSSDS)	1	22,100/- Plus Allowances: HRA-3000/- Internet-500/- Mob-200/-	<p>Interview Details:</p> <ul style="list-style-type: none"> Date: 1st September 2025 Time: 10:30AM to 4:00PM Registration Timings: From 9:30AM to 11:00AM Venue: MSSDS Conference Room, Grove Site Building, 3rd Floor, Keating Road. <p>Eligibility Criteria:</p> <ul style="list-style-type: none"> Bachelor's Degree in relevant field. Age: 21-30 Years. <p>Job Description:</p> <ul style="list-style-type: none"> Maintain the Officer's diary and arrange appointments, meetings, and travel. Prepare, type, and format official correspondence, letters, notes, and other documents. Maintain files, both physical and digital, in an organized and accessible manner. Take dictation and transcribe documents accurately and efficiently. Operate office equipment (computers, printers, scanners, etc.) & manage routine office tasks. Screen telephone calls and visitors, directing them appropriately. Handle incoming and outgoing mail, emails, and other forms of communication. Draft basic communication as instructed and maintain records of correspondence. Provide assistance in organizing and scheduling meetings. Prepare necessary documents or files required for meetings. Record minutes of meetings when required and ensure follow-up on action items. Track and manage correspondence, noting important deadlines. Undertake any additional tasks as assigned by the IAS Officer or supervising authority. <p>Preference will be given to candidates possessing Technical Skills in:</p> <ul style="list-style-type: none"> Proficiency in computer applications (MS Word, Excel, PowerPoint, email, etc) Prior experience in a similar government or administrative role is preferred. Writing & Excellent Communication Skills. <p>Important Instructions:</p> <ul style="list-style-type: none"> Candidates/applicants to report to the venue as per the scheduled time. No TA/DA will be paid for attending the interview. The appointment is purely temporary & MSSDS reserves the right to cancel or modify the recruitment process without prior notice.


Executive Director,
Meghalaya State Skill Development Society,
Shillong.



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NOTICE

The office of the Meghalaya State Skill Development Society, Department of Labour, Employment & Skill Development, Government of Meghalaya, Shillong invites eligible and interested candidates for a **Walk-In Interview** for the post of **Monitoring & Evaluation Manager** on contractual basis. Details below:

S N	Post/Resources Description	No. of Post	Monthly Remuneration (INR)	Required Qualification & Experience
1.	Monitoring & Evaluation Manager	1	39,000/- (Extendable upto 46,800/- based on Experience & Eligibility) Plus Allowances: HRA - 5000/- Mobile - 800/- Internet - 200/-	<p>Interview Details:</p> <ul style="list-style-type: none"> Date: 30th August 2025 Time: 10:30AM to 1:30PM Venue: MSSDS Conference Room, Grove Site Building, 3rd Floor, Keating Road. <p>Eligibility Criteria:</p> <ul style="list-style-type: none"> Min Educational Qualification: Bachelor in IT, Rural Development, Social Work, Business Administration or any other related field. Age: 24-40 Years. Experience: Minimum 5 Years in Monitoring & Research. <p>Job Description:</p> <ul style="list-style-type: none"> Develop and implement Monitoring & Evaluation plans for the Skill Development Project. Conduct research and analysis to identify areas of improvement. Develop and implement strategies to improve the effectiveness of the Skill Development Project. Develop and maintain databases to track project progress. Prepare reports on project progress and present findings to senior management. Ensure compliance with project objectives and timelines. Identify risks and develop mitigation strategies. Provide technical assistance to project staff on monitoring and evaluation. <p>Preference will be given to candidates possessing Technical Skills in:</p> <ul style="list-style-type: none"> SQL, PYTHON, ODK. Writing & Excellent Communication Skills Ability to work independently. <p>Important Instructions:</p> <ul style="list-style-type: none"> Candidates/applicants to report to the venue as per the scheduled time. No TA/DA will be paid for attending the interview. The appointment is purely temporary & MSSDS reserves the right to cancel or modify the recruitment process without prior notice.


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Meghalaya State Skill Development Society,
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