



**GOVERNMENT OF MEGHALAYA**  
**MEGHALAYA STATE SKILL DEVELOPMENT SOCIETY**



Grove Site Building 3<sup>rd</sup> Floor, Keating Road, Shillong, Meghalaya - 793001

Ph No-0364-2502243 | email: skills-meg@gov.in | www.mssds.nic.in

**No.MSSDS/Admn/322/2019/310,**

**Dated Shillong the 31<sup>st</sup> January 2024**

**ADVERTISEMENT FOR THE POST: MULTI TASK ASSISTANT (MTA)**

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 Position:	<b>Multi-Task Assistant (MTA)</b>
No of Position:	12 (twelve) posts, each in the 12 Districts of the State.
Job Description:	<ul style="list-style-type: none"><li>• To assist &amp; support the Skill Development Officer.</li><li>• Performing administrative tasks.</li><li>• Computer related works which also includes typing.</li><li>• Researching information as required.</li><li>• Delivering of materials/correspondences.</li><li>• Supervising the regular routine works in the office viz receiving and dispatch correspondences, putting up of correspondences from relevant files.</li></ul>
Educational Qualification/ Experience:	<ul style="list-style-type: none"><li>• Graduate in any discipline with a minimum of 5 years of relevant Experience in Office Administration and project related activities.</li></ul>
Skills & Proficiencies:	<ul style="list-style-type: none"><li>• Knowledge of Quality tools &amp; processes proficiency in Microsoft Office, Microsoft Word Office, Excel, PowerPoint, Outlook etc.</li><li>• Good report writing and analytical skills.</li><li>• Proficiency in administrative work and other related work.</li><li>• Excellent communication skills, both verbal and written Proficiency in local languages of the State.</li></ul>
Other requirement:	<ul style="list-style-type: none"><li>• Extensive travel and night haul, if required.</li></ul>
Age limit:	Maximum Age Limit: 37 years. (In deserving cases, the qualification and experience may be relaxed)
Remuneration:	<b>₹17,040/-</b> per month inclusive of benefits.
Place of Posting:	District office of the Meghalaya State Skill Development Society.
Reporting:	Skill Development Officer of the District.

Applicants who wish to apply are hereby requested to submit their application along with scanned/self-attested Testimonials/Certificates/Marksheets & other relevant documents to the office of the Skill Development Officer of their respective district.

The last date for submission of applications is **15th of February 2024** on or before **4:00 PM**. Shortlisted Candidates will be subsequently intimated.

**NB:** **ONLY 1(one) application will be allowed.**

**Example:** Applicants residing in East Khasi Hills (being their Home District) can apply for East Khasi Hills only.

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