



No.MSSDS/Admn/322/2019/159, Dated Shillong the 12th June 2023

ADVERTISEMENT

The Meghalaya State Skill Development Society (MSSDS), Department of Labour, 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
Skill Development Officer (SDO)	2(two) 1 No. in Eastern West Khasi Hills District, Mairang & 1 No. in East Garo Hills Dist, Williamnagar	Rs.33,700/- inclusive of benefits & allowances.	<p>Desired Qualifications: PG in Rural Development, PG in Rural Management, PG in Co-operative Management, Masters in Social Work.</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 Word, Excel & PPT. <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 Skill Training Providers (STP) 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, Inspection reports, verifying course completion reports & timely submission of reports to Head Office. <p>Age Limit: Not more than 37 years</p>

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

The last date for submission of applications is ... 23rd JUNE ... 2023 on or before ..5:00...PM, Shortlisted Candidates will be intimated, subsequently.

Executive Director,
Meghalaya State Skill Development Society,
Shillong