



GOVERNMENT OF MEGHALAYA  
MEGHALAYA STATE SKILLS 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/322/2019/60, Dated Shillong the 16<sup>th</sup> August 2022

**From:** Shri. Shivansh Awasthi, IAS,  
Executive Director,  
Meghalaya State Skill Development Society,  
Shillong

**To:** The Director,  
Information and Public Relations Department,  
Meghalaya, Shillong

**Sub: Advertisement in Local Newspapers.**

Sir,

In inviting a reference to the subject cited above, I am directed to enclose herewith a copy of the **Advertisement** for recruitment of resources under Meghalaya State Skill Development Society, Shillong.

You are requested to kindly publish the same on 3(three) local dailies, one in Nongsain Hima (Khasi), one in Salantini Janera (Garo) & one in Shillong Times (English) on the .....17<sup>th</sup> of AUG..... 2022 **positively**. Please also share copies of the published notices/advertisements in Newspapers with the office of the undersigned.

Thanking you and looking forward to your kind support.

**Yours faithfully,**

**Enclosed:** As stated

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



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**ADVERTISEMENT FOR THE POST OF IT-MIS MANAGER**

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

<b>Name of Post</b>	<b>No</b>	<b>Monthly Remuneration</b>	<b>Required Qualifications &amp; Experience</b>
IT-MIS Manager	1	<b>₹40,000 (Fixed)</b>	<p><b>Desired Qualifications:</b> MCA/BTech in Computer Science/MSc Computer Science from recognized institutes.</p> <p><b>Desired Experience:</b> 3 years' experience in the field of IT and Management Information System Portal with Government Department /Agency or any Cooperate organisation.</p> <p><b>Proficiency in:</b> Web Designing, Java, Spring MVC, SQL Query and Database Management, Corel Draw, Adobe Photoshop, and editing will be an added advantage.</p> <p><b>Competency in:-</b></p> <ul style="list-style-type: none"> <li>• Manage large information and data from various stakeholders (TPs) in the state of Meghalaya.</li> <li>• Establish and manage MIS for all MSSDS Skills Development Projects and maintaining the system through various projects.</li> <li>• Coordinate &amp; monitor day-to-day activities of all Training Providers.</li> <li>• Validate, analyze Data, and Present data in the form of reports.</li> <li>• Update the content of the website and MIS portal.</li> </ul> <p><b>Job Responsibility:</b></p> <ul style="list-style-type: none"> <li>• Plan and supervise the operations of information and data processing activities.</li> <li>• Create, collate and manage a database for project implementation under MSSDS.</li> <li>• Determine Hardware and Software requirements.</li> <li>• Maintain and update the MSSDS website and MIS Portal.</li> <li>• Coordinate with Skill Training Providers on Data management and manage large information from various stakeholders (TPs) in the state of Meghalaya.</li> <li>• Monitor the daily status of the actual training of Skill Training Providers and all information to be aligned in the Program Management Information System (PMIS).</li> <li>• Monitor the operation of all Users on the PMIS.</li> <li>• To validate, analyze data and present data in the form of reports.</li> <li>• Any other duties as assigned by the higher Authority.</li> </ul>

Applicants who wish to apply may go through the qualification criteria and submit their applications along with scanned Testimonials/Certificates/Marksheets, through the link provided [mssds.nic.in/recruitment.html](http://mssds.nic.in/recruitment.html)

The last date for submission of applications is ..... 26<sup>th</sup> Aug ..... 2022 on or before 6:00 PM. Shortlisted Candidates will be subsequently intimated.

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