

MEGHALAYA SOCIETY FOR SOCIAL AUDIT & TRANSPARENCY (MSSAT)
Meghalaya, Shillong

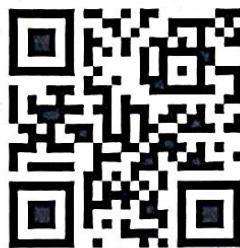
No. MSSAT/MEGH.2/2024-25/ 1429

Dated: Shillong the 30th January 2026

ADVERTISEMENT

1. Applications are invited from interested candidates from the citizens of Meghalaya for the following post of Junior Consultant on contract basis, subject to the terms and conditions laid down in the contract agreement. The post is purely temporary.

Interested applicants can apply online via the web link <https://forms.gle/RfVuXjTUENWnFTG4A>



Sl. No.	Name of the Post	No. of Post Vacant	Posting	Minimum qualifications	Upper Age Limit	Remuneration per month
1	Junior Consultant	4 (one) post (2 Khasi/ Jaintia & 2 Garo)	Shillong, Head office	Post Graduate in Public Policy, Development Studies, Rural Development, Social Sciences, Public Administration, Population Studies - additional qualification in Statistics & Data Analyst -Must have obtained an aggregate of 55% marks and above at the PG level.	37 yrs (relaxation for at least 5 years for SC/ST candidates)	Rs 35,000/- monthly salary plus other allowances as per the SAU norm.

Desired Experience:

1. Preferably minimum 3 (three) years of experience in monitoring, evaluation, and planning for rural development projects/programmes; well-versed in data gathering, research & documentation, will be an advantage
2. Knowledge on implementation of various developmental / welfare programs in both the urban and rural areas.

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Essential Task:

- (i) Monitoring and evaluating the performance of the Social Audit Resource Persons who are placed at the District, Block and Village Level
- (ii) Field Tour involving field stay in villages in Khasi, Jaintia and Garo regions during the period of field monitoring of Social Audit Resource Persons at the field level.

Roles, Responsibilities & Functional Requirements for the Post: -

- I. Overall inputs under Social Audits:
 - a) Monitoring and evaluating the performance of the Social Audit Resource Persons who are placed at the District, Block, and Village Levels.
 - b) Field Tour involving field stay in villages in Khasi, Jaintia and Garo regions during the period of field monitoring of Social Audit Resource Persons at the field level.
 - c) To bring in grass-roots experience and experience in the design and development of Social Audit Manuals, Rules, Guidelines and training modules.
 - d) Guide and design the training process for conducting social audits.
 - e) Conduct research and data analysis on the findings of social audits.
 - f) To evaluate the social audit process and the Resource Persons in the State from time to time and submit reports
 - g) To build a strong working relationship of cooperation with credible civil society organizations working with the Mahatma Gandhi NREGA and any of the State or Central Schemes in the field so that their support, feedback, and inputs can be obtained regularly.
 - h) Identification of skill gaps and organization of training, including Development of training calendar schedules.
 - i) To liaise with the district-level officials and civil society organizations on different aspects of the social audit process to elicit their partnership and support.
 - j) To identify potential candidates for positions of DRP/BRP/VRP following the recruitment policy of the SAU.
 - k) Any other project or institution-related activities as assigned from time to time by the Director, SAU.

Note: The above-mentioned activities require travel and stay in study sites, assigned sites and collaborating institutions

- II. Overall monitoring of social audit, conducting Qualitative data collection and analysis.
- III. Assist in capacity building of the project personnel in terms of data collection, analysis, integration, reporting and formulating micro-plans.
- IV. Maintain research log of work and provide weekly/biweekly reports as required.
- V. Provide periodic updates of progress to the Director and the Government.
- VI. Assist the lead investigators in providing reports and other deliverables.
- VII. Coordinate and ensure field data collection, data verification, and ensure appropriate consent and data analysis.
- VIII. Undertake periodic field visits to project sites to review project implementation, identify challenges and support the team in charting appropriate solutions.
- IX. Engage in compiling data and performing appropriate data analysis.

Operational Requirements:

- i) Supervise/coordinate local arrangements regarding travel and accommodation of the team during data collection, field verification or for other field activities as and when required.
- ii) Supervise field plans and budget for data collection, as and when required.

Data Management:

- 1. Maintain a detailed log of work and provide weekly reports.
- 2. Supervise data collection, data analysis and uploading the data whenever required.

Report Writing/Updates:

Provide regular updates to the immediate supervisor and write reports and manuscripts for publication.

OFFICE ADDRESS: V.W. Bonded Warehouse, Lower Lachumiere, Shillong-793001, Meghalaya.

☏ 0364-2500551, Email: mssatmeghalaya@gmail.com

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Language Requirements:

Fluency in the local language and English is required. Knowledge of another local language is an asset.

Additional Skills:

- Good writing and communication skills are essential.
- Proficiency in relevant computer applications such as Excel, Word, and PowerPoint is essential.
- Proficiency with qualitative software (N-vivo or equivalent) and statistical software is desirable.

2. Applications are invited from interested candidates from the citizens of Meghalaya for the following post of Accounts and Admin Assistant on contract basis, subject to the terms and conditions laid down in the contract agreement. The post is purely temporary.

Interested applicants can apply online via the web link <https://forms.gle/G9J4nFwo7nSRcqTT8>



Sl. No.	Name of the Post	No. of Post Vacant	Posting	Minimum qualifications	Upper Age Limit	Remuneration per month
2	Accounts and Admin Assistant	1	Shillong Head Office	Graduate in Commerce with Tally - Must have obtained an aggregate of 55% marks and above at UG level	32-37 (relaxation for at least 5 years for SC/ST candidates)	Rs. 20,000/- monthly salary plus other allowances as per SAU norms

Experience:

- Hands-on knowledge in Tally / other related software
- Freshers can apply

Essential Task:

- Assist in the management of the Accounts of the society
- Assist in the management of funds and liaise with different departments for fund matters
- Maintenance of books of Accounts of the Society in Tally Prime
- Assist in the preparation of the Budget for the Society
- Maintain office files, records, registers, and official documentation in an organized manner.
- Assist in drafting official correspondence, notes, office orders, and reports.
- Support day-to-day office administration, including file movement and record maintenance.

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- Maintain inventory records of office assets, stationery, and consumables.
- Assist in procurement-related processes, including quotations, purchase orders, and others
- Assist in the day-to-day administration and functioning of the office

Selection & Appointment process for all Positions at Sl.No. 1&2. :

1. All candidates should apply via the online link at one time or before the notified date, i.e. 15th February 2026
2. All applications shall be screened as per the education qualification, work experience, minimum essential requirements and on submission of valid essential documents. Online CV (curriculum Vitae) requirements are:-

- 1) Full Name, Age, Photo
- 2) Address and contact details (including email and phone)
- 3) Educational qualifications – Diploma/degree/s, year and institute qualified from
- 4) Language skills (spoken, written)
- 5) Software skills
- 6) Work experience (position/job title, organization, duration). If none, please state NIL
- 7) Research experience (if any) for position at Sl.2.
- 8) Publications (if any)- for position at Sl.2.
- 9) References (Names, Office/Institutions/Agency) of two persons whom you have worked for or trained under.
- 10) Any other relevant information

Applications not fulfilling these criteria shall be summarily rejected.

3. List of the shortlisted candidates shall be displayed on the Society's website. Mere eligibility will not entitle any candidate to be called for the Written Examination, Social Audit Rural Appraisal Test OR Personal Interview. The MSSAT reserves the right to place a reasonable limit on the total number of candidates to be called for WRITTEN EXAMINATION, SOCIAL AUDIT RURAL APPRAISAL TEST or PERSONAL INTERVIEW. Fulfilment of essential qualification per se does not entitle a candidate to be called for WRITTEN EXAMINATION, RURAL APPRAISAL TEST or PERSONAL INTERVIEW. The Society reserves the right to conduct any additional tests at any time during the recruitment.
4. The date, time and venue will be communicated to the candidate via update on the Website or Phone or E-mail. Candidates are advised to clearly indicate their contact number and email address to facilitate faster communication and updates from the Society's Website.
5. The Appointment and placement shall be given to successful candidates based on the Personal Interview (PI) results. Successful Candidates shall be placed for a probation period of 6 (six) months from the date of appointment after declaration of the results. The confirmation of appointment shall be given after the candidate have successfully completed the probation period as per the terms and conditions of the Society. The candidates shall be paid remuneration of 90 % of the total cost as advertised during the probation period.

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Director.
MSSAT, Shillong.