

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

No.MSSAT/MEGH.2/2024-25/941

Dated: Shillong the 10<sup>th</sup> July, 2024

**ADVERTISEMENT**

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

Eligible and interested candidates can submit their applications on or before **5:00 pm** of the **25<sup>th</sup> July, 2024** by mandatorily filling the Google form via web link [<https://forms.gle/3YyjMB4sfExRXL558>] or by scanning the QR Code :



Sl No	Name of Post
1	Accounts and Admin Assistant
2	Block Social Audit Resource Person

Details of vacancies, remuneration, eligible age limit, educational qualification, work experience is available vide this office order No.MSSAT/MEGH.2/2024-25/941 dated: Shillong the 10<sup>th</sup> July, 2024 at this Society website at <https://mssat.nic.in>.


  
**Director, MSSAT**  
**Meghalaya, Shillong.**

Dated: Shillong the 10<sup>th</sup> July 2024

Memo No. MSSAT/MEGH.2/2024-25/941

Copy to:

1. The SIO, NIC, Shillong, for posting of advertisement in the website of MSSAT, i.e mssat.nic.in on or before the **12<sup>th</sup> July 2024**.
2. The Director of Information & Public Relations, Shillong for printing of advertisement in one issue of The Shillong Times, U Nongsain Hima and Salantini Janera) preferably to be issued on the **12<sup>th</sup> July 2024**. Bills in triplicate may be submitted to the office of the undersigned.
3. The Accounts Section, MSSAT, Shillong for information and necessary action.

  
**Director, MSSAT**  
**Meghalaya, Shillong**

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

No.MSSAT/MEGH.2/2024-25/941

Dated: Shillong the 10<sup>th</sup> July, 2024

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Sl. No	Name of the Post	No. of Position	Posting	Minimum qualifications	Upper Age Limit	Remuneration per month
1.	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 yrs (relaxation for at least 5 years for SC/ST candidates)	Rs 18,000/- monthly
<p><b>Work Experience :</b> Minimum 2 (two) years work experience in accounts and administration works with tally, GST, etc. Hands on working experience in Tally/other related software.</p> <p><b>Essential Task :</b> Assist in management of the Accounts of the Society, Assist in management of Funds and Liaison with different departments for funds matters, Maintenance of books of accounts of the Society in Tally Prime. Assist in preparation of Budget for the Society. Assist in day-to-day administration and functioning of the office. Others</p>						
Sl. No.	Name of the Post	No. of Position	Posting	Minimum qualifications	Upper Age Limit	Remuneration per month
2.	Block Social Audit Resource Persons	1	Ranikor C&RD Block	Graduate in Public Policy, Development Studies, Rural Development, Social Sciences, Public Administration or related disciplines. Additional Educational Qualification- Certificate Course in statistics, -Must have obtained an aggregate of 50% marks and above.	32-37 yrs (relaxation for at least 5 years for SC/ST candidates)	Rs 12,000/- monthly salary & travel allowances as per the SAU norm based on tour duties performed @Rs 2000/- per month.
<p><b>Work Experience :</b> Minimum 3 (three) years of grass root experience on right based issue at the Block/Cluster Level Positions. Knowledge &amp; Experience in conducting social audits for the past one year, Knowledge in Computer Basic Knowledge in operation of Android Mobile, Preference will be given to candidates who are local residents with domicile in South West Khasi Hills and West Khasi Hills</p> <p><b>Essential Task :</b> Supervision, Monitoring of the SAURPs at the Block level (Village Social Audit Resource Persons).including field stay at the village level, Liaison, Coordination with district administration, departments for social audits if schemes and programmes under schedule -I of the MCPSPSA Act, Responsible for the status of social audits, district targets and achievements, social audit at the Block Level</p>						

# **MALAYA SOCIETY FOR SOCIAL AUDIT & TRANSPARENCY** **(MSSAT) Meghalaya, Shillong**

## **Duties and responsibilities of the Block Resource Persons**

1. To report to the office of the Block Development Officer, Community & Rural Development Block on a regular basis thereby performing your day to day tasks from the Block Office as per regular instructions from this office.
2. To coordinate with implementing departments at the block level for the conduct of social audits for schemes under schedule I of the MCPSSA Act, State and Central Government schemes.
3. To have mutual cooperation, coordination, respect with the DSARP & VSARPs in terms of carrying out the social audits.
4. To coordinate with the DSARP and VSARPs during the preparation of the Social Audit Calendar.
5. To support the VSARPs during the facilitation and conduct of social audits at the Villages Level and to complete 100 % monitoring of the VSARPs at the field level @ 10 (ten) - 15 (fifteen) days in a month.
6. To coordinate with the DSARP and VSARPs for the social audit public hearings at the Cluster/Block level and to prepare the social audit power point presentation (PPT) and to attend the social audit public hearings.
7. To verify and compile the social audit reports reported in the dashboard as submitted by the VSARPs in the SAR format and submit the same to the DSARP within 15 (fifteen) days of the completion of the Social Audit Public Hearing.
8. To print the Social Audit MIS Verification Format as downloaded and submitted by the DSARP and distribute the same to the VSARPs for verification at the field.
9. To monitor daily the VSARPs, have monthly meetings with the DSARP at the district and with the VSARPs at the block level, maintain regular call log, prepare extract data reports, prepare the working days of the VSARPs & verify social audit reports as submitted by the VSARPs in the SA mobile app dashboard.
10. To provide regular status on the conduct of social audits to the DSARP.
11. To report to the head office or the district office only upon prior approval from the head office.
12. To get prior approval of leave as per this office contractual Terms of Agreement signed by you.
13. Any other duties as assigned from the office of the MSSAT.

## **Important Instructions:**

1. Candidate should use only Gmail Account for registration in the google form.
2. Candidates should apply only once using the google form and upload the supporting scanned documents in a Single PDF file ( the PDF should be renamed by the first and last name of the applicant and its total size should be less than 1MB).
3. When uploading, select pdf file from your local device/drive.
4. All applications will be subjected to a screening process constituted for the purpose.
5. Shortlisted candidates will have to undergo written/ personal interview.
6. All relevant Certificates Testimonials etc. (IN ORIGINAL) to be produced at the time of interview if shortlisted.
7. The undersigned reserves the right to reject any/all applications without assigning any reason thereof.
8. The schedule of written/personal interview to shortlisted candidates will be published in the Society website. All applicants are advised to visit the website accordingly. No separate individual call letter for written/personal interview will be sent.
9. The date, time and venue will be communicated to the candidate via Phone or E-mail. Candidates are advised to clearly indicate their contact number and E-mail address to facilitate faster communication.
10. No TA/DA will be paid to the applicants for attending the interview.
11. Successful Candidates shall be place 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 condition of the Society. The candidates shall be paid remuneration of 80 % of the total cost as advertise during the probation period.
12. Preference will be given to local candidates who have proficiency in Khasi/Jaintia and Garo language.

Sd/-  
Director, MSSAT  
Meghalaya, Shillong.