

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

No.MSSAT/MEGH.2/2024-25/253

Dated: Shillong the 10th November, 2025

## 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. Interested applicants can **apply online** via web link <https://forms.gle/5xHQyZ4Tgs4wCxcN9> or by scanning the QR Code below.



Sl. No.	Name of the Post	No. of Posts	Posting	Preferred Qualifications	Upper Age Limit	Remuneration per month
1.	Human Resources Associate	1 (one) post	Shillong Head Office	MBA/ Post Graduate in: Management/ Public Policy/ Development Studies/ Social Sciences/ Public Administration, Population Studies/ Engineering. - Additional qualification in Statistics & Data Analysis (if any) - Must have obtained an aggregate of 55% marks and above at the PG level.	32 yrs (relaxation for at least 5 years for SC/ST candidates)	Rs 30,000/- Basic pay + HRA, TA & Other Allowances as per the SAU norms.

### Desired Experience:

- Preferred 2 (two) years of experience in HR roles, administration and related matters at the State Level.
- Preference will be given to candidates having experience working in Govt./Semi Govt. organizations.

### Essential Skills:

- Familiar with MIS systems and related softwares.
- Knowledge of Labour Laws, Workplace Safety and other regulations.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Excellent written and verbal communication skills.
- Attention to detail, willingness to learn and work as part of a team.
- Ability to align with team strategies and ideas.
- Good administrative, organizing and problem-solving skills.
- Ability to handle sensitive and confidential information with integrity.
- Understands shifting priorities, is comfortable in navigating through ambiguous situations and can juggle multiple and varied projects simultaneously.

OFFICE ADDRESS: C/O, V. W. Bonded Warehouse, Lower Lachumiere(old building), Shillong-793001, Meghalaya.

Email: [mssatmeghalaya@gmail.com](mailto:mssatmeghalaya@gmail.com)

## **Roles and Responsibilities: -**

- Handling of the HRMIS - Regular updation of employee records, contracts, leave balances, and service histories in the HRMIS.
- Preparation of periodic HR Reports (Monthly/Weekly/Daily) - generate HRMIS-based reports on staffing, attendance, leave utilization, turnover, and other HR metrics.
- Handling of the full cycle recruitment process as per the needs of the organization.
- Maintenance and updation of personnel files and HR databases.
- Track performance data and identify staff development needs through PAR.
- Training and Development - Organize internal/external training, workshops, and capacity-building programs and maintain training records and evaluate training outcomes.
- Scheduling meetings at various levels as and when necessary.
- Maintenance of leave records, tour records, etc. of staff.
- Management and updation of the HR Manual to keep up with existing standards.
- Work with State/District/Block level officials and employees to resolve grievances and disciplinary issues.
- Coordination with other departments/agencies and assisting staff to achieve organization goals.
- Perform miscellaneous administrative duties as needed.
- Serve as the first point of contact for employee queries, grievances, and workplace issues.
- The role involves travelling across the State as required for HR-related coordination, monitoring, training, and administrative support activities.

## **Selection & Appointment Process:**

- All candidates should apply via the online link on or before the notified date, i.e., **1st December 2025**.
- All applications shall be screened as per the education qualifications, work experience, essential requirements, and submission of valid essential documents.

### **Applications not fulfilling these criteria shall be summarily rejected.**

- A list of the shortlisted candidates shall be displayed in the Society website. Mere eligibility will not entitle any candidate to be called for Written Examination/Personal Interview. MSSAT reserves the right to place a reasonable limit on the total number of candidates to be called for Written Examination/Personal Interview. Fulfillment of essential qualification parse does not entitle a candidate to be called for Written Examination/Social Audit Rural Appraisal Test/Personal Interview. The Society reserves the right to conduct any additional test at any time during the recruitment.
- The date, time and venue will be communicated to the candidate via an update in the Website or Phone or E-mail. Candidates are advised to clearly indicate their contact number and E-mail address to facilitate faster communication and updates from the Society's website.
- The Appointment and placement shall be given to the successful candidate 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 has 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.

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