



DHS/MHIS/HR/8/2025/18

Date: 12.01.2026

GOVERNMENT OF MEGHALAYA
STATE NODAL AGENCY, MEGHA HEALTH INSURANCE SCHEME
MEGHALAYA, SHILLONG.
VACANCY NOTICE

For the implementation of Ayushman Bharat Pradhan Mantri Jan Arogya Yojana and Megha Health Insurance Scheme in the State of Meghalaya, the Office of the State Nodal Agency, Megha Health Insurance Scheme, Meghalaya, Shillong, invites eligible and interested candidates for the Walk-in Recruitment for the following posts on a Contract Basis as per details below:

Sl. No	Designation	No of Positions	Eligible Qualifications & Experience	Place of Posting	Remuneration (in Rs)
1.	IT Assistant	5	<ul style="list-style-type: none">Graduate Degree in Computer Applications/Information Technology.Minimum 3 years of experience in IT & Data Analytics.Hands-on experience with software like Word, Excel, PPT, Power BI, Tableau, etc.Preference will be given to applicants who have already worked under various State Health Department categories.32 years as of the last date of submission of the applicant. Relaxation of 5 years over the upper age limit of 32 years for candidates belonging to the Scheduled Tribe & the Scheduled Caste.Willingness to travel for work purposes.	Khasi Hills, Jaintia Hills & Garo Hills	₹25,000/- PM

- a) Qualified and interested candidates can directly submit their applications in the prescribed Standard Form to the Office of State Nodal Agency - Megha Health Insurance Scheme.
- b) Candidate must enclose along with the prescribed Standard Form, a recent passport-size photograph, and self-attested copies of the following documents: Filled Application form, Updated Resume, Educational qualifications certificates, Proof of Experience or Experience Certificates, Latest salary slips or proof of salary from the current or previous organisations, Additional or technical qualifications certificates (if any), Identity Proof (PAN Card or Aadhar Card), Copy of their previous work portfolios.
- c) The shortlisted candidates for the Written Test & Interview will be published on the MHIS website.
- d) Incomplete applications shall not be entertained and are liable to be rejected.
- e) The last application submission date is on **2nd February 2025, up to 05:00 PM**. Applications received after the last date will not be entertained.
- f) The Terms of Reference for the above post can be downloaded from the MHIS website.
- g) For further information, log in to: www.mhis.org.in / Contact Number: 0364 – 2507477.

Sd/-

Chief Executive Officer
Megha Health Insurance Scheme
Meghalaya, Shillong.