

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

No.MSSAT/MEGH.2/2024-25/247

Dated: Shillong the 15th October, 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/Su847cbGKJAjUiD1A> or by scanning the QR Code below.



Sl. No.	Name of the Post	No. of Post Vacant	Posting	Minimum Qualifications	Upper Age Limit	Remuneration per month
1.	Programme Manager – Web, Information Technology & Data Analyst	1 (one) post	Shillong Head Office	Post Graduate in Information Technology/ Computer Applications/ Computer Science/ Engineering in Technology. - 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 35,000/- Basic pay + HRA, TA & Other Allowances as per the SAU norms.

Desired Experience:

1. Preferred 2 (two) years of experience in related professional field Web & Data Analysis.
2. Experience working in Govt./Semi Govt. organizations
3. Knowledge of programming in web development and android, database handling and networking.
4. Database design and management of MIS with good knowledge of SQL, ODK, PostreSql with experience in developing an application with a relational database.
5. Knowledge on data interpretation and analysis.
6. Server Management and administering systems related to computer equipment including system and application software.
7. Knowledge in handling and developing in Google API account.

Essential Skills:-

- Experience in technologies such as Bootstrap, JQuery, Ajax, CSS, Java script, HTML, XHTML, PHP.
- Proficiency in MS office, Google Docs, etc.
- Strong written and verbal communication. Content Management System.
- Good knowledge and understanding of Backend and Frontend technologies.
- Good problem-solving skills and attention to detail.

Roles & Responsibilities:-

- Management of the Society Website,

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

Email: mssatmeghalaya@gmail.com

- IT Infrastructure Management: Procurement, Management and maintaining the IT infrastructure, including hardware (office electronic devices and equipment), software, network systems and servers
- Overall incharge of the Social Audit App/Portal (Management, Liaison & Coordination on the Social Audit App/Web portal)
- Training, Issues, Errors related to Social Audit App/Web portal
- Maintenance of database and status records related to status of works, schemes, programme
- Data Interpretation and Analysis
- Any other related works as required

Additional Skills:-

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

Selection & Appointment process:

1. All candidates should apply via the online link on or before the notified date, i.e., **31st October 2025**.
2. All applications shall be screened as per the education qualification, work experience, minimum essential requirements, and submission of valid essential documents.
3. **Online CV (curriculum Vitae) requirements are:**
 - ❖ Full Name, Age, Photo
 - ❖ Address and contact details (including email and phone number)
 - ❖ Educational qualifications – Diploma/degree/s, year and institute qualified from
 - ❖ Language skills (spoken, written skills)
 - ❖ Software skills
 - ❖ Work experience (position/job title, organization, duration) if none please state NIL
 - ❖ Research experience (if any)
 - ❖ Publications (if any)
 - ❖ References (Names, Office/Institutions/Agency) two persons who you have worked or trained under
 - ❖ Any other relevant information

Applications not fulfilling these criteria shall be summarily rejected.

4. 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/Social Audit Rural Appraisal Test/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/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.
5. 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
6. 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 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.