



**GOVERNMENT OF MEGHALAYA
MEGHALAYA STATE RURAL LIVELIHOODS SOCIETY**

(The Nodal Agency of Govt. of Meghalaya for Implementing NRHM, Ministry of Rural Development, Govt. of India)

DISTRICT MISSION MANAGEMENT UNIT (DMMU)

WEST JANTIA HILLS DISTRICT, JOWAI

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File No. MSRLS/DMMU/WJH/HR/Pt.III/17/59/2022/ 473

Dated: Jowai, the 19th January 2026

ADVERTISEMENT

Applications are invited from eligible citizens of Meghalaya for the posts of **Office Assistant** at the **Block Mission Management Units (BMMUs)** under West Jaintia Hills. Applications must be filled in the Standard Form and submitted through offline mode only to the office of undersigned, C/o- Office of the Deputy Commissioner WJH Jowai Room no-153. The last date for submission of applications is 15th Feb 2026, up to 4:00 PM.

The appointment is **purely temporary / contractual** and may be extended based on performance. No claim for permanent appointment shall be entertained.

Only Candidates having the desired qualification will be shortlisted and informed via email for the written exam.

Qualification & Experience

1. Degree in any subject from a recognized University/ Institution.
2. Minimum 1 years' experience in Office Administrative works, Data Entry, etc.
3. Good communication skills (English/Hindi or local language).
4. Knowledge of office equipment (printer, scanner, photocopy, etc.).
5. Basic record-keeping and file management skills.
6. Ability to draft letters, emails, and maintain registers.
7. Organizational skills and multitasking ability.
8. Computer Skills with emphasis on Microsoft Packages, Google Suite, etc...
9. Age not exceeding 32 years (5 years relaxation for ST/SC).

PLACE OF POSTING - BLOCK MISSION MANAGEMENT UNIT (BMMU)				
SN	Post	Block (BMMU)	No of Post	Pay Per Month
1	Block Office Assistant	Amlarem	1	₹. 14,040/-
2		Laskein	1	
3		Namdong	1	
Total			3	

Documents Required

1. Standard Form
2. All Educational certificates and mark sheets (Class X onwards)
3. Computer certificate
4. Category certificate (ST/SC/Gen/OBC)
5. Birth certificate
6. Experience certificate/appointment order (if any)
7. No Objection Certificate (*for candidates currently employed*)

General Instructions

1. Candidates must ensure they meet the eligibility criteria before applying.
2. Applications received after the deadline will not be accepted.
3. Valid email ID and contact number must be provided. The office of the undersigned will not be responsible for bounced emails.
4. No TA/DA will be paid for attending the recruitment process.
5. For queries, email: dmmuwjh2024@gmail.com

Debarment

- i. Furnishing false or incorrect information will lead to immediate disqualification.
- ii. Impersonation or use of unfair means will result in disqualification and legal action.
- iii. Any form of canvassing will result in disqualification. The decision of MSRLS DMMU WJH shall be final.


 (Shri. Abhinav Kumar Singh)
 Deputy Commissioner & Chairman
 District Mission Management Unit
 West Jaintia Hills District, Jowai
 Deputy Commissioner & Chairman
 District Mission Management Unit
 West Jaintia Hills