

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

No.MSSAT/MEGH.2/2016-17/904-82

Dated: Shillong the 19th April 2023

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://sites.google.com/view/mssatrecruitment>.

Sl. No.	Name of the Post
1.	Programme Manager - Human Resource Management (1)
2.	Programme Manager- Web, Information Technology & Data Analyst (1)
3.	Junior Consultants (2)
4.	Programme Manager Audits & Accounts (1)
5.	District Social Audit Resource Persons (7)
6.	Block Social Audit Resource Persons (26)
7.	Village Social Audit Resource Persons (536)


Note:-

1. The post at sl.no.1,2,3,5,6,7 involves extensive and mandatory travelling and night stay in the community in rural villages, and representing for attending trainings outside the State and only candidates who are willing to travel may apply for the advertised posts.

2. The post at Sl.No.5 is transferable within (a) Khasi & Jaintia & (b) Garo Hills Region; Sl.No.6. inter blocks or within a districts; & Sl.No.7. within Block or Gram Sewak circles within a Block in a district.

Details of vacancies, remuneration, eligible age limit, educational qualification, work experience, documents required for submission is available vide this office **order**. No.MSSAT/MEGH.2/2016-17, Dated: Shillong the 19th April 2023 at this Society website at <https://mssat.nic.in/>

Application can be filled **online via mssat.nic.in latest by the 5th May 2023** . [link for online applications will be closed thereafter].


Director,
MSSAT, Shillong.

No.MSSAT/MEGH.2/2016-17/904-82

Dated: Shillong the 19th April 2023

Copy To:

1. The SIO, NIC, Shillong for posting the advertisement in the website of MSSAT i.e, mssat.nic.in on or before **22nd April 2023**.

2. The Director of Information and Public Relation Department for printing of the advertisement in one issue of The Shillong Times, U Nongsain Hima & Salantini Janeira on or before **22nd April 2023** .Bills in triplicate may be submitted to the office of the Director, MSSAT.

3. The Account Section, MSSAT, Shillong.


Director,
MSSAT, Shillong.

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

No.MSSAT/MEGH.2/2016-17/905

Dated: Shillong the 19th April 2023

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<https://sites.google.com/view/mssatrecruitment>.

Sl. No.	Name of the Post	No. of Post Vacant	Posting	Minimum qualifications	Upper Age Limit	Remuneration per month
1.	Programme Manager - Human Resource Management	1 (one) post	Shillong Head office	Post Graduate in HR Management & Analytic (PGP - HRA)/ Post Graduate Program in HR Management/ Post Graduate in Personnel Management -Must have obtained an aggregate of 55% marks and above at the PG level.	32-37 yrs (relaxation for at least 5 years for SC/ST candidates)	Rs 35,000/- monthly salary & travel allowances as per the SAU norm.
<p>Desired Experience:</p> <ul style="list-style-type: none">● Minimum of 3 (three years works experience in the field of Human Resource - Administration and related matters at the State or District Level. <p>Essential Skills:</p> <ul style="list-style-type: none">● Excellent in written and verbal communication skills,● Should have the ability to work accurately with attention to detail,● Willingness to learn and the flexibility to work as part of a team,● Able to align branding strategies and ideas,● He/she understands shifting priorities, is comfortable in navigating through ambiguous situations, and can juggle multiple and varied projects simultaneously,● Have good administrative, organizing, and problem-solving skills. <p>Roles and Responsibilities :</p> <ul style="list-style-type: none">● Preparation and Finalization of the HR manual of the Society,● Schedule of recruitment wherever necessary,● Preparation of job descriptions,● Training and Development viz. orientation program and job description oriented training programs,						

OFFICE ADDRESS: V.W.BondedWarehouse, Lower Lachumiere, Shillong-793001, Meghalaya.

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	<ul style="list-style-type: none"> ● Maintain employee records including confidential and sensitive employee information, ● Maintenance of leave records, verification of tour records and related, ● Works with team leaders/managers and employees to resolve employee grievances and disciplinary issues, ● Coordination with other departments and agencies and assist employees and staffs in accordance with the Society's policies and procedures, ● Performing miscellaneous administrative duties, as needed. 					
Sl. No.	Name of the Post	No. of Post Vacant	Posting	Minimum qualifications	Upper Age Limit	Remuneration per month
2.	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.	32-37 yrs (relaxation for at least 5 years for SC/ST candidates)	Rs 35,000/- monthly salary & travel allowances as per the SAU norm.
<p>Desired Experience:</p> <ul style="list-style-type: none"> ● Minimum 3 (three) year of work experience in related professional field Web & Data Analysis. ● Knowledge of programming in web development and android, database handling and networking. ● Database design and management of MIS with good knowledge of SQL, MySQL, PostreSql with experience in developing an application with a relational database. ● Knowledge on data interpretation and analysis. ● Maintaining and administering systems related to computer equipment including system and application software. ● Knowledge in handling and developing in Google API account. <p>Essential Skills:</p> <ul style="list-style-type: none"> ● 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. <p>Roles and Responsibilities :</p>						

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- Management of the Society Website,
- Management, Maintenance and Procurement of office electronic devices and equipment,
- Management, Liaison & Coordination on the Social Audit App,
- Training, Issues, Errors related to Social Audit App,
- Maintenance of database and status records related to status of works, schemes, programme,
- Any other related works if arise.

Additional Skills:

Good writing and communication skills are essential.

Proficiency in relevant computer applications such as Excel, Word, Power Point are essential

Proficiency with qualitative software (N-vivo or equivalent) and statistical software is desirable

Sl. No.	Name of the Post	No. of Post Vacant	Posting	Minimum qualifications	Upper Age Limit	Remuneration per month
3.	Junior Consultants	2 (two) posts	Shillong, Head office	Post Graduate in Public Policy, Development Studies, Rural Development, Social Sciences, Public Administration or related disciplines - additional qualification on Statistics, -Must have obtained an aggregate of 55% marks and above at the PG level.	32-37 yrs (relaxation for at least 5 years for SC/ST candidates)	Rs 35,000/- monthly salary & travel allowances as per the SAU norm.

Desired Experience:

1. Minimum 3 (three) years of experience in monitoring, evaluation, planning for rural development projects/programmes; well versed in data gathering, research & documentation, will be an advantage
2. Knowledge on implementation of various developmental / welfare programs in both the urban and rural areas.

Essential Task :

- (i) Evaluation of Social Audit Intervention programme
- (ii) Monitoring and evaluating the performance of the Social Audit Resource Persons who are placed at the District, Block and Village Level
- (iii) Field Tour involving field stay in villages in Khasi, Jaintia and Garo region during the period of field monitoring of Social Audit Resource Persons at the field level.

Roles and Responsibilities & Functional requirements for the post:-

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1. Overall inputs under the Evaluation of Social Audit Intervention programme:-

- i) Assist the lead investigator/s in overall monitoring of the intervention and in conducting Qualitative data collection and analysis
- ii) Conduct process monitoring of the intervention and end line surveys
- iii) Assist in capacity building of the project personnel in terms of study objectives, ethical aspects, study tool development, data collection, analysis, integration, reporting and formulating micro-plans.
- iv) Maintain research log of work and provide weekly/biweekly reports as required
- v) Provide periodic updates of progress to the lead investigators and the Government.
- vi) Assist the lead investigators in providing reports and other deliverables
- vii) Undertake/support qualitative data analysis and prepare timely reports and publications.
- viii) Ensure that activities of the project are well coordinated to meet the project timelines.
- ix) Coordinate and ensure field data collection, data verification ensure appropriate consent and data analysis.
- x) Undertake periodic field visits to project sites to review project implementation, identify challenges and support the team in charting appropriate solutions.
- xi) Engage in compiling data and perform appropriate data analysis.
- xii) Any other activities as assigned from time to time by the principal investigator(s).

2. Overall inputs under Social Audits:

- i) To bring in grass root experience and experience in the design and development of Social Audit Manuals, Rules, Guidelines and training modules
- ii) Guide and design the training process for conducting social audits
- iii) Conduct research and data analysis on the findings of social audits
- iv) To evaluate the social audit process and the Resource Persons in the State from time to time and submit reports
- v) To build a strong working relationship of co-operation with credible civil society organizations working with the Mahatma Gandhi NREGA or any the State or Central Schemes in the field so that their support, feedback, and inputs can be obtained on a regular basis
- vi) Identification of skill gaps and organization of training including Development of training calendars schedules.
- vii) To liaise with the district level officials and civil society organizations on different aspects of the social audit process to elicit their partnership and support
- viii) To identify potential candidates for positions of DSARP/BRP/VRP following the recruitment policy the SAU.
- ix) Any other project or institution related activities as assigned from time to time by the Director, SAU.

Note: The above-mentioned activities may require travel and stay in study sites, assigned sites and or collaborating institutions.

Operational Requirements:

- i) Supervise/coordinate local arrangements regarding travel and accommodation of the team during data collection, field verification or for other field activities as and when required
- ii) Supervise field plans and budget for data collection or as and when required

Data/Documentation:

1. Maintain detailed log of work and provide weekly reports.
2. Supervise data collection and upload the data whenever required

Report Writing/Updates:

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	<p>Provide regular updates to immediate supervisor and write reports and manuscripts for publication</p> <p>Language Requirements: Fluency in Khasi/Jaintia/Garo and English is required. Knowledge of another local language is an asset.</p> <p>Additional Skills: Good writing and communication skills are essential. Proficiency in relevant computer applications such as Excel, Word, Power Point are essential Proficiency with qualitative software (N-vivo or equivalent) and statistical software is desirable</p>					
Sl. No.	Name of the Post	No. of Post Vacant	Posting	Minimum qualifications	Upper Age Limit	Remuneration per month
4.	Programme Manager Audits & Account	1 (one) No. of post	Shillong Head Office	Post Graduate in Commerce with tally -Must have obtained an aggregate of 55% marks and above at the PG level.	32-37 yrs (relaxation for at least 5 years for SC/ST candidates)	Rs 30,000/- monthly
	<p>Desired Experience: Minimum 3 (three) years work experience in accounts and administration works with tally, GST, etc</p> <p>EssentialTask : Management of the Accounts of the Society, Management of Funds and Liaison with different departments for funds matters, Preparation of Budget for the Society,</p> <p>Additional Skills: Good writing and communication skills are essential. Proficiency in relevant computer applications such as Excel, Word, Power Point are essential Proficiency with qualitative software (N-vivo or equivalent) and statistical software is desirable</p>					
Sl. No.	Name of the Post	No. of Post Vacant	Posting	Minimum qualifications	Upper Age Limit	Remuneration per month
5.	District Social Audit Resource Persons	7 (seven) posts	Placed at District Rural Development Agency, Khasi & Jaintia and Garo Region	Graduate or Post Graduate Public Policy, Development Studies, Rural Development, Social Sciences, Public Administration or related disciplines. Additional Educational Qualification- Certificate Course in statistics, -Must have obtained an	32-37 yrs (relaxation for at least 5 years for SC/ST candidates)	Rs 24,000/- monthly salary & travel allowances as per the SAU norm based on tour duties performed @Rs 5,000/- per month..

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				aggregate of 55% marks and above at the PG level.		
<p>Desired Experience: Minimum 3 (three) years of grass root experience on right based issue for Post Graduate at the Block or District Level Position. Minimum 5 (five) years of grass root experience on right based issue for Graduate at the Block or District Level Position. Knowledge & Experience in conducting social audits for the past one year. Basic Knowledge in Computer Basic Knowledge in operation of Android Mobile</p> <p>EssentialTask : Supervision, Monitoring of the SAURPs at the district level (Block & 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 -1 of the MCPPSSA Act, Responsible for the status of social audits, district targets and achievements, social audit,</p> <p><u>Duties and responsibilities of the District Social Audit Resource Persons</u></p> <p>Social Audits Output:</p> <ol style="list-style-type: none">1. Will participate in drawing up the monthly schedule of Social Audits to be held in a district.2. Will be responsible for identification, capacity building and training of Village Social Resource Persons or facilitators to help carry out Social Audits in the respective blocks.3. Mobilizing Wage Seekers on MGNREGS Programmes and Social Audit.4. Providing awareness and information regarding MGNREGS to workers and panchayat residents during the social audit process.5. She/He will be responsible for coordinating with the BSARP for collecting all the information from the Block Office, and cross checking that the information is complete. Will report any delay or shortcoming in providing information immediately.6. Should ensure that wall paintings as mandated in the Operational Guidelines are complete and updated in the GPs that they operate in.7. Will be responsible for coordinating the team assigned to him/her and conduct a free and fair social audit process at the village /block level.8. Will be responsible for ensuring that the Social Audit Report is written and related photo copies of evidences from given record and evidences are collected from the stakeholders by due process during the Social Audit process.9. Will be responsible for presenting the social audit reports in the Public Hearing without any dilution and state the facts as has been communicated by the stake holders.						

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10. Will be responsible for submitting the final social Audit reports as well as decision taken formats to the administration as well as the SAU after the completion of the S.A process and the public hearing.
11. Will participate and facilitate the follow-up appraisal meetings every fortnight on a regular basis along with the Village Social Auditors and mobilize workers to attend the review meetings held by the PO
12. Will submit the appraisal reports to the Social Audit Follow- Up Cell at the District Level and the SAU at the State level.
13. Will participate in trainings imparted to them as of their overall development and growth as DSARPs
14. Will be responsible for maintaining accounts of all expenditure of the social audit resource team wherever required (if necessary) and presenting this information at the social audit public hearing on charts as per pre – determined formats, and through a brief oral presentation at the public hearing .
15. Will ensure that an opportunity is provided for comments about the social audit facilitators which will be placed on record and sent to the State SAU.

Essential Tasks :

- 1) To report to the office of the Project Director, District Rural Development Agency (DRDA) on a regular basis thereby performing your day to day tasks from the district reporting station as per regular instructions from this office.
- 2) To coordinate with implementing departments at the district level for the conduct of social audits for schemes under schedule 1 of the MCPSSA Act, State and Central Government schemes.
- 3) To support and assist BSARPs and VSARPs during the facilitation and conduct of social audits at the VECs/Villages and to complete 100 % monitoring of the BRP & VSARPs at the field level at least 10 (ten) -15 (fifteen days) in a month.
- 4) To download the Social Audit MIS Verification Format as downloaded from the Ministry website and submit to the BSARP and ensure that the BRP distribute the same to the VSARPs for social audit verification at the field.
- 5) To monitor daily the BSARPs as well as the VSARPs, have monthly meetings with the BSARPs & VSARPs at the district and block level, prepare the working days of the BSARPs & verify the extract data reports, daily monitoring reports, maintain regular call log and verify the social audit reports as submitted by the BSARPs in the SAR reporting format.
- 6) To coordinate with the BSARPs and VSARPs for the social audit public hearings at the Block level and to attend all social audit public hearings held at the Block level.
- 7) To Submit the Final Social Audit Report after verification and compilation to the SAU head office within 30 (thirty) days after completion of the social audit public hearing.
- 8) To Upload the Final Social Audit Report and Findings as received from the field in its original form in the MIS of the Ministry within 30 (thirty) days after completion of the social audit public hearing.
- 9) To get a copy of the Action Taken Report (ATR) from the implementing agency within 15 (fifteen) days before the subsequent social audit and forward a copy of the same to the SAU

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	<p>head office.</p> <p>10) To have mutual cooperation, coordination, respect with the DSARP and VSARPs.</p> <p>11) To coordinate with the BSARPs & VSARPs on matters of repair and maintenance, expenditure incurred, others at the district level.</p> <p>12) To report to the head office or the district office only upon prior approval from the head office.</p> <p>13) To get prior approval of leave as per this office contractual Terms of Agreement signed by you.</p> <p>14) Any other duties as assigned from the office of the MSSAT.</p>					
Sl. No.	Name of the Post	No. of Post Vacant	Posting	Minimum qualifications	Upper Age Limit	Remuneration per month
6.	Block Social Audit Resource Persons	26 (Twenty six) nos. of posts	Placed Community & Rural Development Blocks Khasi & Jaintia and Garo Region	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>Work Experience :</p> <p>Minimum 3 (three) years of grass root experience on right based issue at the Block/Cluster Level Positions,</p> <p>Knowledge & Experience in conducting social audits for the past one year,</p> <p>Knowledge in Computer Basic Knowledge in operation of Android Mobile,</p> <p>EssentialTask :</p> <p>Supervision, Monitoring of the SAURPs at the Block level (Village Social Audit Resource Persons),including field stay at the village level,</p> <p>Liaison, Coordination with district administration, departments for social audits if schemes and programmes under schedule -1 of the MCPPSSA Act,</p> <p>Responsible for the status of social audits, district targets and achievements, social audit at the Block Level</p> <p><u>Duties and responsibilities of the Block Resource Persons</u></p> <p>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</p>						

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- 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 1 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 Calender.
 - 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.
- To verify and compile the social audit reports reported in the dashboard as submitted by the
- 7.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.

Sl. No.	Name of the Post	No. of Village Resource Persons	Posting	Minimum qualifications	Upper Age Limit	Honorarium & Allowances
7.	Village Social Audit Resource Persons	536 (five hundred and thirty six) nos, for a period of 1 (one) to 2 (two) months twice in a Financial year.	Gram Sewak Circle in domicile Block. Khasi & Jaintia and Garo Region	Essential Qualifications : 1.SSLC/ Matriculation with average scores of 45 % and above, 2.Active SHG member or a JCH holder/ MGNREGA Worker.	32-37 yrs (relaxation for at least 5 years for SC/ST candidates)	Rs 1,200/- per village

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Essential Work Experience, Conditions and Requirements :

1.SHG/JCH :-

He /She Should be an active SHG member of Government registered Institutions/Organizations. Of not less than 2 (years) with valid proof of details as an SHG member,

OR,

He /She Should be an active SHG member of Government registered Institutions/Organizations. Of not less than 2 (years) with valid proof of details as an SHG member, having experience as a SHG Cadre or SHG Book writer.

OR,

He /She Should be an active MGNREGA Job Card Holder (and Wage Seeker) with a valid job card. His /Her name should be registered in the Job Card,

2.Unemployed Community Youths:

Youth/Persons /Social Audit Volunteers from Self Help Groups[NRLM- SHG] or from Village/Cluster at GP/G.S circle level or from Community Based Organizations

He /She Should not be PRI/Village Durbar representatives, Supervisors/ mates and other officials of implementing agencies.

He /She Should not hold positions in any other private or government agency at the grassroot/ village/or any other level,

3.Others:-

1.Minimum 3 (three) years of grass root experience on right based issue

2.Knowledge & Experience in conducting social audits for the past one year or must have actively part during the social audit process in the past years in their village,

3.Basic Knowledge in operation of Android Mobile

Essential Documents :-

- Educational Qualification
- Work Experience Certificate OR No Objection Certificate from person is working or rendering service in an other agency/ institution.
- PRC certificate
- Valid SHG Document - copy of proceeding as an SHG member
- Valid MGNREGA Job Card Document - copy of Job Card members details and last Job Allotment Details in the Job Card.

Duties and responsibilities of the Village Social Audit Resource Persons :

1. The VSARP should report to the BSARPs at the office of the Block Development Officer, on a regular basis thereby performing your day to day tasks from the Block Office as per regular instructions from this office.
2. The VSARP should support and assist BSARP and the DSARPs for the facilitation and conduct of social audits at the VECs and to do complete 100 % social audit process at the field level.
3. The VSARP should submit and present reports as per findings verified at the field.
4. Social Audit report should not be diluted and should be submitted to the BSARP within three (3) days or 24 hours after completion of the social audit gram sabha/ social audit meeting at the field.
5. The VSARPs should coordinate with the BSARP and the DSARPs during the social audit public hearings at the Block level.
6. The Village Social Audit Resource Persons should neither facilitate nor conduct social audits in his / her own Village / VEC.
7. The VSARPs should have mutual cooperation, coordination, respect with the DSARP and VSARPs.
8. The VSARP should get prior approval of leave as per this office contractual Terms of Agreement signed by you.
9. The VSARPs should serve as the most important link in the chain of the social audit process. They should perform the extremely significant role of providing assistance, support and handholding to the community members so that the latter can conduct a social audit of their Gram Panchayat/Village/VEC. The following are the key functions of the VSARPs during a social audit:
 - a. The VSARP should verify whether processes of implementation of schemes/programmes/projects/works in the GP/Village/VEC were as per the provisions of the Act and scheme guidelines being audited.
 - b. The VSARPs should do the document verification and verify all the documents, registers and the scheme file records available at the lowest level of the implementing agency and the documents available with the beneficiaries.
 - c. The VSARPs should do the door to door verification of all the schemes/ project implemented the village.
 - d. The VSARPs should verify if the beneficiaries have received their entitlements as per the norms of the schemes.
 - e. The VSARPs should verify whether assets created were as per the norms and estimates of the scheme/programme by doing the worksite visits and taking measurement of works/projects.
 - f. The VSARPs should verify and check quality of the works/projects of implemented, samples of materials procured and distributed to the beneficiaries.
 - g. The VSARP should assess who is drawing benefits from the works created under MGNREGA and whether works were created keeping in mind the local development requirements of the GP.
 - h. The VSARPs should ensure proactive disclosure of all social audits in a manner easily understandable by the community through presentation of the social audit reports at the social audit gram sabha and the social audit public hearings.

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| <ol style="list-style-type: none">i. The VSARPs should verify whether action as specified in the ATR has indeed been taken.j. The VSARP should first presented the ATR of the previous report and findings from field verification before the social audit report of the current social audit at the start of the Social Audit Gram Sabha/Ward Sabha.k. The VSARP should submit the final Social Audit Report after the hearing; the payment for the cost of social audits per village of which shall be paid upon due verification. |
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Selection & Appointment process for all Positions at Sl.No. 1- 7 :

1.All candidates should apply via the online link at one or before the notified date., i.e. **5th May 2023**

2.All applications shall be screen as per the education qualification, work experience, minimum essential requirements and on submission of valid essential documents. Online CV (**curriculum Vitae**) requirements are:-

I. Full Name, Age, Photo

II. Address and contact details (including email and phone)

III. Educational qualifications – Diploma/degree/s, year and institute qualified from

IV. Language skills (spoken, written skills)

V. Software skills

VI. Work experience (position/job title, organization, duration) if none please state NIL

VII. Research experience (if any) for position at Sl.1-5.

VIII. Publications (if any)- for position at Sl.1-5.

IX. Referees (Names, Office/Institutions/Agency) two persons who you have worked or trained under)

X. Any other relevant information

Applications not fulfilling these criteria shall be summarily rejected.

3.List of the shortlisted candidates shall be displayed in the Society website.Mere eligibility will not entitle any candidate for being called for Written Examination OR Social Audit Rural Appraisal Test OR 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 or PERSONAL INTERVIEW. Fulfillment of essentials qualification parse does not entitle a candidate to be called for WRITTEN EXAMINATION, RURAL APPRAISAL TEST or PERSONAL INTERVIEW. The Society reserves the right to conduct any additional test at any time during the recruitment .

4.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.

5.The Appointment and placement shall be given to successful candidates based on the Personal Interview (PI) results. 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 successful 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.

Sd/-
Director.
MSSAT, Shillong.

OFFICE ADDRESS: V.W.BondedWarehouse, Lower Lachumiere, Shillong-793001, Meghalaya.

0364-2500551, Email: mssatmeghalaya@gmail.com


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

No.MSSAT/MEGH.2/2016-17/905

Dated: Shillong the 19th April 2023

Copy To:-

1. The SIO, NIC, Shillong for posting the advertisement in the website of MSSAT i.e. mssat.nic.in.
2. The Chief Executive Officer, MSRLS, Meghalaya Shillong, for wide publicity to all SHGs, VOs & CLF for position at Sl.No.7.
3. All Deputy Commissioner's, All Districts,
4. All Project Director, District Rural Development Agencies (DRDAs), All Districts,
5. All Block Development Officers, Community & Rural Development Blocks, All Districts,
6. The Account Section & All SAURPs, MSSAT, Shillong.


Director,
MSSAT, Shillong.

OFFICE ADDRESS: V.W.Bonded Warehouse, Lower Lachumiere, Shillong-793001, Meghalaya.

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