



GOVERNMENT OF MEGHALAYA

MEGHALAYA STATE SKILL DEVELOPMENT SOCIETY



Grove Site Building 3rd Floor, Keating Road, Shillong, Meghalaya - 793001

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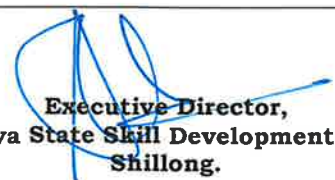
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Dated Shillong the 24th July 2026

NOTICE

The Meghalaya State Skill Development Society (MSSDS), Department of Labour, Employment & Skill Development, Government of Meghalaya, Shillong invites eligible and interested candidates for a **Walk-In-Interview** for the post of **Program Associate – Coordinator** on contractual basis. Details as below:

S N	Post/Resources Description	No. of Post	Monthly Remuneration (INR)	Required Qualification & Experience
1.	Program Associate – Coordinator Place of posting: Shillong, East Khasi Hills.	2	22,100/- Plus Allowances: HRA – 3000/- Mobile – 500/- Internet – 200/-	Interview Details: Date: 5th August 2026 Time: 10:30AM to 4:00PM Registration Timings: From 9:30AM to 10:00AM Venue: MSSDS Conference Room, Grove Site Building, 3rd Floor, Keating Road. Eligibility Criteria: - Master Degree in Social Work (MSW) from a recognized University/Institution - Minimum 1-2 years of relevant work experience in project coordination, programme implementation, administration, monitoring, stakeholder management, or related assignments. Age: 21-35 Years. Job Description: - Assist in day-to-day project-related activities. - Support in developing and executing project plans, including tracking timelines and deliverables. - Handle scheduling, meeting preparations, and documentation. - Facilitate communication among internal teams, clients, and vendors. - Compile project-related data for reports and presentations. - Promote collaboration across departments to ensure alignment and progress. - Identify and report project issues or delays to the concerned officer. - Carry out additional duties as required to meet project goals. Preference will be given to candidates possessing Technical Skills in: - Proficiency in computer applications (MS Word, Excel, PowerPoint, email, etc.) Important Instructions: - Candidates/applicants to report to the venue as per the scheduled time. - No TA/DA will be paid for attending the interview. The appointment is purely temporary & MSSDS reserves the right to cancel or modify the recruitment process without prior notice.


Executive Director,
Meghalaya State Skill Development Society,
Shillong.