



MSSDS/ADB-Appointment/2014/67/Pt-I/67

Dt, Shillong 30th October, 2018

ADVERTISEMENT FOR THE POST ADMINISTRATIVE OFFICER (AO)

Meghalaya State Skills Development Society (A Government of Meghalaya Society), MSSDS, proposes to appoint an Administrative Officer (AO) on Contract basis for One Year (extendable) and invites applications from suitable candidates. Details of the requirements and application forms are available @ www.mssds.nic.in.

Interested candidates must send their applications to the above address so as to reach within 15 (Fifteen) days of publication of this advertisement.

Sd/-
Chief Executive Officer,
Meghalaya State Skill Development Society,
Meghalaya, Shillong

Details

The Meghalaya State Skill Development Society (A Government of Meghalaya Society), MSSDS, proposes to appoint an Administrative Officer (AO) and invites applications from interested candidates who fulfill the requirements given below. The appointment would be on Contract for one year (extendable), subject to terms and conditions of the Contract Agreement.

Name of the Post	Administrative Officer (AO)
No of Post	1 (one) Post
Job Descriptions	<ul style="list-style-type: none">▪ Work closely with management team to implement policies, procedures and systems and to follow through with implementation.▪ Organizing and synchronizing the activities of staff and departments within MSSDS and making sure the schedules, meetings and goals of each department work in harmony.▪ Responsible for the effective and successful management of resources, productivity.▪ Prepare and maintain accurate records, files and reports including responsibility for maintaining personnel records▪ Management of resources:<ul style="list-style-type: none">✓ In consultation with formulate and submit an action plan for allocation of duties and responsibilities to MSSDS staff .✓ Manage and supervise MSSDS staff in their execution of duties and responsibilities✓ Monitor and oversee timely movement of files / correspondence✓ Develop a mechanism to support the MSSDS staff in carrying out their allocated duties and activities✓ Facilitating in employee performance and corrective action plans; employee motivation and rewards.▪ Maintain safe and healthy work environment by establishing, following and enforcing standards and procedures▪ Assist Management to forecast requirements; prepare an annual budget; schedule expenditures; analyze variances; initiating corrective actions.▪ Review and approve all operational files / correspondences and ensure they are submitted for approval▪ Assist management in the coordination of various activities, Projects and Programmes of the Society and ensure their smooth execution.▪ Any other requirements to ensure attainment of MSSDS' mission

Educational Qualification / Experience	Post Graduate or Equivalent Qualification with 10 (ten) years of Administrative/relevant experience preferably both in government and private sector.
Skills & Proficiencies:	<p>Having working experience of handing the administration of multi-stakeholder projects/ assignments, established experience of personnel management and budgeting.</p> <p>Brilliant communication and interpersonal skills, for dealing with many types of people at all levels in a direct diplomatic way, are essential. An understanding of customer/client requirements is also necessary.</p> <p>Strong leadership skills, including effective time management, prioritizing and delegation, are required. Must be able to lead, coach, inspire, support and motivate team, and always seeking to improve best practice.</p> <p>Having natural creative flair and being full of ideas and energy to introduce new concepts and innovations would also be advantageous.</p> <p>Proficient in commonly software applications like Microsoft Office, Word and Excel. Able to electronically communicate internally and externally using public and private email and messaging programs Adept at planning schedules utilizing computer spreadsheet and calendar software. Proficient in creating visual presentations.</p>
Age limit	Maximum Age Limit: 50 years. (In deserving cases, the qualification and experience may be relaxed)
Remuneration	INR. 40,000/- Per Month.
Place of Posting	Office of Meghalaya State Skills Development Society, Shillong

Interested applicants should apply in the prescribed format below. Applications, complete in all respects, must be submitted to:

Meghalaya State Skills Development Society
(A Government of Meghalaya Society)
Montfort Building, Ground Floor'
Dhankheti, Shillong 73001.

Last date of Submission: 16th November, 2018 (16:00 hours).

Only candidates shortlisted by the Selection Committee will be called for interview for which no TA/DA will be payable.

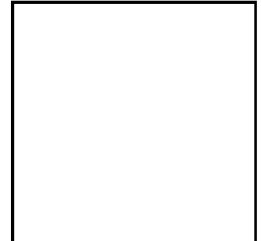
MSSDS Application Form

(To be downloaded from website)

**RECRUITMENT OF
ADMINISTRATIVE OFFICER**

ADVT. NO.....

This application is a key part of the selection process. Fill each and every part of the form carefully and completely. In case any clause in the form is not applicable in your case, please write "Not Applicable" in the space provided. Except Experience certificate, no other certificate copies are to be attached. Candidates called for interview will be required to produce original certificates in support of information provided.



01. Name of candidate (In Capital letters):

02. Date of Birth (as recorded in Matriculation or equivalent certificate) :

03. Father's Name

04. Permanent Address:

05. Academic Qualifications:

Name of Examination	School/College	Address	Division Secured	% of marks	Year of passing
High School					
Higher Secondary					
Graduation					
Post Graduation					

06. Any other Academic Qualifications (if any):

07. Work Experience: *(Use additional sheet of paper, if space inadequate).*

Name /short address of Organisation	Designation	Period of Service (from-to)	Nature of Work done

(Pl. enclose Experience certificate/s from relevant authority)

08. Experience in project management in segments related to administration, personnel management and budgeting Sectors: *(Use additional sheet of paper, if space inadequate).*

Name /short address of Organization	Designation	Period of Service (from-to)	Nature of Work done (in categories administration, personnel management and budgeting)

09. Extra Curricular Activities/Hobbies/Other interests (if any):

Address for Correspondence:

Address:

Contact Details:

Phone:

Email ID:

I confirm that the above information is true to the best of my knowledge. If any time any information is found to be false, the Authorities may take action as deemed necessary.

Signature