



# NATIONAL HEALTH MISSION

Government of Meghalaya

No. DHS/MCH&FW/NHM/Appt-SPMU/113/2022/(I)

Dated: 21.10.2022

## Advertisement

For implementation of various programmes under National Health Mission in the State of Meghalaya, the Office of the Mission Director, NHM, Meghalaya, Shillong invites application from eligible and interested candidates for the following post on Contract Basis as per detailed below:

Sl. No	Name of Post	No. of Post	Remuneration p.m fixed (₹)	Essential Qualification/ Requirements	Place of Posting
1.	Assistant HR Manager	1	As per NHM norms	1. MBA in Human Resource from Govt. recognized institution. 2. Minimum 2 years experience in Human Resources Management 3. Good knowledge of statistical analysis and the development of key performance indicators. 4. Advanced knowledge of office computer applications particularly spreadsheet software.	Directorate of Health Services (NHM, SPMU)
2.	Accounts Executive	1	As per NHM norms	1. B.com from Govt. recognized institution. 2. 5years + in relevant work in General Accounting, Billing, Taxes (GST/IT-TDS) 3. Computer Proficiency: Ms Office	Directorate of Health Services (NHM, SPMU)

Eligible and interested candidates can submit their applications on or before **4th November 2022** by mandatorily filling the Google form link as mentioned below:

For Assistant HR Manager: <https://forms.gle/RQq387yUpkhEhDYa8>

For Accounts Executive: <https://forms.gle/3JgG5Sjw7yH3Y4Dt6>

### Important Instructions:

1. Candidate should use only Gmail account for registration in the Google form.
2. Candidates should apply **only once** using the Google form and upload the CV along with the supporting scanned Documents in a **single PDF file** (the PDF should be renamed by first and last name of the applicant and its total size should be less than 15 MB).
3. When uploading, select pdf file from your local device/drive.
4. All applications will be subjected to a screening process constituted for the purpose.
5. Shortlisted candidates will have to undergo personal interview.

All relevant Certificates Testimonials etc. (IN ORIGINAL) to be produced at the time of interview if shortlisted.

The document is digitally approved. Hence signature is not needed.

Office of Mission Director, National Health Mission

Directorate of Health Services, Health Complex, Upper New Colony, Laitumkrah, Shillong - 793003

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