



STATE HEALTH SYSTEMS RESOURCE CENTRE, MEGHALAYA

No. DHS/MCH&FW/NHM/SHSRC/2025-26 (02)

Dated: 16.03.2026

ADVERTISEMENT

Applications from citizens of India are urgently required for appointment on a contractual basis for filling up the following posts as given below for the **State Health Systems Resource Center (SHSRC), Meghalaya.**

Sl. no	Name of Post	No of Post	Remuneration	Essential Qualifications/Experience/Skills	Place of Posting
			(INR)		
1	HR and Admin Associate	1	Rs. 50,000/-	<p>Qualifications: Master's degree in Life Sciences, Public Health, Management, Administration, or related disciplines.</p> <p>Experience: Minimum 1 year of experience working in administrative or operational roles within government programs, public sector institutions, or externally aided projects. Demonstrated experience in government administrative processes such as file movement, office documentation, or administrative approvals. Experience supporting office administration, documentation, or logistics coordination. Preference will be given to candidates with prior experience supporting administrative processes within NHM, government health programs, or externally aided projects.</p> <p>Skills: Familiarity with government administrative procedures and office documentation systems. Experience with e-Office or government file movement systems. Ability to maintain organized documentation systems. Good communication and coordination skills. Proficiency in MS Office.</p>	Shillong



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2	Accounts Associate	1	Rs. 50,000/-	<p>Qualifications: Master's in Commerce (Accountancy) with 2 years of experience, OR Bachelor's in Commerce (Accountancy) with 4 years of experience.</p> <p>Experience: Experience using Tally or other standard accounting software. Experience managing financial documentation. Knowledge of government accounting procedures preferred.</p> <p>Skills: Strong numerical and analytical skills. Knowledge of MS Excel. Good documentation and record-keeping ability.</p>	Shillong
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Qualified and interested candidates can submit their applications electronically through the application links (Link below) only on or before **5:00 PM of the 23rd March 2026**. The Terms of Reference for the above posts can be downloaded from the MHSSP website (meghssp.org) under the Recruitment section. The applications of the candidates will be screened and intimated in due time.

Shri. Ramakrishna Chitturi, IAS
Mission Director



STATE HEALTH SYSTEMS RESOURCE CENTRE, MEGHALAYA

TERMS OF REFERENCE FOR HR AND ADMIN ASSOCIATE UNDER THE STATE HEALTH SYSTEMS RESOURCE CENTER (SHSRC), MEGHALAYA

<u>Title:</u>	HR and Admin Associate
<u>Duty Station:</u>	Shillong, Meghalaya
<u>Duration of Assignment:</u>	1 year initially, extendable annually based on performance.
<u>Expected starting date:</u>	As per SHSRC requirements
<u>Direct Supervisor:</u>	State Nodal Officer, SHSRC
<u>No of vacancies:</u>	One
<u>Remuneration:</u>	Rs. 50,000 per month (consolidated)

Background

The State Health Systems Resource Centre (SHSRC) supports the Department of Health & Family Welfare, Government of Meghalaya, in strengthening the state's public health system, program implementation, monitoring, and policy support. SHSRC works closely with the National Health Mission (NHM) and other health initiatives to improve health system governance, program management, and service delivery across the state.

As SHSRC expands its technical and programmatic portfolio, there is a growing need to strengthen human resource management, administrative coordination, and internal operational systems. For this purpose, SHSRC is hiring an HR and Admin Associate.

The HR & Admin Associate will support SHSRC in ensuring efficient management of administrative processes, human resource documentation, recruitment coordination, and institutional logistics.

Objectives

To support SHSRC in managing human resource administration, internal office systems, and operational coordination in alignment with the Government of Meghalaya and NHM administrative procedures.

Scope of Work and Responsibilities

The HR & Admin Associate will support SHSRC in the following areas:

1. Human Resource Administration

- Maintain and update HR records for SHSRC consultants and staff.
- Support preparation and processing of contract documents, joining documentation, and contract renewals.



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Maintain staff attendance records, leave records, and HR documentation.

- Assist in coordinating recruitment processes, including:
 - Preparation of recruitment documentation
 - Coordination of interview logistics
 - Compilation of candidate documentation
- Maintain organized HR filing systems (physical and electronic).

2. Administrative Management

- Support official correspondence, file movement, and administrative documentation in accordance with the Government of Meghalaya procedures.
- Process and track administrative approvals and internal office files through eOffice or equivalent systems.
- Maintain records of official communications, approvals, and administrative orders.
- Assist in drafting office notes, administrative communications, and internal documentation.

3. Financial and Vendor Coordination Support

- Support coordination of vendor payments and administrative financial documentation in consultation with the Accounts Associate.
- Maintain records related to administrative expenditures and service providers.
- Track administrative procurement and vendor documentation.

4. Meeting and Logistics Coordination

- Coordinate logistics for meetings, workshops, trainings, and consultations organized by SHSRC.
- Maintain records of official meetings and events organized by SHSRC.

5. Office Operations Management

- Ensure smooth day-to-day functioning of SHSRC office operations.
- Maintain administrative registers and documentation systems.
- Coordinate internal communication between SHSRC consultants, NHM officials, and external partners.

6. Other Responsibilities

- Undertake additional tasks assigned by SHSRC leadership.
- Support improvement of internal administrative systems and documentation processes.

Qualifications, Experience, Skills



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1. Education

Master's degree in Life Sciences, Public Health, Management, Administration, or related disciplines.

2. Experience

- Minimum 1 year of experience working in administrative or operational roles within government programs, public sector institutions, or externally aided projects.
- Demonstrated experience in government administrative processes such as file movement, office documentation, or administrative approvals.
- Experience supporting office administration, documentation, or logistics coordination.

3. Essential Skills

- Familiarity with government administrative procedures and office documentation systems.
- Experience with e-Office or government file movement systems.
- Ability to maintain organized documentation systems.
- Good communication and coordination skills.
- Proficiency in MS Office.

4. Desirable Skills

- Experience working with NHM or government health programs.
- Familiarity with administrative and financial documentation in public sector projects.
- Ability to coordinate logistics for workshops and meetings.

To Apply

- Please fill the application form through this [Link](#).
- The last date to fill the application form is **5:00 pm on 23 March 2026**.

Only shortlisted candidates will be contacted for the interview round.



STATE HEALTH SYSTEMS RESOURCE CENTRE, MEGHALAYA

TERMS OF REFERENCE FOR ACCOUNTS ASSOCIATE UNDER THE STATE HEALTH SYSTEMS RESOURCE CENTER (SHSRC), MEGHALAYA

<u>Title:</u>	Accounts Associate
<u>Duty Station:</u>	Shillong, Meghalaya
<u>Duration of Assignment:</u>	1 year initially, extendable annually based on performance.
<u>Expected starting date:</u>	As per SHSRC requirements
<u>Direct Supervisor:</u>	State Nodal Officer, SHSRC
<u>No of vacancies:</u>	One
<u>Remuneration:</u>	Rs. 50,000 per month (consolidated)

Background

The State Health Systems Resource Centre (SHSRC) supports the Department of Health & Family Welfare, Government of Meghalaya in strengthening the state's public health system, program implementation, monitoring, and policy support. SHSRC works closely with the National Health Mission (NHM) and other health initiatives to improve health system governance, program management, and service delivery across the state.

As SHSRC expands its technical and programmatic portfolio, there is a growing need to strengthen financial management and accounting systems. For this purpose, SHSRC is hiring an Accounts Associate.

The Accounts Associate will support financial management, bookkeeping, and documentation for SHSRC operations.

Objectives

To provide financial management, accounting, and administrative financial support to SHSRC.

Scope of Work and Responsibilities

The Accounts Associate will support SHSRC in the following areas:

1. Planning and Budgeting

- Support preparation of annual and quarterly work plans with financial estimates.
- Assist in budget tracking and monitoring of SHSRC expenditures.
- Maintain documentation for financial planning and approvals.

2. Accounting and Financial Reporting

- Maintain accounting records using Tally or other accounting software.



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- Record financial transactions on a daily basis.
- Maintain cash book, ledger entries, and supporting documentation.
- Prepare financial statements and reports.

3. Payments and Financial Documentation

- Process payments to vendors and SHSRC consultants.
- Maintain documentation related to invoices and payment approvals.
- Maintain records related to administrative expenditures and service providers.
- Support the HR and Admin Associate in tracking administrative procurement and vendor documentation.
- Ensure compliance with tax regulations including TDS deductions.

4. Bank Reconciliation

- Prepare monthly **bank reconciliation statements**.
- Track bank transactions and maintain records.

5. Audit and Compliance

- Maintain financial records for audits.
- Support preparation of documentation required for internal and external audits.

Qualifications, Experience, Skills

1. Education

Master's in Commerce (Accountancy) with 2 years of experience,
OR
Bachelor's in Commerce (Accountancy) with 4 years of experience.

2. Experience

- Experience using Tally or other standard accounting software
- Experience managing financial documentation
- Knowledge of government accounting procedures preferred.

3. Essential Skills

- Strong numerical and analytical skills.



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- Knowledge of MS Excel.
- Good documentation and record-keeping ability.

To Apply

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Only shortlisted candidates will be contacted for the interview round.

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