



# NONGSTOIN SOCIAL SERVICE SOCIETY

Regn. No. NSR/NSSN - 123 / 07

Diocese of Nongstoin  
Tiehsaw, Near Bishop's House,  
Nongstoin, West Khasi Hills District,  
Meghalaya - 793119, India  
Email : nsss793119@gmail.com  
directornsss@gmail.com  
Phone No. : +91 9862721268

## ADVERTISEMENT

### Vacancy of Posts

Name of Post	No. of Post	Eligibility Criteria	Nature of Employment	Location of Posting
<b>Field Coordinator</b>	<b>1</b>	<p>Academic Qualification:</p> <ul style="list-style-type: none"> <li>• Minimum in B.Sc. preferably with Agriculture or Botany</li> </ul> <p>Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>• Proficiency in English and Khasi Language (written and spoken)</li> <li>• Knowledge of micro-enterprise and micro plan</li> <li>• Knowledge of Financial Management</li> <li>• Efficient in Computer and its application</li> <li>• Communication Skills (verbal Communication- ability to express and articulate).</li> <li>• Capacity to deliver training</li> <li>• Mobilizing Skill.</li> <li>• Building rapport with the community.</li> <li>• Ability to travel extensively</li> </ul>	<p>Contractual for a period of 1 year.</p> <p>Renewal will be based on various factors.</p>	Mawthadraishan
<b>Field Coordinator</b>	<b>1</b>	<p>Academic Qualification:</p> <ul style="list-style-type: none"> <li>• Minimum in B.Sc. preferably with Agriculture or Botany</li> </ul> <p>Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>• Proficiency in English and Garo Language (written and spoken)</li> <li>• Knowledge of micro-enterprise and micro plan</li> <li>• Knowledge of Financial Management</li> <li>• Efficient in Computer and its application</li> <li>• Communication Skills (verbal Communication- ability to express and articulate).</li> <li>• Capacity to deliver training</li> </ul>	<p>Contractual for a period of 1 year.</p> <p>Renewal will be based on various factors.</p>	Dambo Rongjeng

		<ul style="list-style-type: none"> <li>• Mobilizing Skill.</li> <li>• Building rapport with the community.</li> <li>• Ability to travel extensively</li> </ul>		
<b>Assistant Accountant</b>	<b>1</b>	<p>Academic Qualification:</p> <ul style="list-style-type: none"> <li>• Minimum in B. Com.</li> </ul> <p>Skills and Knowledge required:</p> <ul style="list-style-type: none"> <li>• Tally</li> <li>• Advanced Computer Course</li> <li>• Fluent in English and Khasi Language</li> </ul>	<p>Contractual for a period of 1 year.</p> <p>Renewal will be based on various factors.</p>	Mawthadraishan
<b>Assistant Accountant</b>	<b>1</b>	<p>Academic Qualification:</p> <ul style="list-style-type: none"> <li>• Minimum in B. Com.</li> </ul> <p>Skills and Knowledge required:</p> <ul style="list-style-type: none"> <li>• Tally</li> <li>• Advanced Computer Course</li> <li>• Fluent in English and Garo Language</li> <li>• Ability to travel extensively</li> </ul>	<p>Contractual for a period of 1 year.</p> <p>Renewal will be based on various factors.</p>	Dambo Rongjeng

- Because of the urgency of the situation, kindly submit the application along with bio-data/CV and original documents supporting the eligibility criteria in pdf - before or on 7<sup>th</sup> December 2024 latest by 5:00 pm to [pmnsss07@gmail.com](mailto:pmnsss07@gmail.com). Application submitted after 5:00 pm on 7<sup>th</sup> December 2024 will not be accepted.
- Contact details (phone no./whats app no./email id) must be furnished in the bio-data/CV for information purpose.
- Shortlisting process will be made on the basis of the fulfilment of the eligibility criteria and the documents submitted.
- Shortlisted Candidates will be put up on our website, and will be informed through email and phone call.
- Date of Interview will be notified later. Please keep yourself update through our website [www.nsssmeghalaya.in](http://www.nsssmeghalaya.in) (Home Page - Notice Board Section).

For clarification: Call 9862721268 (between 01:00 pm to 05:00 pm)

  
President

Nongstoin Social Service Society



Dated: Nongstoin, 3<sup>rd</sup> December 2024