

SUSTAINABLE TRANSPORT AND EFFICIENT MOBILITY SOCIETY (STEMS)

A Society under the Department of Planning, Government of Meghalaya

Pine Mount Ridge, Behind Pine Mount School.

Shillong – 793001, Meghalaya.

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DETAILED RECRUITMENT ADVERTISEMENT

POST: HUMAN RESOURCE EXECUTIVE (ON CONTRACT – 1 YEAR)

STEMS, SHILLONG

STEMS invites applications from qualified and experienced professionals for the position of Human Resource Executive on a contractual basis for a period of 1 (one) year at Shillong.

1. Job Details:

Position: Human Resource Executive

No. of Post: 01

Job Location: Shillong, Meghalaya

Employment Type: Contractual for 1 year. May be extended based on performance & organizational requirement.

Salary: ₹ 22,100/- per month

2. Eligibility Criteria:

- Educational Qualification: Graduate/Post Graduate in HR / MBA / PGDM (HR) from a recognized university.
- Experience: Minimum 3 years of post-qualification experience in HR operations. Experience in transport/fleet sector preferred.
- Age Limit: Not more than 32 years as on 30th June 2026.

3. Key Skills & Responsibilities:

- End-to-end recruitment & onboarding of drivers, conductors, and office staff
- Payroll, attendance, and leave management for 100+ operational staff
- Statutory compliance: PF, ESI, Labour Laws, Motor Transport Workers Act
- Maintenance of employee records & HRMIS
- Handling grievances, disciplinary actions & exit formalities for staffs
- Drafting HR policies, notices, memos, and circulars
- Proficiency in MS Excel and HR software
- Strong communication skills in English, Hindi & local language

4. General Instructions:

1. The appointment is purely on contract for 1 year and does not confer any right for regularization/permanent absorption.
2. Only eligible and shortlisted candidates will be called for interview.
3. No TA/DA will be admissible for attending the interview or any stage of recruitment.
4. STEMS reserves the right to accept/reject any application without assigning any reason.
5. Canvassing in any form will lead to disqualification.

5. How to Apply:

- To apply for the above positions, candidates must complete the 'Application Form' available at the following link: <https://forms.gle/QWjKr2NX3b6APotF9>
- The last date to apply : 14th August 2026 (by 5:00 PM)

Sd/-

**Chief Executive Officer
STEMS Meghalaya**