

GOVERNMENT OF MEGHALAYA
MEGHALAYA STATE WATERSHED AND WASTELAND DEVELOPMENT AGENCY
MEGHALAYA: SHILLONG

No. MSWWDA/ADB-14/3/844

Dated Shillong the 7th July, 2022

ADVERTISEMENT

The Meghalaya State Watershed and Wasteland Development Agency (MSWWDA) is implementing the Asian Development Bank an externally aided - Climate Adaptive Community Based Water Harvesting Project in Meghalaya. MSWWDA invites applications in prescribed form from eligible candidates for the following contractual posts:

1. Positions:

Sl No	Name and number of Post	Qualifications	Experience	Job Location	Monthly Emolument
1.0	Technical Expert (Civil Engineering) 3 Nos.	Bachelor Degree in Civil Engineering	-Preference shall be given to candidates with two years and more experience in the field of identifying of sites, designing, planning and preparation of plan and estimates of engineering structures and related matters as per current SOR. Requirement: The candidate shall be stationed within the project cluster/village.	North Garo Hills, East Garo Hills, South West Garo Hills districts	₹ 27,500/-
2.0	Site Supervisor (Civil Engineering) 5 Nos.	Diploma in Civil Engineering.	- Preference shall be given to candidates with two years and more experience in the field of preparation of plan and estimates of engineering structures and related matters as per current SOR. Requirement: The candidate shall be stationed within the project cluster/village.	South West Garo Hills, South Garo Hills, West Garo Hills, North Garo Hills, East Garo Hills districts	₹ 23,000/-
3.0	Remote Sensing & GIS Expert 3 Nos.	-Graduate in any disciplines with Post Graduate Diploma in Remote Sensing/GIS or a Certificate course in GIS. -Candidates with qualifications in geography, cartography, forestry, environment or a relevant social science/natural resource discipline will be preferred.	- Fresh candidates can also apply - Preference shall be given to candidates with two years of experience in GIS related works in rural development or forestry or environment or related discipline with demonstrated competence in GIS based. -Good knowledge in GIS operation and GIS based mapping Skills: - Good written and verbal communication skills. - Good technical expertise in computing and GIS operation. - Computer literacy with general MS package, spreadsheet, and data analysis. Requirement: -The candidate shall be stationed within the project cluster/village. -The work will entail frequent travelling and stay far flung and remote areas of project cluster/village.	South West Garo Hills, South Garo Hills, North Garo Hills	₹ 17,000/- (The monthly emolument will vary with the years of experience)

4.0	Accounts Assistant 3 Nos.	Graduate in Commerce, Accountancy or BBA or MBA in Financial Management, Accounting & Finance.	- Fresh candidates can also apply - Preference shall be given to candidates with two years of experience in accounts, taxation, and financial management with good knowledge in chart of accounts or accounting procedure. - Preferably with computerised accountancy or tally latest version Skills: - Good written and verbal communication skills. - Computer literacy with general MS package, spreadsheet, and data analysis.	South Garo Hills, North Garo Hills, East Garo Hills districts	₹ 17,000/- (The monthly emolument will vary with the years of experience)
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2. Age Limit: 18-37 years.
3. Notification and prescribed application form can be downloaded from the website, Soil & Water Conservation Department, Meghalaya, www.megsoil.gov.in or can be obtained free of cost from the O/o The Director of Soil and Water Conservation, 4th Administrative Building, 2nd Floor, Lower Lachumiere, Shillong or the O/o The Joint Director of Soil and Water Conservation, Branch Directorate, Dakopgre, Tura – 794002 or from any of the office of the Divisional Officer, Soil & Water Conservation Department at the 12 District Headquarters.
4. Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for the post before applying.
5. Application form duly filled along with self-attested credentials should only be submitted to the O/o The Director of Soil and Water Conservation, 4th Administrative Building, 2nd Floor, Lower Lachumiere, Shillong or the O/o The Joint Director of Soil and Water Conservation, Branch Directorate, Dakopgre, Tura – 794002 or from any of the office of the Divisional Officer, Soil & Water Conservation Department at the 12 District Headquarters.
6. Last date for receipt of applications is **22th July, 2022 (upto 5.00 p.m.)** and no application received after the last date will be considered. MSWWDA will not be responsible for any kind of postal loss or transit delay.
7. **Selection Process:**
 There will be only personal interview for the position.
 The Personal Interview will be held in Tura only.
8. MSWWDA reserves the right to conduct additional examination /skill test or call for any additional documentary evidence in support of educational qualification & experience of the applicant.
9. MSWWDA reserves the right to extend the closing date for receipt of applications.
10. MSWWDA also reserves the right to fill or not to fill any or all the positions advertised or cancel recruitment procedure at any stage without assigning any reason thereof
11. No TA/DA shall be paid for attending interview
12. Canvassing of any kind will render to disqualification.
13. Casual Staffs already working with Soil & Water Conservation Department, who are otherwise eligible can also apply. Their applications must be routed through their reporting officer. However, for newly appointed staff, he/she should complete a minimum period of one year in their current position.


**Dy CEO
MSWWDA
Meghalaya, Shillong**

No. MSWWDA/ADB-14/3/845-856

Dated Shillong the 7th July, 2022

Copy to:

1. The Commissioner & Secretary, Soil & Water Conservation Department, Meghalaya and Chairman of Meghalaya State Watershed and Wasteland Development Agency, for kind information.
2. The Secretary, Soil & Water Conservation Department, Meghalaya and Chief Executive Officer of Meghalaya State Watershed and Wasteland Development Agency, for kind information.
3. The Joint Secretary, Soil & Water Conservation Department, Meghalaya, for information.
4. The Additional Director, Soil & Water Conservation Department, Meghalaya and Director (Monitoring & Evaluation – Khasi & Jaintia Hills) of Meghalaya State Watershed and Wasteland Development Agency, for information and necessary action.

5. The Joint Director of Soil & Water Conservation, Tura and Director (Social & Environment Safeguards), Meghalaya State Watershed and Wasteland Development Agency for information and necessary action.
6. The DIPR, Shillong for publishing the above advertisement in only two issues of the The Shillong Times / Salantini Janera and U Nongsain Hima before the 8th July, 2022. Bills in triplicate may be submitted to the office of the undersigned.
7. The SIO, NIC, Shillong for posting the advertisement and prescribed application form in The Soil & Water Conservation Department, Government of Meghalaya website prominently.
8. Notice Board, Meghalaya Secretariat.
9. Notice Board, Director of Soil & Water Conservation Department.
10. Notice Board, Joint Director of Soil & Water Conservation, Tura.
11. Notice Board, office of the Divisional Officer, Soil & Water Conservation Department at the 12 District Headquarters.



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MEGHALAYA: SHILLONG

No. MSWWDA/ADB-14/3/844

Dated Shillong the 7th July, 2022

NOTIFICATION

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1. **Positions:**

SI No	Name and number of Post	Qualifications	Experience	No. of Position	Job Location	Monthly Emolument
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2.0	Site Supervisor (Civil Engineering)	Diploma in Civil Engineering.	-Preference shall be given to candidates with two years and more experience in the field of preparation of plan and estimates of engineering structures and related matters as per current SOR. Requirement: The candidate shall be stationed within the project cluster/village.	5 Nos.	South West Garo Hills, South Garo Hills, West Garo Hills, North Garo Hills, East Garo Hills districts	₹ 23,000/-
3.0	Remote Sensing & GIS Expert	-Graduate in any disciplines with Post Graduate Diploma in Remote Sensing/GIS or a Certificate course in GIS. -Candidates with qualifications in geography, cartography, forestry, environment or a relevant social science/natural resource discipline will be preferred.	- Fresh candidates can also apply - Preference shall be given to candidates with two years of experience in GIS related works in rural development or forestry or environment or related discipline with demonstrated competence in GIS based. -Good knowledge in GIS operation and GIS based mapping Skills: - Good written and verbal communication skills. - Good technical expertise in computing and GIS operation. - Computer literacy with general MS package, spreadsheet, and data analysis. Requirement: The work will entail frequent travelling to the project cluster/village.	3 Nos.	South West Garo Hills, South Garo Hills, North Garo Hills	₹ 17,000/- (The monthly emolument will vary with the years of experience)

4.0	Accounts Assistant	Graduate in Commerce, Accountancy or BBA or MBA in Financial Management, Accounting & Finance.	<p>- Fresh candidates can also apply</p> <p>- Preference will be given to candidates with two years of experience in accounts, taxation, and financial management with good knowledge in chart of accounts or accounting procedure.</p> <p>-Preferably with computerised accountancy or tally latest version</p> <p>Skills:</p> <p>-Good written and verbal communication skills.</p> <p>-Computer literacy with general MS package, spreadsheet, and data analysis.</p>	3 Nos.	South Garo Hills, North Garo Hills, East Garo Hills districts	₹ 17,000/- (The monthly emolument will vary with the years of experience)
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2. Essential Skills:

2.1 Good communication skills, written and verbal as well as familiarity with Word Processing, Spread Sheets and Power Point Presentation are essential for the positions from 1-4.

3. Age Limit: The upper age limit is 18 - 37 years.

4. Place of Posting:

4.1 Selected candidates shall be posted at the location mentioned above.

5. Remuneration:

5.1 The monthly emolument shall be as mentioned above.

5.2 House Rent Allowance (HRA), Medical Allowance & Mobile Allowance will be included additionally as may be admissible from time to time

6. Period of Contract:

6.1 Selected candidates shall be given a one (1) year contract. The contract may be renewed subject to the satisfaction of MSWWDA and continuance of the project.

6.2 A detailed document of terms and conditions of engagement would be provided to the selected candidates and a deed agreement would have to be signed by the selected candidates with the MSWWDA to that effect.

7. Prescribed Application Form:

7.1 Prescribe application form can be downloaded from the website, Soil & Water Conservation Department, Meghalaya, www.megsoil.gov.in or can be obtained free of cost from the O/o The Director of Soil and Water Conservation, 4th Administrative Building, 2nd Floor, Lower Lachumiere, Shillong or the O/o The Joint Director of Soil and Water Conservation, Branch Directorate, Dakopgre, Tura – 794002 or from any of the office of the Divisional Officer, Soil & Water Conservation Department at the 12 District Headquarters.

8. Submission of Application Form:

8.1 Application form duly filled along with self-attested credentials can be submitted to the O/o The Director of Soil and Water Conservation, 4th Administrative Building, 2nd Floor, Lower Lachumiere, Shillong or the O/o The Joint Director of Soil and Water Conservation, Branch Directorate, Dakopgre, Tura – 794002 or any of the office of the Divisional Officer, Soil & Water Conservation Department at the 12 District Headquarters.

8.2 Candidate must enclose recent passport size photograph, the self-attested copies of degrees, diplomas, mark-sheets and experience letter etc. with the application form.

8.3 Experience certificate from previous employer(s) clearly stating nature of duties performed should be attached along with the application.

8.4 Incomplete application or application on plain paper will not be entertained and is liable to be rejected.

8.5 Last date for receipt of applications is **22th July, 2022 (upto 5.00 p.m.)** and no application received after the last date will be considered. MSWWDA will not be responsible for any kind of postal loss or transit delay.

9. Selection Process:

- 9.1 There will be only personal interview for the position.
9.2 The Personal Interview will be held in Tura only.

10. General Information:

- 10.1 Candidates are advised to clearly indicate their contact number and e-mail address to facilitate faster communication and information regarding the interview will be sent only to the shortlisted candidates via Phone Call / E-mail and no correspondence will be made with applicants who are not shortlisted.
- 10.2 MSWWDA reserves the right to conduct additional examination /skill test or call for any additional documentary evidence in support of educational qualification & experience of the applicant.
- 10.3 MSWWDA reserves the right to extend the closing date for receipt of applications. MSWWDA also reserves the right to fill or not to fill any or all the positions advertised or cancel recruitment procedure at any stage without assigning any reason thereof
- 10.4 No TA/DA shall be paid for attending the interview.
- 10.5 Canvassing of any kind will render to disqualification.
- 10.6 Casual Staffs already working with Soil & Water Conservation Department, who are otherwise eligible can also apply. Their applications must be routed through their reporting officer. However, for newly appointed staff, he/she should complete a minimum period of one year in their current position.



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Meghalaya, Shillong**

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Dated Shillong the 7th July, 2022

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2. The Secretary, Soil & Water Conservation Department, Meghalaya and Chief Executive Officer of Meghalaya State Watershed and Wasteland Development Agency, for kind information.
3. The Joint Secretary, Soil & Water Conservation Department, Meghalaya, for information.
4. The Additional Director, Soil & Water Conservation Department, Meghalaya and Director (Monitoring & Evaluation – Khasi & Jaintia Hills) of Meghalaya State Watershed and Wasteland Development Agency, for information and necessary action.
5. The Joint Director of Soil & Water Conservation, Tura and Director (Social & Environment Safeguards), Meghalaya State Watershed and Wasteland Development Agency for information and necessary action.
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Meghalaya, Shillong**