

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

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No. MSWWDA/ADB-14/3/388

Dated Shillong the 1<sup>st</sup> February, 2022

**ADVERTISEMENT**

The Meghalaya State Watershed and Wasteland Development Agency (MSWWDA) is implementing the Asian Development Bank an externally aided project for Community owned Small Multipurpose Reservoirs in Meghalaya. MSWWDA invites applications in prescribed form from eligible candidates for the following contractual posts:

**1. Positions:**

SI No	Name and number of Post	Qualifications	Experience	Job Location	Monthly Emolument
1.1	<b>Manager (Technical)</b> 4 Nos	M. Tech in Civil Engineering; Structural / Hydrology / Water Resources	Minimum 3 years of relevant professional experience in design and execution of civil engineering works. Experience in construction of dams and related works will be an added preference. <b>Skills:</b> - Construction management and execution - Good written and verbal communication skills. <b>Requirement:</b> The work will entail frequent travelling to the project cluster/village.	Shillong	Rs. 35700/-
1.2	<b>Manager (Technical)</b> 1 No	Post Graduate Diploma in GIS & Remote Sensing / M. Sc. In Geo-informatics	Minimum 3 years of relevant professional experience in GIS and Remote sensing works in Meghalaya. <b>Skills:</b> - Experience in preparation of GIS mapping and related works will be an added preference. - Good written and verbal communication skills. <b>Requirement:</b> The work will entail frequent travelling to the project cluster/village.	Shillong	Rs. 35700/-
1.3	<b>Asst. Manager</b> 16 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. <b>Requirement:</b> The candidate shall be stationed within the project cluster/village.	All District Headquarters	Rs 27500/-
1.4	<b>Field Engineer</b> 16 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. <b>Requirement:</b> The candidate shall be stationed within the project cluster/village.	All District Headquarters	Rs. 23000/-
1.5	<b>Programme Associate (Monitoring &amp; Evaluation)</b> 1 No	Graduate or Post-Graduate in statistics, demographics, public policy, development studies, social sciences, or related disciplines.	Minimum 2 years of experience in monitoring, evaluation, and planning in rural development projects. Well versed in data research, documentation, data gathering and monitoring. <b>Skills:</b> -Good written and verbal communication skills. Good level of proficiency in Windows - Excel and	Shillong	Rs. 19,500/- Rs 23,000/- (Based on educational qualifications)

		-Preferably with advanced certificate in M&E, statistics, or social sciences.	quantitative and qualitative analysis <b>Requirement:</b> The work will entail frequent travelling to the project cluster/village.		
1.6	<b>Programme Associate (Finance &amp; Accounts)</b> 14 Nos	Graduate or Post Graduate in Commerce, Accountancy or BBA or MBA in Financial Management, Accounting & Finance.	-Minimum 2 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 <b>Skills:</b> -Good written and verbal communication skills. -Computer literacy with general MS package, spreadsheet, and data analysis.	All District Headquarters	Rs. 19,500/- Rs 23,000/- (Based on educational qualifications)
1.7	<b>Programme Associate (Human Resources)</b> 1 No	Graduate or Post Graduate Diploma in Human Resources Management or Personal Management	- Minimum 2 years' experience in HR related functions. - Good Communication Skills (Written and verbal) - Good interpersonal skills - Knowledge of MS Word, Excel, Power Point, etc and any HR software	Shillong	Rs. 19,500/- Rs 23,000/- (Based on educational qualifications))
1.8	<b>Programme Associate (Administration)</b> 1 No	Graduate or Post Graduate in any disciplines	- Minimum 2 years' experience in filing, file management and tracking, electronic mail management and filing, documentation and any other administrative related works - Demonstrated strong values and professional integrity - Good Communication Skills (Written and verbal) - Good interpersonal skills - Knowledge of MS Word, Excel, Power Point, etc	Shillong	Rs. 19,500/- Rs 23,000/- (Based on educational qualifications)
1.9	<b>Programme Associate (GIS)</b> 14 Nos	-Graduate or Post-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.	- 2 year 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 <b>Skills:</b> - Good written and verbal communication skills. - Good technical expertise in computing and GIS operation. - Computer literacy with general MS package, spreadsheet, and data analysis. <b>Requirement:</b> The work will entail frequent travelling to the project cluster/village.	All District Headquarters	Rs. 19,500/- Rs 23,000/- (Based on educational qualifications)
1.10	<b>Driver</b> 15 Nos	Class VIII Passed	2 years of similar experience in Government (State or Central)/PSU (State or Central)/Societies set up by Government (State or Central) Should possess a valid driving license and Experience certificate	All District Headquarters	Rs. 13,700/-
1.11	<b>Multi-Tasking Assistant (MTA)</b> 15 Nos.	Class VIII Passed	1 Year of Experience as Peon/Security Guard/Chowkidar in any Government/ Societies/ Experience certificate from previous employer/s clearly stating the nature of the job along with other relevant credentials should be submitted along with the application form.	All District Headquarters	Rs. 11,500/-

2. Notification and prescribed application form can be downloaded from the website, Soil & Water Conservation Department, Meghalaya, [www.megsoil.gov.in](http://www.megsoil.gov.in) or can be obtained free of cost from the O/o The Director of Soil and Water Conservation, 4<sup>th</sup> Administrative Building, 1<sup>st</sup> Floor, Lower Lachumiere, Shillong – 793001 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.

3. The above positions are on contractual basis. Details about the pre-requisite qualifications and experience for the above positions may be seen in the notification posted in the website.
4. Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each 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, 4<sup>th</sup> Administrative Building, 1<sup>st</sup> Floor, Lower Lachumiere, Shillong – 793001 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. Candidate may also submit the duly filled application form and documents via e-mail to [smr.adb.mswwda@gmail.com](mailto:smr.adb.mswwda@gmail.com) clearly indicating name of the position in the subject line.
7. Last date for receipt of applications is **21<sup>st</sup> February, 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.



CEO  
MSWWDA  
Meghalaya, Shillong

**No. MSWWDA/ADB-14/3/388-A**

**Dated Shillong the 1<sup>st</sup> February, 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 Joint Secretary, Soil & Water Conservation Department, Meghalaya, for information.
3. The Director, Soil & Water Conservation Department, Meghalaya and Deputy Chief Executive Officer of Meghalaya State Watershed and Wasteland Development Agency, for information.
4. 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 5<sup>th</sup> February, 2022. Bills in triplicate may be submitted to the office of the undersigned.
5. The SIO, NIC, Shillong for posting the advertisement, notification and prescribed application form in The Soil & Water Conservation Department, Government of Meghalaya website prominently.
6. Notice Board, Meghalaya Secretariat.
7. Notice Board, Director of Soil & Water Conservation Department.



CEO  
MSWWDA  
Meghalaya, Shillong

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**MEGHALAYA STATE WATERSHED AND WASTELAND DEVELOPMENT AGENCY**  
**MEGHALAYA: SHILLONG**

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No. MSWWDA/ADB-14/3/388

Dated Shillong the 1<sup>st</sup> February, 2022

**NOTIFICATION**

The Meghalaya State Watershed and Wasteland Development Agency (MSWWDA) is implementing the Asian Development Bank (ADB) an externally aided project for Community owned Small Multipurpose Reservoirs in Meghalaya. MSWWDA invites applications in prescribed form from eligible candidates for the following contractual posts:

**1. Positions:**

SI No	Name and number of Post	Qualifications	Experience	No of positions	Job Location	Monthly Emolument
1.	<b>Manager (Technical)</b>	M. Tech in Civil Engineering: Structural / Hydrology / Water Resources	Minimum 3 years of relevant professional experience in design and execution of civil engineering works. Experience in construction of dams and related works will be an added preference. <b>Skills:</b> -Construction management and execution - Good written and verbal communication skills. <b>Requirement:</b> The work will entail frequent travelling to the project cluster/village.	4 Nos	Shillong	Rs. 35700/-
2.	<b>Manager (Technical)</b>	Post Graduate Diploma in GIS & Remote Sensing / M. Sc. In Geo-informatics	Minimum 3 years of relevant professional experience in GIS and Remote sensing works in Meghalaya. <b>Skills:</b> - Experience in preparation of GIS mapping and related works will be an added preference. - Good written and verbal communication skills. <b>Requirement:</b> The work will entail frequent travelling to the project cluster/village.	1 No	Shillong	Rs. 35700/-
3.	<b>Asst. Manager</b>	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. <b>Requirement:</b> The candidate shall be stationed within the project cluster/village.	16 Nos	All District Headquarters	Rs 27500/-
4.	<b>Field Engineer</b>	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. <b>Requirement:</b> The candidate shall be stationed within the project cluster/village.	16 Nos	All District Headquarters	Rs. 23000/-
5.	<b>Programme Associate (Monitoring &amp; Evaluation)</b>	Graduate or Post-Graduate in statistics, demographics, public policy, development	Minimum 2 years of experience in monitoring, evaluation, and planning in rural development projects. Well versed in data research, documentation, data	1 No	Shillong	Rs. 19,500/- Rs 23,000/- (Based on educational

		studies, social sciences, or related disciplines. -Preferably with advanced certificate in M&E, statistics, or social sciences.	gathering and monitoring. <b>Skills:</b> -Good written and verbal communication skills. Good level of proficiency in Windows -Excel and quantitative and qualitative analysis <b>Requirement:</b> The work will entail frequent travelling to the project cluster/village.			qualifications)
6.	<b>Programme Associate (Finance &amp; Accounts)</b>	Graduate or Post Graduate in Commerce, Accountancy or BBA or MBA in Financial Management, Accounting & Finance.	-Minimum 2 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 <b>Skills:</b> -Good written and verbal communication skills. -Computer literacy with general MS package, spreadsheet, and data analysis.	14 Nos	All District Headquarters	Rs. 19,500/- Rs 23,000/- (Based on educational qualifications)
7.	<b>Programme Associate (Human Resources)</b>	Graduate or Post Graduate Diploma in Human Resources Management or Personal Management	- Minimum 2 years' experience in HR related functions. - Good Communication Skills (Written and verbal) - Good interpersonal skills - Knowledge of MS Word, Excel, Power Point, etc and any HR software	1 No	Shillong	Rs. 19,500/- Rs 23,000/- (Based on educational qualifications)
8.	<b>Programme Associate (Administration)</b>	Graduate or Post Graduate in any disciplines	- Minimum 2 years' experience in filing, file management and tracking, electronic mail management and filing, documentation and any other administrative related works - Demonstrated strong values and professional integrity Good Communication Skills (Written and verbal) - Good interpersonal skills - Knowledge of MS Word, Excel, Power Point, etc	1 No	Shillong	Rs. 19,500/- Rs 23,000/- (Based on educational qualifications)
9.	<b>Programme Associate (GIS)</b>	-Graduate or Post-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.	- 2 year 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 <b>Skills:</b> -Good written and verbal communication skills. -Good technical expertise in computing and GIS operation. -Computer literacy with general MS package, spreadsheet, and data analysis. <b>Requirement:</b> The work will entail frequent travelling to the project cluster/village.	14 Nos	All District Headquarters	Rs. 19,500/- Rs 23,000/- (Based on educational qualifications)
10	<b>Driver</b>	Class VIII Passed	2 years of similar experience in Government (State or Central)/PSU (State or Central)/Societies set up by Government (State or Central) Should possess a valid driving license and Experience certificate	15 Nos	All District Headquarters	Rs. 13,700/-

11	<b>Multi-Tasking Assistant (MTA)</b>	Class VIII Passed	1 Year of Experience as Peon/Security Guard/Chowkidar in any Government/ Societies/ Experience certificate from previous employer/s clearly stating the nature of the job along with other relevant credentials should be submitted along with the application form.	15 Nos	All District Headquarters	Rs. 11,500/-
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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 position from 1-9.

**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

5.3 EPF contributions from both employee and employer.

**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](http://www.megsoil.gov.in) or can be obtained free of cost from the O/o The Director of Soil and Water Conservation, 4<sup>th</sup> Administrative Building, 1<sup>st</sup> Floor, Lower Lachumiere, Shillong – 793001 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 should be submitted to the O/o The Director of Soil and Water Conservation, 4<sup>th</sup> Administrative Building, 1<sup>st</sup> Floor, Lower Lachumiere, Shillong – 793001 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.

8.2 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 Candidate may also submit the duly filled application form and documents via e-mail to [smr.adb.mswwda@gmail.com](mailto:smr.adb.mswwda@gmail.com) clearly indicating name of the position in the subject line.

8.6 Last date for receipt of applications is **21<sup>st</sup> February, 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 may be held in Shillong and 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 SMS/E-mail and no correspondence will be made with applicants who are not shortlisted. List of the shortlisted candidates will be displayed in the Soil and Water Conservation Department, Meghalaya website, [www.megsoil.gov.in](http://www.megsoil.gov.in)
- 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 written test and 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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The Meghalaya State Watershed and Wasteland Development Agency (MSWWDA) is implementing the Asian Development Bank an externally aided project for Community owned Small Multipurpose Reservoirs in Meghalaya. MSWWDA invites applications in prescribed form from eligible candidate to fill up the following position on contractual basis:

1. Position:

Sl No	Position	Desired Qualifications & Experiences	Monthly Emolument
1.	Chief Financial Officer (CFO) (1 No)	<p><b>Desired Qualification:</b> Intermediate in CA/ IWCA/ MBA in Finance Bachelor's or Master's degree in Commerce/ Business and Financial Management.</p> <p><b>Essential Experience:</b></p> <ul style="list-style-type: none"><li>• Should have at least 10 years of post-qualification experience</li><li>• Should be a member of the Institute of Chartered Accountants</li><li>• Should have varied and comprehensive experience in project &amp; government accounting, funds management, accounting or financial management including general ledger management, financial reporting, audit preparation, and financial strategy.</li><li>• Complete knowledge of prudential norms and accounting standards, thorough understanding of generally accepted accounting principles and statutory audit and compliance requirements</li></ul> <p><b>Desired Experience:</b></p> <ul style="list-style-type: none"><li>• Experience of externally aided projects/ projects in rural development sector</li><li>• Demonstrated success in managing multiple projects and maintaining strong relationships with project clients and co-workers.</li><li>• Experience of working in North Eastern Region preferably Meghalaya will be given extra weightage</li></ul>	Rs. 80,000/- (plus allowances as may be admissible)

- Notification and prescribed application form can be downloaded from the website, Soil & Water Conservation Department, Meghalaya, [www.megsoil.gov.in](http://www.megsoil.gov.in) or can be obtained free of cost from the O/o The Director of Soil and Water Conservation, 4<sup>th</sup> Administrative Building, 1<sup>st</sup> Floor, Lower Lachumiere, Shillong – 793001 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.
- The above position are on contractual basis. Details about the pre-requisite qualifications and experience for the above positions may be seen in the notification posted in the website.
- Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for the post before applying.
- Application form duly filled along with self-attested credentials should only be submitted to the O/o The Director of Soil and Water Conservation, 4<sup>th</sup> Administrative Building, 1<sup>st</sup> Floor, Lower Lachumiere, Shillong – 793001 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.
- Candidate may also submit the duly filled application form and documents via e-mail to [smr.adb.mswwda@gmail.com](mailto:smr.adb.mswwda@gmail.com) clearly indicating name of the position in the subject line.
- Last date for receipt of applications is **21<sup>st</sup> February, 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.





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1. Position:

Sl No	Position	Desired Qualifications & Experiences	No. of Vacancy	Place of Posting	Monthly Emolument
1.	Chief Financial Officer (CFO)	<p><b>Desired Qualification:</b> Intermediate in CA/ IWCA/ MBA in Finance Bachelor's or Master's degree in Commerce/ Business and Financial Management.</p> <p><b>Essential Experience:</b></p> <ul style="list-style-type: none"><li>• Should have at least 10 years of post-qualification experience</li><li>• Should be a member of the Institute of Chartered Accountants</li><li>• Should have varied and comprehensive experience in project &amp; government accounting, funds management, accounting or financial management including general ledger management, financial reporting, audit preparation, and financial strategy.</li><li>• Complete knowledge of prudential norms and accounting standards, thorough understanding of generally accepted accounting principles and statutory audit and compliance requirements</li></ul> <p><b>Desired Experience:</b></p> <ul style="list-style-type: none"><li>• Experience of externally aided projects/ projects in rural development sector</li><li>• Demonstrated success in managing multiple projects and maintaining strong relationships with project clients and co-workers.</li><li>• Experience of working in North Eastern Region preferably Meghalaya will be given extra weightage</li></ul>	1 No.	Shillong	Rs. 80,000/- (plus allowances as may be admissible)

**2. Essential Skills:**

2.1 Good communication written and verbal communication. Expert in basic computer knowledge like Word Processing, Spread Sheets and Power Point Presentation are the common essential skills requirement. Other skills required are mentioned above against the position.

**3. Age Limit:** Up to 45 years.

**4. Place of Posting:**

4.1 Selected candidate 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
- 5.3 EPF contributions from both employee and employer.
- 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](http://www.megsoil.gov.in) or can be obtained free of cost from the O/o The Director of Soil and Water Conservation, 4<sup>th</sup> Administrative Building, 1<sup>st</sup> Floor, Lower Lachumiere, Shillong – 793001 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.
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- 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 Candidate may also submit the duly filled application form and documents via e-mail to [smr.adb.mswwda@gmail.com](mailto:smr.adb.mswwda@gmail.com) clearly indicating name of the position in the subject line.
- 8.6 Last date for receipt of applications is **21<sup>st</sup> February, 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:**
- 11.1 There will be only personal interview for the position.
- 11.2 The Personal Interview may be held in Shillong 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 SMS/E-mail and no correspondence will be made with applicants who are not shortlisted. List of the shortlisted candidates will be displayed in the Soil and Water Conservation Department, Meghalaya website, [www.megsoil.gov.in](http://www.megsoil.gov.in)
- 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 written test and interview.
- 10.5 Canvassing of any kind will render to disqualification.



CEO  
MSWWDA  
Meghalaya, Shillong

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 Joint Secretary, Soil & Water Conservation Department, Meghalaya, for information.
3. The Director, Soil & Water Conservation Department, Meghalaya and Deputy Chief Executive Officer of Meghalaya State Watershed and Wasteland Development Agency, for information.
4. 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 5<sup>th</sup> February, 2022. Bills in triplicate may be submitted to the office of the undersigned.
5. The SIO, NIC, Shillong for posting the advertisement, notification and prescribed application form in The Soil & Water Conservation Department, Government of Meghalaya website prominently.
6. Notice Board, Meghalaya Secretariat.
7. Notice Board, Director of Soil & Water Conservation Department.



**CEO  
MSWWDA  
Meghalaya, Shillong**