

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

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**ADVERTISEMENT**

**No. MSWWDA/ADB-14/18/9256**

**Dated Shillong the 13<sup>th</sup> March, 2024**

The Meghalaya State Watershed & Wasteland Development Agency (MSWWDA) under the “Climate Adaptive Community Based Water Harvesting Project” in Meghalaya an externally aided project of the Asian Development Bank invites application in prescribed form from eligible candidates for the following contractual post for a period of 1 (one) year extendable based on work performance.

1. Positions:

SL. No	Position	Desired Qualifications & Experiences	No of Vacancy	Place of Posting	Monthly Emolument
1.1	Finance Officer	<p><b>Desired Qualification:</b> Intermediate in CA/ IWCA/ MBA in Finance Bachelor’s/ Master’s degree in Commerce/ Business and Financial Management</p> <p><b>Desired Experience:</b></p> <ol style="list-style-type: none"> <li>i. For Intermediate in CA/ IWCA: Minimum 05 years of experience</li> <li>ii. For MBA in Finance Bachelor’s/ Master’s degree in Commerce/ Business and Financial Management: Minimum 07 years of experience in Finance, Accounts &amp; Taxation related functions and also, at a Senior Level handling Project and Company Accounting</li> </ol> <ul style="list-style-type: none"> <li>• Candidate should have varied and comprehensive experience in project &amp; government accounting, funds management, accounting or financial management, financial report, audit preparation and financial strategy</li> <li>• Experience of externally aided projects/ projects in rural development sector.</li> <li>• Experience in Purchase, Tender document preparation and procurement process.</li> <li>• Demonstrated success in managing multiple projects and maintaining strong relationships with project clients and co-workers</li> </ul> <p><b>Essential Skills:</b></p> <ul style="list-style-type: none"> <li>• Good written and verbal communication.</li> <li>• Strong Analytical and Negotiation Skill</li> <li>• Financial skills particularly focusing on budget management and costs estimations.</li> <li>• Computer skills like word processing, Spread Sheets and Power Point Presentation</li> <li>• Excellent Decision Making &amp; Problem-Solving Skills.</li> <li>• Excellent management and leadership skills</li> </ul>	1 (one)	1- Headquarters	Rs. 46,800/-
1.2	Assistant Manager	<p><b>Desired Qualification:</b> Bachelor Degree in Civil Engineering</p>	5 (Five)	2-Headquarters 1- EJJ	Rs. 27,500/-

	(Technical)	<p><b>Desired Experience:</b></p> <ul style="list-style-type: none"> <li>• Preference shall be given to candidates with 2 (two) years' experience.</li> <li>• Experience in identifying of sites, designing, planning and preparation of plan and estimates of engineering structures and related matters as per current or prevailing SOR</li> <li>• Previous experience in Measurement Book (MB) Entry and Checking.</li> </ul> <p><b>Essential Skills:</b></p> <ul style="list-style-type: none"> <li>• Proficient in Auto CAD</li> <li>• Good command of computer programmes and applications</li> <li>• Knowledge in survey work</li> </ul> <p><b>Requirement:</b> The candidate shall be stationed within the project cluster/village.</p>		1- WKH 1 – WJH (subject to change)	
1.3	Field Engineer	<p><b>Desired Qualification:</b> Bachelor Degree in Civil Engineering/ Diploma in Civil Engineering</p> <p><b>Desired Experience:</b></p> <ul style="list-style-type: none"> <li>• Preference shall be given to candidates with 2 (two) years and more experience in the field of identifying of sites, designing, planning and estimation of engineering structures and related Matters.</li> <li>• Experience using hand surveying tools (distance measuring wheels, plumb bobs, levels), Dumpy/Auto level and electronic surveying tools (transit levels, GPS equipment) will be advantage.</li> <li>• Previous experience in Measurement Book (MB) Entry and Checking.</li> </ul> <p><b>Essential Skills:</b></p> <ul style="list-style-type: none"> <li>• Analyzing data using plans, maps, charts, and software such as AutoCAD programs</li> <li>• Preparation of plan and estimates of engineering structures and related matters as per current or prevailing SOR.</li> </ul> <p><b>Requirement:</b> The candidate shall be stationed within the project cluster.</p>	3 (Three)	1 – EJH 1 – WGH 1 – SWGH (subject to change)	Rs. 23,000/-
1.4	Programme Associate (Environment Safeguards)	<p><b>Desired Qualification:</b> Post Graduate or equivalent in Anthropology, Sociology. Applied Social Science, Social Work, Environmental Science or other related fields</p> <p><b>Desired Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 2 years of experience in relevant operational areas like environment &amp; social safeguards, environment assessment and environment development issues.</li> </ul> <p><b>Essential Skills:</b></p> <ul style="list-style-type: none"> <li>• Good written and verbal skills</li> <li>• Computer literacy with general MS package, spreadsheet, and data analysis.</li> </ul>	1 (one)	1- Headquarter	Rs. 23,000/-

**\*Note:** Positions mentioned at Sl. No. 1.2, 1.3, 1.4 are transferable and all selected candidates must be willing to travel extensively anywhere in the state.

2. Age Limit: 18- 37 years
3. No TA/DA will be provided to candidates appearing for the interview
4. Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.
5. The above positions are on contractual basis.
6. Advertisement details and Online Application form (Google Form) are available in the website of Soil & Water Conservation Department, Meghalaya ([www.megsoil.gov.in](http://www.megsoil.gov.in)).
7. Prescribed Application (CV) Format can be downloaded from the website, Soil & Water Conservation Department, Meghalaya and should be uploaded wherever applicable and required in the Google Form.
8. Last date for receipt of applications is **28<sup>th</sup> March 2024** (upto 5.00 p.m.) and no application received after the last date will be considered.



Chief Executive Officer  
Meghalaya State Watershed & Wasteland  
Development Agency

**Memo No. MSWWDA/ADB-14/18/9256(A)**

**Dated Shillong the 13<sup>th</sup> March, 2024**

Copy to:

1. The Director Soil & Water Conservation Department, Meghalaya and Deputy Chief Executive Officer of Meghalaya State Watershed and Wasteland Development Agency, for information.
2. The DIPR, Shillong for publishing the above advertisement in only one issue of the The Shillong Times / Salantini Janera and U Nongsain Hima before the **14<sup>th</sup> March 2024**. Bills in triplicate may be submitted to the office of the undersigned.
3. The SIO, NIC, Shillong for posting the advertisement, prescribed application and Google Form link in the Government of Meghalaya Website and also in the Soil & Water Conservation Department, Government of Meghalaya website prominently.
4. Notice Board, Director of Soil & Water Conservation Department.
5. Notice Board, Branch Joint Directorates CTI, Byrnihat / Tura of Soil & Water Conservation Department.
6. Notice Board, Offices of the Divisional Soil & Water Conservation of 11 districts as well as office of the Range Officer, Mairang Range, Eastern West Khasi Hills.
7. Notice Board, Office of the Meghalaya State Watershed & Wasteland Development Agency (MSWWDA), Nongrim Hills, Shillong.



Chief Executive Officer  
Meghalaya State Watershed & Wasteland  
Development Agency