



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



• Directorate of Soil & Water Conservation, 4th Administrative Building, Lower Lachumiere, Shillong – 793001 •
 • megsoil49@gmail.com • 0364-2224551 • www.megsoil.gov.in • hqmswwda.adb@gmail.com

No. MSWDA/ADB-14/3(Pt)/ 184

Dated Shillong, the 24th June, 2026.

The Meghalaya State Watershed & Wasteland Development Agency (MSWDA) 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.

Sl. No	Position and number of post(s)	Qualification	Experience	Place of Posting	Monthly Emolument
1.1	Sr. Manager (Procurement) [1 No.]	Bachelor's or Master degree in Purchase/ Material Management/ Procurement & Supply Chain/ Inventory & Logistics/ Commerce/ Business and Financial Management	<p>Desired Experience:</p> <ul style="list-style-type: none"> • Candidate having at-least 05 years' experience of procurement and Contract Management in any external aided projects (IFAD, World Bank, JICA, ADB, etc) would be given preference. • Candidate shall be conversant with the prevailing State and/or Government Financial Rules (GFR 2017) guidelines of procurement of Goods, Works and Services. • Sound knowledge of preparation of EOI, RFP, RFQ, BID document, contract agreement of various kinds of contracts, bid/proposal evaluation and negotiation process. • Expertise in drafting and negotiating agreements with different kinds of procurement selection methods. • Sound knowledge and experience of management of various types of contracts like items rate, consultancy contracts, etc. <p>Essential Skills:</p> <ul style="list-style-type: none"> • Good written and verbal communication. • Strong Analytical and Negotiation Skills • Excellent Decision Making & Problem-Solving Skills. • Computer skills like Word Processing, Spread Sheets and Power Point Presentation • Excellent management and leadership skills to motivate employees across the board • Financial skills particularly focusing on budget management and costs estimations 	Shillong (SPMU)	Rs. 46,800/-



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1.2	Assistant Manager (Finance & Accounts) [1nos]	Graduate or Post Graduate in Commerce, Accountancy or BBA or MBA in Financial Management, Accounting & Finance.	<p>Minimum 4 years of experience in accounts, taxation, and financial management with good knowledge in chart of accounts or accounting procedure.</p> <ul style="list-style-type: none"> • Preferably with computerized accountancy or tally latest version • Reconcile daily, monthly, and yearly financial transactions. • Conduct periodic financial analysis to identify and resolve discrepancies, issues, and variances • Oversee cash controls and ensure accurate Bookkeeping. • Ensure timely and accurate processing of receivables and payables. • Manage the preparation of financial reports like balance sheets, income statements, and expense reports, ensuring data integrity. • Identify and resolve invoicing, accounting discrepancies, and other financial issues. • Experience with externally aided projects, financial planning, budgeting, forecasting, and tax compliance. • Familiarity with tax laws, auditing, statutory reporting requirements, and compliance issues • Experience in handling internal and external audits <p>Skills:</p> <ul style="list-style-type: none"> • Good written and verbal communication skills. • Computer literacy with general MS package, spreadsheet, and data analysis. • Ability to manage multiple tasks simultaneously with attention to detail 	Shillong (SPMU)	Rs.31,200/-
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1.3	Assistant Manager (Knowledge Management Data Centre) [1nos]	<p>Bachelor's degree in Information Technology, Computer Science, Information Systems, Data Management, Knowledge Management, or a closely related discipline from a recognized institution.</p> <p>A Master's degree in a relevant field such as Information Systems, Data Science, Computer Applications, or Knowledge Management will be considered an advantage.</p> <p>Relevant professional certifications in database management, cloud computing, data analytics, or information management systems will be preferred.</p>	<p>Minimum of 3–5 years of relevant experience in knowledge management systems, data center operations, database administration, or IT systems management.</p> <ul style="list-style-type: none"> • Demonstrated experience in managing digital knowledge repositories, Management Information Systems (MIS), or document management platforms. • Experience in developing and maintaining dashboards, reports, and data visualization tools for decision-making purposes. • Familiarity with data governance frameworks, data quality assurance, and information security protocols. • Prior experience in externally aided projects (EAPs), preferably those funded by multilateral agencies such as the Asian Development Bank (ADB), the World Bank, or similar institutions, will be highly desirable. <p>Desired skills</p> <ul style="list-style-type: none"> • Proficiency in database management systems such as SQL, MySQL, Oracle, or equivalent platforms. • Working knowledge of data analytics and visualization tools (e.g., MS Excel, Power BI, Tableau, or similar). • Experience with cloud-based data storage and management systems will be an added advantage. Understanding of knowledge management systems, content management platforms, and data center infrastructure. 	Shillong (SPMU)	Rs. 31,200/-
1.4	Programme Associate (Environment Safeguards) [1 Nos.]	<p>Post Graduate or equivalent in Anthropology, Sociology, Applied Social Science, Social Work, Environmental Science or other related fields.</p>	<ul style="list-style-type: none"> • Minimum 2 years of experience in relevant operational areas like environment & social safeguards, environment assessment and environment development issues. <p>Desired Skills:</p> <ul style="list-style-type: none"> • Good written and verbal skills <p>Computer literacy with general MS package, spreadsheet, and data analysis.</p>	Shillong (SPMU)	Rs.22,100/-



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1.5	Programme Associate (Data Entry Operator) [1 Nos]	Bachelor in Computer Application	Desired Experience: Minimum 6 months to 1 year of experience. Essential Skills: Good written and verbal skills Statistical software and typing skills with minimum typing speed of 30 w.p.m	Shillong (SPMU)	Rs. 22,100/-
*Note: Positions are transferable and all selected candidates must be willing to travel extensively anywhere in the State.					

1. Age Limit: 18-37 years

2. Application & Selection Process:

- 2.1 Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.
- 2.2 All applications should be submitted through online mode only. No other mode of applications will be entertained.
- 2.3 Advertisement details and Online Application form (Google Form) will be made available in the website of Soil & Water Conservation Department, Meghalaya (www.megsoil.gov.in).
- 2.4 Candidates are required to upload their resume in the google form.
- 2.5 Incomplete application shall not be entertained and is liable to be rejected.
- 2.6 Last date for receipt of applications is **13th July 2026 (upto 05:00PM)** and applications received after the last date will not be considered.
- 2.7 In respect of Candidates who are currently in services, shall submit the “No Objection Certificate” from their current employer when called for the personal interview.
- 2.8 Personal interview will be the mode of selection of the candidates.
- 2.9 The venues for the interview will be intimated on the website of the Soil & Water Conservation Department, Meghalaya (www.megsoil.gov.in).

3. General Information:

- 3.1 The above positions are on contractual basis.
- 3.2 The pre-requisite qualifications and experience are minimal and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. MSWDA reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by any other condition that it may deem fit.
- 3.3 Candidates are advised to clearly indicate their contact number and e-mail address to facilitate faster communication. 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 website of the Soil & Water Conservation Department, i.e., <https://megsoil.gov.in>.
- 3.4 MSWDA 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.
- 3.5 In case of non-availability of suitable candidates with prescribed qualifications and experience, MSWDA reserves the right to relax the prescribed qualifications and experience for candidates found more suitable for lower position with relevant experience and expertise in the specified field.
- 3.6 The number of vacancies indicated in the advertisement and notification is tentative. MSWDA reserves the right to increase/decrease the number of posts at the time of selection and make appointment(s) accordingly, if more vacancies do exist in between the advertisement and the selection process.



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- 3.7 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.
- 3.8 No TA/DA shall be paid for attending written test and interview.
- 3.9 Canvassing of any kind will render to disqualification.
- 3.10 Staff already working with MSWWDA, 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.

Sd/

**Deputy Chief Executive Officer
Meghalaya State Watershed and Wasteland
Development Agency
Meghalaya, Shillong**