

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

No. MSWWDA/ADB-14/3(Pt.)/194

Dated Shillong the 23rd July 2025

ADVERTISEMENT

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

1. Positions

Sl. No.	Position and number of post(s)	Qualification	Experience	Place of Posting	Monthly Emolument
1.1	Manager (Procurement) [1 No.]	Bachelor's or Master degree in Purchase/ Material Management/ Procurement & Supply Chain/ Inventory & Logistics/ Commerce/ Business and Financial Management	<p>Minimum 3 years of experience in Purchase, Procurement & Supply Chain, Inventory and Logistic Management related functions.</p> <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)	₹35,700/-
1.2	Programme Associate (Finance & Accounts)	Graduate or Post Graduate in Commerce, Accountancy or BBA or MBA in Financial Management, Accounting & Finance.	<ul style="list-style-type: none"> • 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 <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 	Shillong (SPMU)	₹23,000/-

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2. Age Limit: 18-37 years

3. Application & Selection Process:

- 3.1 Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.
- 3.2 All applications should be submitted through online mode only. No other mode of applications will be entertained.
- 3.3 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).
- 3.4 Candidates are required to upload their resume in the google form.
- 3.5 Incomplete application shall not be entertained and is liable to be rejected.
- 3.6 Last date for receipt of applications is **8th August, 2025 (up to 05:00PM)** and applications received after the last date will not be considered.
- 3.7 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.
- 3.8 Personal interview will be the mode of selection of the candidates.
- 3.9 The venues for the interview will be intimated on the website of the Soil & Water Conservation Department, Meghalaya (www.megsoil.gov.in).

4. General Information:

- 4.1 The above positions are on contractual basis.
- 4.2 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. MSWWDA 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.
- 4.3 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>.
- 4.4 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.
- 4.5 In case of non-availability of suitable candidates with prescribed qualifications and experience, MSWWDA 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.
- 4.6 The number of vacancies indicated in the advertisement and notification is tentative. MSWWDA 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.
- 4.7 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.
- 4.8 No TA/DA shall be paid for attending written test and interview.
- 4.9 Canvassing of any kind will render to disqualification.

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- 4.10** 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.



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

Memo No. MSWWDA/ADB-14/3(Pt.)/194(A)

Dated Shillong the 23rd July 2025

Copy to:

1. The Commissioner & Secretary, Soil & Water Conservation Department and Chief Executive Officer, MSWWDA for kind information.
2. Notice Board, Director of Soil & Water Conservation Department.
3. Notice Board, Branch Joint Directorates CTI, Byrnihat / Tura of Soil & Water Conservation Department.
4. 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.
5. Notice Board, Office of the Meghalaya State Watershed & Wasteland Development Agency (MSWWDA), Nongrim Hills, Shillong.

Sd/-

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