

GOVERNMENT OF MEGHALAYA
OFFICE OF THE DIVISIONAL SOIL & WATER CONSERVATION OFFICER
TURA SOIL & WATER CONSERVATION (T) DIVISION
TURA : WEST GARO HILLS :: MEGHALAYA ::

No.

Dated Tura, the _____th April, 2025.

Interested candidates of requisite qualification are invited for a walk – in- interview to be conducted on 9th and 12th May 2025 at 10:30 am in the office chamber of the **Divisional Soil & Water Conservation Officer & the District Project Manager, Tura Soil & Water Conservation (T) Division, West Garo Hills, Tura** for the following posts to be engaged on contract basis under the Climate Adaptative Community Based Water Harvesting Project in Tura, West Garo Hills, an externally aided project funded by Asian Development Bank.

Prescribed Qualifications and Experience for Posts to be Advertised

Sl. No.	Position	Qualification	No. of Post	Experience	Monthly Emolument	Date of Interview
1.	Field Engineer	Diploma in Civil Engineering	1	Desired Experience: <ul style="list-style-type: none"> • 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. • Experience using hand surveying tools (distance measuring wheels, plumb bobs, levels), Dumpy/Auto level and electronic surveying tools (transit levels, GPS equipment) will be an advantage. • Previous experience in Measurement Book (MB) Entry and Checking. Essential Skills: <ul style="list-style-type: none"> • Analyzing data using plans, maps, charts, and software such as Auto CAD programs Preparation of plan and estimates of engineering structures and related matters as per current or prevailing SOR. Requirement: The candidate shall be stationed within the project cluster.	₹23,000/-	9 th May 2025
				Minimum 2 years of experience in accounts, taxation, and financial management with good knowledge in chart of accounts or accounting procedure.		
2.	Programme Associate (Finance & Accounts)	Graduate or Post Graduate in Commerce, Accountancy or BBA or MBA in Financial Management, Accounting & Finance.	1	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	₹23,000/-	9 th May 2025
3.	Programme Associate (Gender & Social Safeguards)	Graduate or Post Graduate in Gender Studies, Psychology, Social Science, Development Studies or related disciplines including courses in gender within the degree.	1	Minimum 2 years of responsible professional experience in the substantive areas like gender issues, gender integration, social & community mobilization, rural community development, etc. with international development projects. Experience in designing and implementing gender issues analyses and gender assessments including collecting data and analyzing data. Skills: Good technical knowledge of community organization and gender in development. Candidates from the project areas are preferred and women are strongly encouraged to apply. Expert in the usage of computer and office software packages (MS Word, Excel, PPT, etc.)	₹23,000/-	12 th May 2025
4.	Programme Associate (Environment Safeguards)	Graduate or Post Graduate or equivalent in Anthropology, Sociology, Applied Social Science, Social Work, Environmental Science or other related fields	1	Minimum 2 years of experience in relevant operational areas like environment & social safeguards, environment assessment and environment development issues. Essential Skills: <ul style="list-style-type: none"> • Good written and verbal skills Computer literacy with general MS package, spreadsheet, and data analysis.	₹23,000/-	12 th May 2025

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 Incomplete application shall not be entertained and is liable to be rejected.
- 2.3 Last date for receipt of applications in standard form is on 7th May 2025.
- 2.4 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.
- 2.5 Personal interview will be the mode of selection of the candidates.

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. 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.
- 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 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.
- 3.5 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.
- 3.6 The number of vacancies indicated in the advertisement 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.
- 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 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.

(C. Ch. marak)
Divisional Officer