

# STATE COUNCIL OF SCIENCE, TECHNOLOGY & ENVIRONMENT



Phone & Fax No. :  
(0364) 2522077

## MEGHALAYA

E-Mail:  
stcouncilmegh@yahoo.com  
scste-meg@gov.in

(An Autonomous Body of the Government of Meghalaya for Promotion of Science & Technology)  
Meghalaya State Housing Financing Cooperative Society Ltd., Nongrim Hills,  
Behind Bethany Hospital, Shillong -793003

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No. CST.49/2016/281

Dated. Shillong, the 30<sup>th</sup> June, 2020

### ADVERTISEMENT

Apropos to the advertisement No. CST.49/2016/251 dated 26<sup>th</sup> September, 2019, Applications are re-invited from eligible candidates for the post of Documentation Assistant (1 nos.) on a contractual basis for a period of one year which may be extended based on performance review. Candidates who earlier applied for the post can re-submit their application accordingly.

Details of qualifications, eligibility and requirements can be seen in the website "[www.scste.org](http://www.scste.org)". Duly filled application with supporting documents should be submitted to the Office of the Undersigned on or before the 20<sup>th</sup> July, 2020.

Member-Secretary  
State Council of Science Technology & Environment,  
Meghalaya

Memo No. CST.49/2016/281-A

Dated Shillong, the 30<sup>th</sup> June, 2020

Copy to :

1. The P.A. to Commissioner & Secretary to the Govt. of Meghalaya , Planning Department and Chairman, EC, SCSTE for kind information.
2. Shri. A. S. Suting, OSD, SCSTE, Meghalaya for kind information and necessary action.
3. Director, Information and Public Relations with a request to kindly publish the same in The Shillong Times, Mawphor and Salantini Janera for 2 (two) consecutive days w.e.f. the date of issue of the advertisement.

Member-Secretary  
State Council of Science Technology & Environment,  
Meghalaya

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ANNEXURE-A

No. CST.49/2016/282

Dated. Shillong, the 30<sup>th</sup> June, 2020

### ELIGIBILITY CRITERIA AND TERMS OF REFERENCE

Sl No.	Name of Post/ No. of post	Educational qualifications and experience	Age Limit	Monthly Emoluments
1	Documentation Assistant (1 Nos.)	Masters Degree in Mass Communication with 3 years of working experience (including internship) in Knowledge Management including documentation, compilation, videography/Photography, editing and documentary production. Or Bachelors Degree in Mass Communication with 5 years of working experience (including internship) in Knowledge Management including documentation, compilation, videography/Photography, editing and documentary production	The upper age limit of the candidate should be below 27 years. Age relaxation will be given as per Govt. rules and regulations.	Rs. 37,800 plus other admissible allowances

The Posts are purely contractual and can be terminated at any time. Posting can be anywhere within the state of Meghalaya.

\* Any other additional tasks/ responsibilities may be required from time to time.

The engagement is purely temporary and the initial appointment will be made for a period of 1 (One) Year which may be extended on the basis of assessment of the candidate's performance subject to discretion of the Competent Authority and on requirement of the Council. The upper age limit is 27 years. Relaxable by 5 years for SC/ST.

Interested and eligible candidates must submit duly filled in applications in the prescribed format (hard copy only) with credentials to the Office of the Undersigned on or before the 20<sup>th</sup> July, 2020. For other details kindly contact Phone Number: (0364) 2522077 and email: stcouncilmegh@yahoo.com & scste-meg@gov.in.

Eligible candidates will be called for a written test followed by personal interview which will be intimated in due course.

Member-Secretary  
State Council of Science Technology & Environment,  
Meghalaya

APPLICATION FORMAT						
Application for the post of: _____					Affix Recent Passport Size Photo	
1	Name in full					
2	Father's Name					
3	Date of Birth					
4	Marital Status					
5	Contact details (complete address, phone/mobile no. and e-mail)					
Educational Qualifications (Higher Secondary onwards)						
6	Examination/ Degree	Board/ University	Year of passing	Subjects	Marks obtained (%)/CGPA	Distinction
8	Awards/Fellowship/Distinctions:					
9	Experience: No. of years /months:					
	Sl No.	Post held	Place of posting	From	To	
10	Summary of how you can contribute to the work (max. 200-300 words):					

11	Two References (complete contact details):	

I declare that all information provided above is true to my knowledge.

Date:

Signature of Candidate

**Note:**

1. Fill all required field given in the application except those which are not applicable
2. Any claim in the application form is to be supported by relevant documents.
3. False information, incomplete application and incomplete submission of documents will result in rejection of the application.
4. Applicants who are under service need to submit an NOC from their respective sections.