



STATE COUNCIL OF SCIENCE, TECHNOLOGY & ENVIRONMENT MEGHALAYA

(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

Email: stcouncil-megh@meghalaya.gov.in stcouncilmegh@yahoo.com Phone & Fax No. : (0364) 2522077

No. P1-PLN/S&TC/0346/2023/NF/5

Dated: Shillong, the 17th September 2024

ADVERTISEMENT

Applications are invited from eligible candidates for the post of Programme Officer (1 no.), Information Officer(1 no.) , IT/GIS Officer(1 no.) and Data Entry Operator (1 no.) in the newly established Programme Centre-Hub under Environmental Information, Awareness, Capacity Building and Livelihood Programme (EIACP) at State Council of Science, Technology & Environment (SCSTE), Meghalaya. The EIACP Centre under the aegis of Ministry of Environment, Forest and Climate Change (MoEF&CC) functions as a comprehensive repository of all information, publications, and other value-added products concerning the state's environmental status and related issues. It is responsible for maintaining a database, organizing various events and activities throughout the year, including mass awareness campaigns and events focused on Mission LiFE and SAP. Additionally, it conducts GSDP courses, capacity building programs, and other activities mandated by the Ministry of Environment, Forest and Climate Change (MoEF&CC). The posts are purely on a contractual basis for a period of one (1) year which may be extended for another year or two based on performance review or till the termination of the Programme whichever is earlier.

Details of qualification, eligibility criteria and requirements can be seen in the website "www.scste.org". Duly filled application with supporting documents should be submitted to the Office of the Undersigned or office email stcouncil-megh@meghalaya.gov.in on or before the 15th October 2024.

(Shri Gunanka D.B., IFS)

Joint Secretary to the Govt. of Meghalaya,
Planning, Investment Promotion & Sustainable
Development Department and Member Secretary,
State Council of Science, Technology &
Environment (SCSTE), Meghalaya

Memo No. P1-PLN/S&TC/0346/2023/NF/5 -A

Dated: Shillong, the 17th September 2024

Copy to:

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



(Shri Guṇanka D.B., IFS)
Joint Secretary to the Govt of Meghalaya,
Planning, Investment Promotion & Sustainable
Development Department and Member Secretary,
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Annexure-A

No. P1-PLN/S&TC/0346/2023/NF/6

Dated: Shillong, the 17th September 2024

Name of the Post	No. of Post	Essential Qualifications & Experiences	Age Limit	Salary (₹ p.m.)	Role and Responsibilities
Programme Officer	1	M.Sc. (Natural Sciences/ Environmental Science)/ B.Tech./ BE, well versed in computer applications/ Web Development with at least 5 years of experience	As per the Govt. Norms	50000/-	Preparation of annual plan in consultation with Programme Coordinator. Responsible for implementing activities including information products, GSDP courses, events, and outreach activities. Programme Officer will be technical head of Centre under Programme Coordinator. Involved in coordination, organization, and management of events and activities under Mission LIFE and SAP.
Information Officer	1	Graduate in science or equivalent; good knowledge of computers/ PG Diploma in (RS/GIS) with two year working experience in relevant areas	As per the Govt. Norms	42000/-	Data collection on assigned subject from authenticated sources. Responsible for data matters like collection, storage, processing, and dissemination with Programme Officer. Involved in organizing GSDP courses and creating content for Mission LIFE and SAP activities.

IT/GIS Officer	1	PG Diploma in (RS/GIS) with at least 1 years' experience/ Graduate, good knowledge of computer technology (website development, designing, internet, publication etc.) with two years' experience. experience/ Graduate, good knowledge of computer technology (website development, designing, internet, publication etc.) with two years' experience	As per the Govt. Norms	34000/-	Maintenance and updating of website and databases. Responsible for all IT matters including mobile/web applications, infographics, GIS maps. Involved in IT organization, management of events under Mission LiFE and SAP.
Data Entry Operator	1	Graduate, good knowledge of computer technology (website development, designing, internet, publication etc.) with one year's experience/XII Passed with good knowledge of computer technology with two year experience/ GSDP Certified Youth	As per the Govt. Norms	16000/-	Entering and updating data and performing other day to day task as assigned.

The posts are purely temporary and co-terminus with the closure of the Centre. Posting can be anywhere within the state of Meghalaya.

The engagement is purely temporary and the initial appointment will be made for a period of one (1) year which may be extended on the basis of assessment of candidate's performance subject to discretion of the Competent Authority and on requirement of the Centre.

Interested and eligible candidates must submit duly filled in applications in the prescribed format with credentials to the Office of the Undersigned or the office email stcouncil-megh@meghalaya.gov.in on or before the 15th October 2024.

For other details kindly contact the Office of the Undersigned or via email stcouncil-megh@meghalaya.gov.in.

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



(Shri Gunanka D.B., IFS)

**Joint Secretary to the Govt of Meghalaya,
Planning, Investment Promotion & Sustainable
Development Department and Member Secretary,
State Council of Science, Technology &
Environment (SCSTE), Meghalaya**

ANNEXURE-B

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:						
Experience: No. of years /months:							
9	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.