



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.PLN/SCSTE/0117/2023/NF-105

Dated: Shillong, the 11th June 2025

ADVERTISEMENT

Applications are invited from eligible candidates for the post of **Assistant Programme Officer (1 no.)** at the State Council of Science, Technology & Environment (SCSTE), Meghalaya. The State Council of Science Technology & Environment (SCSTE) Meghalaya was established with a mission to ensure effective utilization of Science & Technology for all round development of the State and its main function is to identify, formulate, execute, coordinate and follow-up programmes or schemes for the State on various aspects of Science & Technology.

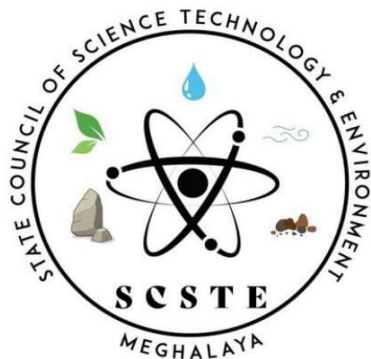
The posts are purely on a contractual basis for a period of one (1) year.

Details regarding **qualification, eligibility criteria**, and other **requirements** are available on the official website: www.scste.org. Eligible candidates are required to **submit their applications online only**. Applicants must ensure that they **upload the duly filled application form** along with all relevant **supporting documents** in the prescribed format as mentioned on the website.

Last Date for Submission of Application: On or before 25th June, 2025.

Sd/-

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



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Annexure-A

No. PLN/SCSTE/0117/2023/NF-105

Dated: Shillong, the 6th April 2025

| Sl. No. | Name of the Post | No.of Post | Essential Qualifications & Experiences | Salary (₹ p.m.) | Role & Responsibilities |
|---------|-----------------------------|------------|--|--------------------------|--|
| 1. | Assistant Programme Officer | 1 | M.Sc. with at least 5 years of experience/Ph.D in Science with 3 yrs of experience at a relevant field | 39,000/- plus allowances | Project Proposal writing, Programme Implementation, Field Monitoring & Evaluation, Report writing, Data Analysis |

- Essential skills for the position:** Strong writing skills, with proven ability to develop clear and persuasive project proposals and reports. Experience in data analysis and interpretation, with proficiency in relevant software tools. Familiarity with monitoring and evaluation frameworks and methodologies. Excellent communication and interpersonal skills to effectively collaborate with diverse teams. Strong organizational skills, with the ability to manage multiple tasks and meet deadlines. Willingness to travel for field monitoring and project activities as necessary.
- Age Limit:** Upto 45 yrs
- Place of Posting:** Shillong
- Remuneration:**
 - The monthly emolument shall be as mentioned in the above column
 - House Rent Allowance (HRA) and Mobile Allowance will be included additionally as may be admissible
- Duration of Contract:**
 - The duration of contract will be for a period of 01 (one) year. The contract may be renewed subject to the performance satisfaction of SCSTE.
 - A detailed document of terms and conditions of engagement would be provided to the selected candidates and a deed agreement would have to be signed by the selected candidate with the SCSTE to that effect.
- How to Apply:**
 - To apply for the above position, candidates must **submit a scanned, duly filled application form** in the **prescribed format**, along with all **supporting credentials**, **online** through the following link: <https://forms.gle/xVTmgjkGqtU17q5I9>
 - Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.
 - Incomplete application shall not be entertained and is liable to be rejected.
 - Last date for receipt of applications is **25th June, 2025 (upto 05:00PM)** and applications received after the last date will not be considered.

7. Selection Process:

7.1. There will be written/technical test and personal interview for the positions. Written test will comprise of Subject Matter Knowledge, General Knowledge, Reasoning and English.

7.2. The Written Test/Personal Interview will be held only in Shillong.

8. General Information:

8.1. 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. SCSTE 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.

8.2. Candidates are advised to clearly indicate their contact number and e-mail address to facilitate faster communication. Information regarding the screening test/written/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 SCSTE website <https://scste.org> .

8.3. SCSTE 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.

8.4. In case of non-availability of suitable candidates with prescribed qualifications and experience, SCSTE 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.

8.5. SCSTE reserves the right to extend the closing date for receipt of applications. SCSTE 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.

8.6. No TA/DA shall be paid for attending written test and interview.

8.7. Canvassing of any kind will render to disqualification.

8.8. Staff already working with SCSTE, 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-

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Planning, Investment Promotion & Sustainable
Development Department and Member Secretary,
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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) | | | | | |
| 6. | Educational Qualifications (Higher Secondary onwards) | | | | | |
| | Examination /Degree | Board/ University | Year of passing | Subjects | Marks obtained (%) /CGPA | Distinction |
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| 7. | Awards/Fellowship/Distinctions: | | | | | |
| | | | | | | |
| 8. | Experience: No. of years /months: | | | | | |
| | Sl No. | Post held | Place of posting | | From | To |
| | | | | | | |
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| 9. | Summary of how you can contribute to the work (max. 200-300 words): | | | | | |
| | | | | | | |

| | | |
|-----|--|--|
| 10. | 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.