

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/113

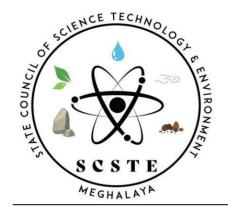
Dated Shillong, the 11th June, 2025

ADVERTISEMENT

Applications are invited from eligible candidates for the post of Hostel Administration cum Warden (1 no) (Female Candidate only) on a contractual basis for a period of 1(One) year.

Details of Qualifications and Eligibility Criteria 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 25th June, 2025.

-SdAdditional Secretary, to the Govt. of Meghalaya,
Planning Department &
Member Secretary,
State Council of Science, Technology &
Environment (SCSTE), Meghalaya



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ANNEXURE-A Dated Shillong, the 11th June, 2025

ELIGIBILITYCRITERIA

Post	
Administrati on cum Warden Required Experiences Skills: 1. Female candidate only Training Centre, allo Dakkopgre, (M	s.39,000/- lus Mobile llowances (Manager Level)

- **1. Essential Skills for the positions:** Good written and verbal communication. Expert in basic computer knowledge like Word Processing, Spread Sheets and Power Point Presentation, etc are the common essential skills requirement. Other skills required are mentioned above.
- 2. Age Limit: Up to 45 years
- **3. Place of Posting:** Selected candidate shall be posted at the location mentioned above. The selected candidate must reside full-time at the specified location to oversee to the students' welfare and education.
- 4. Remuneration:
 - **4.1.** The monthly emolument shall be as mentioned in the above column.
 - **4.2.** Mobile Allowance will be included additionally as may be admissible from time to time.

5. Duration of Contract:

- **5.1.** 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.
- **5.2.** 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.

6. How to Apply:

- **6.1.** For applying the above positions; candidates have to submit duly **filled in application** in the prescribed format with credential to the Office of the Undersigned or office email <u>stcouncil-megh@meghalaya.gov.in</u> on or before 25th June, 2025.
- **6.2.** Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for the post before applying.
- **6.3.** Incomplete application shall not be entertained and is liable to be rejected.
- **6.4.** Last date for receipt of applications is **25**th **June 2025 (upto 05:00PM)** and applications received after the last date will not be considered.
- **6.5.** Detailed information about the positions are also made available in SCSTE website, https://scste.org.

7. Selection Process:

- **7.1.** There will be direct personal interview for the position.
- **7.2.** The Personal Interview will be held in Shillong or Tura.

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 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.
- **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. The number of vacancies indicated in the advertisement and notification is tentative SCSTE reserves the right to increase/decrease the number of post at the time of selection and make appointment(s) accordingly, if more vacancies do exist in between the advertisement and the selection process.
- **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.

-SdAdditional Secretary, to the Govt. of Meghalaya,
Planning Department &
Member Secretary,
State Council of Science, Technology &
Environment, Meghalaya

ANNEXURE-B

APPLICATIONFORMAT									
Applica	lication for the post of:								
1	Name i	n full							Affix
2	Father	's Name						-	Recent Passport
3	Date of	f Birth							Size
4	Marita	l Status							Photo
5	te phone,	t (comple address, /mobile l e-mail)							
	Educat	ional Qua	lifications(Higher	Secondary o	nwards)			
	Examinati on/Degr ee		Board/U	niversit	Year of passing	Subjects	Marks obtaine (%)/CGI	ed	Distinction
6									
	. ,	(= 1)							
	Awards/Fellowship/Distinctions:								
8									
	P	N.	- C						
	Experience: No. of years/months:					_			
	Sl No.	No. Post held		Place of posting			Fron	1	То
9									
	Summa	ary of how	v vou can c	ontribu	te to the wor	-k(may 200-300	words).		
	Summary of how you can contribute to the work(max.200-300words):								
10									

	Two References(complete contact details):						
4.4							
11							

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.