



GOVERNMENT OF MEGHALAYA
OFFICE OF THE DISTRICT PROJECT
MANAGER, WCDC, MSWWDA

SOUTH GARO HILLS, MEGHALAYA, 794102

Email: baghmarasoil@gmail.com



No.BSC/ADB/PT.I/ 155

Dated, Baghmara, the 1st July, 2026

ADVERTISEMENT

The Office of the Divisional Officer Soil & Water Conservation Division, Baghmara South Garo Hills, Project Implementing Agency of MSWWDA in the District, invites competent/suitable candidates for recruitment to the various post under Asian Development Bank (ADB), purely on contractual basis for a period of 1(one) year only and thereafter on renewal for the same period from time to time, depending on the satisfactory performance of the incumbent.

Candidates willing to appear in the interview should submit application duly filled in the standard form with all the attested copies of Academic Qualification, Experience Certificate, ST/SC Certificate, Testimonials of age, 2 (two) Passport Size Photograph along with all the Original Certificate for verification and address for communication to the Soil & Water Conservation Office, South Garo Hills, Baghmara from 02-07-2026 to 13-07-2026 and thereafter application will not be entertained. Personal interview will be held on 14-07-2026, Time 11:00 AM onwards in Divisional Soil & Water Conservation Office, Baghmara.

Sl. No	Position	Qualification	No.of Post	Experience	Monthly Emolument
1.	Assistant Manager, (Technical)	Bachelor Degree in Civil Engineering	1	Desired Experience: <ul style="list-style-type: none">• Preference shall be given to candidates with 4(four) years experience.• Experience in Identifying of sites, designing, planning and preparation of plan and estimates of engineering Structures and related matters as per current or prevailing SOR.• Previous experience in Measurement Book (MB) Entry and Checking. Essential Skills: <ul style="list-style-type: none">• Proficient in Auto CAD• Good command of computer Programming and applications• Knowledge in survey work. Requirement: The candidate shall be stationed within the project cluster/village.	Rs,31,200/-
2.	Programme Associate (Administration & Data Management)	Graduate or Post Graduate in any disciplines	1	- Minimum 2 year's experience in filing, file management and tracking, electronic mail management and filing ,documentation and any other administrative related works -Demonstrated strong values and professional integrity -Good Communication Skills(Written and verbal) -Good interpersonal skills -Knowledge of MS Word,Excel,Power Point, etc.	Rs,22,100/-

Recruitment Terms and Conditions or Instructions/Guidelines for Applicants.

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.


(J.O.S.Momin)
Divisional Officer
Baghmara Soil & Water Cons. Division
South Garo Hills, Meghalaya
Divisional Officer,
South Garo Hills Soil & Water Cons.
Division, South Garo Hills.




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- 2.2 Incomplete application shall not be entertained and is liable to be rejected.
- 2.3 Last date for receipt of application is 13th July, 2026 (upto 05:00PM) and applications received after the last date will not be considered.
- 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 and no correspondence will be made with applicants who are not shortlisted. List of the shortlisted candidates will be displayed in the office notice board.
- 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 and notification 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 the personal 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.


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