



No. MECDM/HR Advertisement/Vol 1/ 203/2024-25/80/2114

Dated Shillong, 3<sup>rd</sup> April, 2025

### Advertisement

The Meghalaya Early Childhood Development Mission Society (MECDMS) invites applications from the eligible candidates in prescribed format to fill up the following positions on a contractual basis.

#### Name of the positions

S. No	Position	Qualifications & Experience	Place of Posting	Monthly Salary	Number of Positions
1.1	Programme Coordinator	<p><b>Qualification:</b> Bachelors or Masters (preferable) degree in relevant fields such as nutrition, health, social work, public administration, public health, education, development studies, economics, management and other related fields</p> <p><b>Required Experience:</b> 3 years of experience in relevant fields such as nutrition, health, social work, public administration, public health, education, development studies, economics, management and other related fields</p> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"> <li>Proven experience in project coordination,</li> <li>Previous experience in programme management and administration.</li> <li>Proficiency in IT skills, including Microsoft Office and G-Suite applications. (Google doc, spreadsheet and slides) particularly ability to make presentations.</li> <li>Ability to work in cross-cultural context and ability to speak and write in any local language is advantageous.</li> <li>Excellent communication, time management, prioritisation, and organisational skills.</li> <li>Adaptability to thrive in a dynamic environment; strong critical thinking, problem-solving abilities, and initiative-taking.</li> <li>Intellectual curiosity and a proactive approach to tasks</li> </ol>	Shillong	Rs 40000/-	2
1.2	Assistant Manager – Finance & Accounts	<p><b>Qualification:</b> CWA-Inter/ CA-Inter/ MBA (Finance) / Post Graduate or Graduate in Commerce /Accounting or any related field</p> <p><b>Required Experience:</b></p> <p><b>i) For CWA-Inter/ CA-Inter/Post Graduate in Commerce/Accounting/ MBA (Finance) :</b> Minimum 01 year of proven experience as finance manager or financial analyst in any financial sector or project in the government sector.</p> <p><b>ii) For Graduate in Commerce/Accounting:</b> Minimum 03 Years of experience as finance manager or financial analyst in any financial sector or project in the government sector.</p> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"> <li>Strong organisational skills, attention to detail and the ability to manage a variety of tasks simultaneously</li> <li>Strong interpersonal skills and stakeholder management.</li> <li>Proficient user of accounting or finance software</li> <li>Computer skills with emphasis on Microsoft Office / Google apps</li> <li>Should have good analytical &amp; statistical skills and communication skills</li> </ol>	Shillong	Rs 35000/-	2

- The candidates will have to apply through Online or Offline Application mode which can be availed at the office of Meghalaya Early Childhood Development Mission office located at 1<sup>st</sup> Floor, Moreau Institute of Integral Training Campus, Brookdene, Jowai Road, Dhankheti, Shillong-793001.
- For online application: Link:
  - Program Coordinator - <https://tinyurl.com/ecdswdpc>
  - Assistant Manager – Finance - <https://tinyurl.com/ecdfinadacc>
- Interested candidates may collect application forms between **10:00 AM to 05:00 PM** from **4<sup>th</sup> April** up to **21<sup>st</sup> April, 2025**.
- Candidates are advised to go through the Terms of Reference and the Terms & Conditions of the recruitment process thoroughly and satisfy themselves of their eligibility before applying which is available on Social Welfare Department website : <https://megsocialwelfare.gov.in> or on the Office Notice Board.
- The job requires extensive long working hours, only such candidates who have the commitment to serve the community and possess the requisite aptitude, should apply.
- Local Candidates will be given preference.

Sd/-  
Chief Executive Officer  
Meghalaya Early Childhood Development Mission



### Terms of Reference

The Meghalaya Early Childhood Development Mission Society (MECDMS) invites applications from the eligible candidates in prescribed format to fill up the following positions on a contractual basis.

#### Name of the positions

S. No	Position	Qualifications & Experience	Place of Posting	Monthly Salary	No. of Positions
1.1	Programme Coordinator	<p><b>Qualification:</b> Bachelors or Masters (preferable) degree in relevant fields such as nutrition, health, social work, public administration, public health, education, development studies, economics, management and other related fields</p> <p><b>Required Experience:</b> 3 years of experience in relevant fields such as nutrition, health, social work, public administration, public health, education, development studies, economics, management and other related fields</p> <p><b>Job Description:</b></p> <ol style="list-style-type: none"> <li>Set up and coordinate individual programmes, and cross-programme meetings and events (internal and external). This will entail setting agendas, note taking and dissemination of minutes, and following up on actions.</li> <li>Coordinate with relevant teams to ensure timely compliance and submission of financial materials, particularly when involving external stakeholders and respective Ministries.</li> <li>Keep track of key cross-programme dates and calendar, such as upcoming reporting deadlines, review meetings, and key events.</li> <li>Conduct research and interviews to document project successes, challenges, and improvements.</li> <li>Compile and analyse internal reports on project learnings.</li> <li>Review and analyse data on key indicators and outcomes.</li> <li>Support engagement with government institutions including concerned Ministries, Office of Development Commissioner, other state departments etc, community organisations, and partners.</li> <li>Ensure accurate information flow between planning and implementation.</li> <li>Assist in gathering quantitative and qualitative data from POSHAN tracker, Monthly Progress Report, field reports, and surveys.</li> <li>Clean, categorise, and organise data, summarising key findings.</li> <li>Analyse data to develop monthly, quarterly, or annual reports as per project needs or for review meetings.</li> </ol> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"> <li>Proven experience in project coordination,</li> <li>Previous experience in programme management and administration.</li> <li>Proficiency in IT skills, including Microsoft Office and G-Suite applications. (Google doc, spreadsheet and slides) particularly ability to make presentations.</li> <li>Ability to work in cross-cultural context and ability to speak and write in any local language is advantageous.</li> <li>Excellent communication, time management, prioritisation, and organisational skills.</li> <li>Adaptability to thrive in a dynamic environment; strong critical thinking, problem-solving abilities, and initiative-taking.</li> <li>Intellectual curiosity and a proactive approach to tasks</li> </ol>	Shillong	Rs 40000/-	2
1.2	Assistant Manager – Finance & Accounts	<p><b>Qualification:</b> CWA-Inter/ CA-Inter/ MBA (Finance) / Post Graduate or Graduate in Commerce /Accounting or any related field</p> <p><b>Required Experience:</b></p> <p><b>i) For CWA-Inter/ CA-Inter/Post Graduate in Commerce/Accounting/ MBA ( Finance) :</b> Minimum 01 year of proven experience as finance manager or financial analyst in any financial sector or project in the government sector.</p> <p><b>ii) For Graduate in Commerce/Accounting:</b> Minimum 03 Years of experience as finance manager or financial analyst in any financial sector or project in the government sector.</p> <p><b>Job Description:</b></p> <ol style="list-style-type: none"> <li>Maintain accurate and up-to-date financial records, including accounts payable, accounts receivable, and payroll records.</li> <li>Prepare and process journal entries.</li> <li>Reconcile bank statements and ensure all transactions are recorded correctly</li> </ol>	Shillong	Rs 35000/-	1

	<p>d. Prepare monthly, quarterly, and annual financial reports, including income statements, balance sheets, and cash flow statements.</p> <p>e. Generate reports for senior management to aid decision-making.</p> <p>f. Assist in the preparation of annual budgets and forecasts.</p> <p>g. Attending Weekly, Monthly, Quarterly and Annual Review Meetings and preparing the data for the same.</p> <p>h. Ensure timely filing of GST, TDS, and other statutory tax returns as per Indian tax regulations.</p> <p>i. Assist in the preparation of tax audits and liaise with external auditors during the audit process.</p> <p>j. Keep up-to-date with changes in tax laws and regulations.</p> <p>k. Manage accounting software and ERP systems for recording transactions and generating financial reports.</p> <p>l. Implement internal control procedures to ensure accuracy and prevent fraud.</p> <p>m. Prepare and process invoices and make payments to vendors, Statutory Payments.</p> <p>n. Manage accounts receivable, follow up on overdue payments, and coordinate with clients for collection.</p> <p>o. Keeping track of construction/ project payments,</p> <p>p. Support external auditors by providing required financial documentation and answering audit queries.</p> <p>q. Assist in internal audits to ensure compliance with accounting standards.</p> <p>r. Prepare payroll, ensuring accuracy and timely payments.</p> <p>s. Deduct and remit employee contributions (PF, ESI, TDS, etc.) as per Indian labor laws.</p> <p>t. Assist in administrative tasks related to accounting functions.</p> <p>u. Maintain and organize accounting files and documents for easy retrieval.</p> <p>v. Representing organization in various forums, visiting government and private offices on behalf of the organization.</p> <p>w. Doing any other work as and when required by the management</p> <p><b>Essential Skills:</b></p> <p>a. Strong organisational skills, attention to detail and the ability to manage a variety of tasks simultaneously</p> <p>b. Strong interpersonal skills and stakeholder management.</p> <p>c. Proficient user of accounting or finance software</p> <p>d. Computer skills with emphasis on Microsoft Office / Google apps</p> <p>e. Should have good analytical &amp; statistical skills and communication skills</p>			
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#### **Guidelines for Application/ Eligibility Criteria for various post under the MECDM**

**The appointments to the posts mentioned are purely temporary and on contractual basis and no claim whatsoever can be made for any permanent position with the Government or any organisation under it. Application has to be submitted only after the applicant has satisfied him/herself to the terms and conditions laid down in the guidelines as under:-**

- The candidates will have to apply through Online or Offline Application mode which can be availed at the office of Meghalaya Early Childhood Development Mission office located at 1<sup>st</sup> Floor, Moreau Institute of Integral Training Campus, Brookdene, Jowai Road, Dhankheti, Shillong-793001
- For Online application: Link :
  - Programme Coordinator: <https://tinyurl.com/ecdswdpc>
  - Assistant Manager – Finance & Accounts: <https://tinyurl.com/ecdfinandacc>
- The dates for submitting the form is from **10:00 AM** of the **4<sup>th</sup> April 2025** up to **05:00 PM** of **21<sup>st</sup> April, 2025**.
- The Number of available vacancies is **2 positions** for Programme Coordinator & Assistant Manager – Finance & Accounts
- Place of Posting:** Both the positions will be posted in Shillong
- The maximum age is **45 years**.
- The candidates should have obtained at least **45%** marks from **recognized Universities** or **Institutions** as the case may be.
- No application fee is required to be paid along with the application.
- All posts are transferable, involve extensive travelling, and stay at villages. Candidates willing to undertake such travels and stay only may apply.
- Candidates, who can speak, read and write the local language will be given more preference.
- Candidates should have good communication skills, proficiency in working on Microsoft Packages, Google Suite etc.
- List of documents to be submitted along with the Applications**
  - Passport sized photograph
  - Self-attested copies of documents/certificates are required to be submitted in support of the following:
  - Date of birth Proof
  - Address Proof
  - Highest Educational Qualification only
  - Caste/Tribe Certificate (if applicable)
  - Disability Certificate (if applicable)
  - Working Experience Certificate only (Internship Certificate not allowed).
  - Curriculum Vitae (CV)

**12. Method of Recruitment:**

- i. The shortlisted candidates will be informed by e-mail and subjected to undergo the multi-modal selection process, which will include a preliminary examination that will test the verbal, quantitative and analytical abilities of the candidates and thereafter, a group discussion, skill test, and /or any such other tests as MECDM may decide.
- ii. The screening of the candidates will take place at every stage of the examination.
- iii. The preliminary examination will be held at Shillong/ Tura
- iv. Candidates appearing for the Examination will not be paid any TA/DA.

**13. General Instructions:**

- i. Candidates are advised to read the above mentioned eligibility criteria and other conditions prescribed for the post very carefully before applying.
- ii. Candidates are to bring Proof of Qualification with either Marksheet/ Provisional Certificate/ Completion Certificate of the latest qualification only.
- iii. Candidates who are working in any private/ public sector may furnish a 'No Objection Certificate' from their Controlling authority at the final stage of selection.
- iv. Candidates should provide proof of Date of Birth as per the Birth Certificate issued by the Registrar of Births & Deaths or as entered in Matriculation.
- v. Candidates should provide any address proof duly Certified/Issued by the Government. (eg. Valid Indian Passport/EPIC/Driving Licence/Aadhar Card).
- vi. Candidates are advised to fill their correct and active email addresses and contact number in the application form to enable MECDM to use it for correspondence purposes. If a mail sent to a candidate bounces for any reason, MECDM will not take any responsibility.
- vii. Incomplete applications in any respect and ineligible applicants will be summarily rejected. No further correspondence in this regard shall be entertained.
- viii. Candidates should regularly check their email for a call letter.
- ix. For further query, candidates can send an email to [mecdmhr@gmail.com](mailto:mecdmhr@gmail.com)

**14. Debarment:**

- i. Any candidate furnishing incorrect information or making false declaration regarding his/her eligibility at any stage or suppressing any material information is liable to be debarred from appearing in any recruitment stage and would entail summary rejection of their candidature for this recruitment.
- ii. MECDM is authorised to recruit and select candidates, maintaining utmost confidentiality at all times. Any attempt by anyone causing a breach or attempting to cause any breach of the process of this or any such action which violates or likely to violate the fair practices will be a sufficient ground for debarment of candidate/s for this recruitment.
- iii. If any candidate is or has been found impersonating or procuring impersonation by any person or resorting to any other irregular or improper means in connection with his/her candidature for selection or obtaining support of candidature by any means, he/she shall be liable to be debarred for this recruitment in addition to rendering himself/herself liable to criminal prosecution.
- iv. Canvassing directly or indirectly for the above-mentioned posts shall disqualify a candidate and the decision of MECDM shall be final and binding in this regard.

**Sd/-**  
**Chief Executive Officer**  
**Meghalaya Early Childhood Development Mission**