



### 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.

#### 1. Name of the positions

S. No	Position	Qualifications & Experience	Place of Posting	Monthly Salary	Number of Positions
1.1	Programme Manager- Early Childhood Education (ECE)	<p><b>Qualification:</b> Post Graduate Degree in Education or related fields from a recognised University</p> <p><b>Required Experience:</b> A minimum of 5 years in the education sector.</p> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"> <li>Strong communication and interpersonal skills.</li> <li>Results-oriented with a proactive approach and the ability to take initiative.</li> <li>Strong organizational skills and the ability to work collaboratively across various teams and stakeholders.</li> <li>Excellent writing, interpersonal relationship, and communication skills in English, Khasi/ Jaintia/ Garo with the ability to create high-quality reports and proposals.</li> </ol> <p><b>Requirement:</b> Willing to travel extensively to both urban &amp; rural areas to interact, improve &amp; understand the field level challenges in implementing ECCE components in AWCs.</p>	Shillong	Rs. 50,000/-	1
1.2	Programme Manager- Monitoring & Evaluation (M&E)	<p><b>Qualification :</b> Post Graduate Degree in Business Administration, Economics, Statistics or any related fields from a recognised University</p> <p><b>Required Experience:</b> Minimum of 5 years of experience in the design and implementation of M&amp;E/MIS in development projects.</p> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"> <li>Experience in designing tools and strategies for data collection, analysis and production of reports.</li> <li>Proven ICT skills, especially in the development of MIS software using database software;</li> <li>Expertise in analyzing data using statistical software</li> <li>Strong training &amp; facilitation skills.</li> <li>Proficiency in English, and Khasi/Jaintia/Garo</li> </ol> <p><b>Requirement:</b> Willing to travel extensively to both urban and rural areas to engage with stakeholders, assess field-level challenges, and ensure effective implementation of program components. Responsible for monitoring, evaluating, and providing support to improve program outcomes and address challenges on the ground.</p>	Shillong	Rs. 50,000/-	1
1.3	Data Analyst	<p><b>Qualification :</b> Post Graduate in Data Science, Statistics, Computer Science/ Computer Applications, or a related field from a recognised University</p> <p><b>Required Experience:</b> Minimum of 4 years of experience in Data Science, Statistics, research study, survey.</p> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"> <li>Strong proficiency in data analysis tools (e.g., Excel, SQL, Python, SPSS).</li> <li>Experience with data visualization tools (e.g., Tableau, Power BI, mapping software).</li> <li>Strong problem-solving skills and attention to detail.</li> <li>Ability to communicate complex data findings to non-technical stakeholders.</li> <li>Excellent organizational and time-management skills.</li> </ol> <p><b>Requirement:</b> Handling large datasets involves managing, cleaning, and analyzing data to ensure accuracy and consistency. The role requires efficient data management, clear presentation of data.</p>	Shillong	Rs. 40,000/-	2

1.4	Assistant Manager (Finance & Accounts)	<b>Qualification:</b> CWA-Inter/ CA-Inter/ MBA (Finance) / Post Graduate or Graduate in Commerce /Accounting or any related field from a recognised University <b>Required Experience:</b> i) For CWA-Inter/ CA-Inter/Post Graduate in Commerce/Accounting/ MBA (Finance) : Minimum 01 year of proven experience as finance manager or financial analyst in any financial sector or project in the government sector. ii) For Graduate in Commerce/Accounting: Minimum 03 Years of experience as finance manager or financial analyst in any financial sector or project in the government sector. <b>Essential Skills:</b> a. Strong organisational skills, attention to detail and the ability to manage a variety of tasks simultaneously b. Strong interpersonal skills and stakeholder management. c. Proficient user of accounting or finance software d. Computer skills with emphasis on Microsoft Office / Google apps e. Should have good analytical & statistical skills and communication skills	Shillong	Rs. 35,000/-	1
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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.
3. For online application: Link:
  - 3.1 Programme Manager- Early Childhood Education (ECE): <https://tinyurl.com/ececrisp>
  - 3.2 Programme Manager- Monitoring & Evaluation (M&E): <https://tinyurl.com/mnecrisp>
  - 3.3 Data Analyst : <https://tinyurl.com/data-crisp>
  - 3.4 Assistant Manager (Finance & Account) : <https://tinyurl.com/fnacrisp>
4. Interested candidates may collect application forms between **10:00 AM to 05:00 PM** from **3<sup>rd</sup> September, 2025 up to 17<sup>th</sup> September, 2025**.
5. 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.
6. 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.
7. Local Candidates will be given preference.

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





No. MECDM/HR Advertisement/Vol 1/ 203/2024-25/178/2721

Dated Shillong, 2<sup>nd</sup> September, 2025

### 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.

#### 1. Name of the positions

S. No	Position	Qualifications & Experience	Place of Posting	Monthly Salary	No. of Positions
1.1	Programme Manager- Early Childhood Education (ECE)	<p><b>Qualification:</b> Post Graduate Degree in Education or related fields from a recognised University</p> <p><b>Required Experience:</b> A minimum of 5 years in the education sector.</p> <p><b>Job Description:</b></p> <ol style="list-style-type: none"> <li>Senior Program Associate (ECE) will work closely with SWD, MECDM &amp; other stakeholders to:</li> <li>Support development of specific training modules and facilitate workshops, sessions to implement capacity building programs for AWWs, AW Helpers, parents, school teachers, project staff and other stakeholders on ECCE. These capacity building programs will cover orientation on ECE and child development, lesson plans, usage of play-based teaching and learning approaches and other modern pedagogical practices.</li> <li>Report regularly on the progress of all project activities to the Joint Director (ECE) and Assistant Director (ICDS)</li> <li>Undertake field visits, review progress of the implementation of ECCE in AWCs/schools, interact with AWWs, school teachers, parents, and children and give feedback to Joint Director (ECE) and Director, SWD.</li> <li>Work closely with DPOs, CDPOs at the district/block level to ensure that the TLM and other resources are made functional, accessed and effectively utilised by AWWs, teachers and children, so as to enhance the quality of ECE delivered.</li> <li>Build and strengthen effective working relationships with key government education departments / offices; ICDS, SSA, DSEO and SDSEO to influence the decisions related to learning and wellbeing of children and technical assistance to line departments in state to support implementation of new government policy on early learning.</li> <li>Work with CRISP and other partners to design and apply assessment framework and tools to measure AWCs performance, preschool children learning levels, analyze and identify gaps for taking follow up action to address the gaps, understand change in child development &amp; learning outcomes</li> <li>Ensure identification, regular tapping &amp; sharing of good practices and lessons learned among state teams, partners, Government officials, other experts, and colleagues.</li> <li>Coordinate program implementation. Serve as the main link between different teams working on the program, including field teams and district/state leadership.</li> <li>Travel to project locations to identify challenges in implementation and offer solutions or necessary adjustments.</li> <li>Keep all relevant stakeholders informed about program updates and developments; organize meetings as needed.</li> <li>Document key activities, progress, and outcomes at the field level for ongoing evaluation and reporting.</li> </ol> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"> <li>Strong communication and interpersonal skills.</li> <li>Results-oriented with a proactive approach and the ability to take initiative.</li> </ol>	Shillong	Rs. 50,000/-	1

		<p>c. Strong organizational skills and the ability to work collaboratively across various teams and stakeholders.</p> <p>d. Excellent writing, interpersonal relationship, and communication skills in English, Khasi/ Jaintia/ Garo with the ability to create high-quality reports and proposals.</p> <p><b>Requirement:</b> Willing to travel extensively to both urban &amp; rural areas to interact, improve &amp; understand the field level challenges in implementing ECCE components in AWCs.</p>			
1.2	Programme Manager-Monitoring & Evaluation (M&E)	<p><b>Qualification :</b> Post Graduate Degree in Business Administration, Economics, Statistics or any related fields from a recognised University</p> <p><b>Required Experience:</b> Minimum of 5 years of experience in the design and implementation of M&amp;E/MIS in development projects.</p> <p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>a. Develop and strengthen monitoring, inspection and evaluation procedures.</li> <li>b. Monitor all project activities and progress towards achieving the project outputs;</li> <li>c. Support monitoring and evaluation of the processes, effects and impact of the project;</li> <li>d. Report regularly on the progress of all project activities to the Joint Director &amp; Senior Program Associate (ECE) and Assistant Director (ICDS)</li> <li>e. Develop indicators and a monitoring strategy for the project;</li> <li>f. Assist the project personnel with M&amp;E tools and in supporting them in their use.</li> <li>g. Contribute in discussions on key indicators and report templates during the preparation of an MIS.</li> <li>h. Perform other duties as required.</li> </ul> <p><b>Essential Skills:</b></p> <ul style="list-style-type: none"> <li>a. Experience in designing tools and strategies for data collection, analysis and production of reports.</li> <li>b. Proven ICT skills, especially in the development of MIS software using database software;</li> <li>c. Expertise in analyzing data using statistical software</li> <li>d. Strong training &amp; facilitation skills.</li> <li>e. Proficiency in English, and Khasi/Jaintia/Garo</li> </ul> <p><b>Requirement:</b></p> <ul style="list-style-type: none"> <li>a. Willing to travel extensively to both urban and rural areas to engage with stakeholders, assess field-level challenges, and ensure effective implementation of program components.</li> <li>b. Responsible for monitoring, evaluating, and providing support to improve program outcomes and address challenges on the ground.</li> </ul>	Shillong	Rs. 50,000/-	1



1.3	Data Analyst	<p><b>Qualification :</b> Post Graduate in Data Science, Statistics, Computer Science/ Computer Applications, or a related field from a recognised University</p> <p><b>Required Experience:</b> Minimum of 4 years of experience in Data Science, Statistics, research study, survey.</p> <p><b>Job Description:</b></p> <ol style="list-style-type: none"> <li>Analyze large sets of data from multiple sources.</li> <li>Reviewing and verifying the accuracy and consistency of information in the relevant MIS and documents.</li> <li>Perform data quality checks to ensure information integrity.</li> <li>Interpret data and provide actionable insights to support decision-making.</li> <li>Develop and maintain dashboards, reports, and data visualizations.</li> <li>Identify trends, patterns, and correlations within the data.</li> <li>Collaborate with various departments to understand data needs and requirements.</li> <li>Present findings in clear and understandable formats to stakeholders.</li> <li>Assist in forecasting and predictive analysis for program strategies.</li> </ol> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"> <li>Strong proficiency in data analysis tools (e.g., Excel, SQL, Python, SPSS).</li> <li>Experience with data visualization tools (e.g., Tableau, Power BI, mapping software).</li> <li>Strong problem-solving skills and attention to detail.</li> <li>Ability to communicate complex data findings to non-technical stakeholders.</li> <li>Excellent organizational and time-management skills.</li> </ol> <p><b>Requirement:</b> Handling large datasets involves managing, cleaning, and analyzing data to ensure accuracy and consistency. The role requires efficient data management, clear presentation of data.</p>	Shillong	Rs. 40,000/-	2
1.4	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 from a recognised University</p> <p><b>Required Experience:</b></p> <ol style="list-style-type: none"> <li>For CWA-Inter/ CA-Inter/Post Graduate in Commerce/Accounting/ MBA (Finance) : Minimum 01 year of proven experience as finance manager or financial analyst in any financial sector or project in the government sector.</li> <li>For Graduate in Commerce/Accounting: Minimum 03 Years of experience as finance manager or financial analyst in any financial sector or project in the government sector.</li> </ol> <p><b>Job Description:</b></p> <ol style="list-style-type: none"> <li>To Design a financial module for aligning Central, State and other budgets for efficient fund-flow and preparation of monthly, quarterly and annual budget requirements.</li> <li>Assist in preparation, management &amp; monitor of budgets, fund requirements of the ICDS.</li> <li>Manage accounting operations of the PMU, including book-keeping, ledger maintenance, reconciliation, and voucher verification.</li> <li>Monitor expenditure against approved budgets and report variances with appropriate analysis and justification.</li> <li>Prepare utilization certificates, statement of expenditure (SoEs), and financial progress reports as per GoI/State Government guidelines.</li> <li>Support statutory and project-specific audits; ensure availability of records and compliance with audit recommendations.</li> <li>Ensure timely submission of reports to relevant authorities (e.g., Ministry of Women &amp; Child Development, State Treasury, AG Office).</li> <li>Coordinate with programmatic teams to track scheme-wise fund usage and ensure financial alignment with program outputs.</li> <li>Strengthen internal controls and recommend process improvements for financial efficiency and accountability.</li> </ol>	Shillong	Rs. 35,000/-	1

		<p>j. Use accounting and MIS software (e.g., Tally, PFMS, Excel) to manage and analyze financial data.</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>			
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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 Manager- Early Childhood Education (ECE): <https://tinyurl.com/ececrisp>
  - Programme Manager - Monitoring & Evaluation (M&E): <https://tinyurl.com/mnecrisp>
  - Data Analyst : <https://tinyurl.com/data-crisp>
  - Assistant Manager (Finance & Account) : <https://tinyurl.com/fnacrisp>
- The dates for submitting the form is from **10:00 AM of the 3<sup>rd</sup> September, 2025 up to 05:00 PM of 17<sup>th</sup> September, 2025.**
- The number of available vacancies is 1 position for Senior Programme Associate-Early Childhood Education, Senior Programme Associate - Monitoring & Evaluation, Assistant Manager – Finance and 2 positions for Data Analyst.
- Place of Posting: All positions will be posted in Shillong
- The maximum age is 45 years.
- The candidates should have obtained at least 45% from recognized Universities or Institutions for all positions 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 in 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)
- Method of Recruitment:
  - 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.
  - The screening of the candidates will take place at every stage of the examination.
  - The preliminary examination will be held at Shillong/ Tura
  - Candidates appearing for the Examination will not be paid any TA/DA.
- General Instructions:
  - Candidates are advised to read the above mentioned eligibility criteria and other conditions prescribed for the post very carefully before applying.
  - Candidates are to bring Proof of Qualification with either Marksheet/ Provisional Certificate/ Completion Certificate of the latest qualification only.
  - 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.
  - 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.



- Candidates should provide any address proof duly Certified/Issued by the Government. (eg. Valid Indian Passport/EPIC/Driving Licence/Aadhar Card).
- 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.
- Incomplete applications in any respect and ineligible applicants will be summarily rejected. No further correspondence in this regard shall be entertained.
- Candidates should regularly check their email for a call letter.
- For further query, candidates can send an email to [mecdmhr@gmail.com](mailto:mecdmhr@gmail.com)

**15. Debarment:**

- 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.
- 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.
- 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.
- 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**