



No. MECDM/HR Advertisement/Vol 1/ 203/2024-25/114/2322

Dated Shillong, 19<sup>th</sup> June, 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 Associate - Environment	<b>Qualification:</b> Bachelors or Masters (preferable) degree in Environmental Science, Ecology, and other related fields <b>Required Experience:</b> Fresher <b>Essential Skills:</b> a. Proficiency in IT skills, including Microsoft Office and G-Suite applications. (Google doc, spreadsheet and slides) particularly ability to make presentations. b. Ability to work in cross-cultural context and ability to speak and write in any local language is advantageous. c. Excellent communication, time management, prioritisation, and organisational skills. d. Adaptability to thrive in a dynamic environment; strong critical thinking, problem-solving abilities, and initiative-taking. e. Intellectual curiosity and a proactive approach to tasks <b>Requirement:</b> a. The work will entail frequent travelling to the project cluster/village	Shillong	Rs 22100/-	1
1.2	Programme Associate - Gender	<b>Qualification:</b> Bachelors or Masters (preferable) degree in Gender Studies, Psychology, Sociology, Social Science and other related fields <b>Required Experience:</b> Fresher <b>Essential Skills:</b> a. Proficiency in IT skills, including Microsoft Office and G-Suite applications. (Google doc, spreadsheet and slides) particularly ability to make presentations. b. Ability to work in cross-cultural context and ability to speak and write in any local language is advantageous. c. Excellent communication, time management, prioritisation, and organisational skills. d. Adaptability to thrive in a dynamic environment; strong critical thinking, problem-solving abilities, and initiative-taking. e. Intellectual curiosity and a proactive approach to tasks <b>Requirement:</b> a. The work will entail frequent travelling to the project cluster/village	Shillong	Rs 22100/-	1
1.3	Administrative Assistant	<b>Qualification:</b> Post Graduate in any discipline <b>Required Experience:</b> 2 years of experience in office management, facilities management, and administrative support. <b>Essential Skills:</b> a. Strong organizational and multitasking skills. b. Excellent verbal and written communication skills. c. Proficiency in office software (e.g., MS Office Suite) and familiarity with office technology. d. Strong problem-solving abilities and attention to detail	Shillong	Rs 22100/-	1
1.4	Field Engineer	<b>Qualification:</b> Bachelor Degree in Civil Engineering offered by a University recognised by the UGC or an associate membership/similar qualification obtained from a recognized professional institution in the field of civil engineering <b>Required Experience:</b> Minimum 2 years of post-qualification experience at assisting in supervision of construction work and structural design. Preference will be given to those having experience in the relevant field of civil works in the Rural Development sector. <b>Essential Skills:</b> a. Experience in contract management, preparation of estimates civil works bills and measurement books b. Good Command of computer programs and applications. c. Preparation of Designs <b>Requirement:</b> The work will entail frequent travelling to the project cluster/village	Shillong	Rs 22100/-	1

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 Associate- Environment: <https://tinyurl.com/ecdevrn>

3.2 Programme Associate- Gender: <https://tinyurl.com/ecdgender>

3.3 Administrative Assistant: <https://tinyurl.com/ecdadmast>

3.4 Field Engineer: <https://tinyurl.com/ecdfengg>

4. Interested candidates may collect application forms between **10:00 AM to 05:00 PM** from **20<sup>th</sup> June, 2025** up to **7<sup>th</sup> July, 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/ 203/2024-25/112/2321

Dated Shillong, 19<sup>th</sup> June, 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.

**Name of the positions**

S. No	Position	Qualifications & Experience	Place of Posting	Monthly Salary	No. of Positions
1.1	Programme Associate- Environment	<p><b>Qualification:</b> Bachelors or Masters (preferable) degree in Environmental Science, Ecology, and other related fields</p> <p><b>Required Experience:</b> Fresher</p> <p><b>Job Description:</b></p> <ol style="list-style-type: none"> <li>Assist in the design, planning, and implementation of environment-related programmes and projects.</li> <li>Assist in conducting background research and analysis on environmental issues such as climate change, biodiversity, pollution, and resource efficiency.</li> <li>Prepare briefing notes, project reports, case studies, and success stories.</li> <li>Coordinate with government departments and other stakeholders.</li> <li>Track project milestones and support the development of monitoring and evaluation (M&amp;E) tools.</li> <li>Assisting in organising workshops, training sessions, and awareness campaigns on environmental sustainability.</li> <li>Assist in maintaining project documentation and contribute to knowledge management systems.</li> <li>Support data collection and assist in preparing reports aligned with donor and organizational requirements.</li> <li>Perform administrative and logistical tasks related to programme operations.</li> </ol> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"> <li>Proficiency in IT skills, including Microsoft Office</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, 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> <p><b>Requirement:</b></p> <ol style="list-style-type: none"> <li>The work will entail frequent travelling to the project cluster/village</li> </ol>	Shillong	Rs 22100/-	1
1.2	Programme Associate - Gender	<p><b>Qualification:</b> Bachelors or Masters (preferable) degree in Gender Studies, Psychology, Sociology, Social Science and other related fields</p> <p><b>Required Experience:</b> Fresher</p> <p><b>Job Description:</b></p> <ol style="list-style-type: none"> <li>Support the implementation and coordination of gender-focused programmes and projects.</li> <li>Assist in gender analysis, baseline assessments, and development of gender action plans.</li> <li>Collect, compile, and analyse data on gender disparities and programme impact.</li> <li>Draft reports, case studies, briefing notes, and donor updates.</li> <li>Liaise with stakeholders including government departments and community.</li> <li>Assist in organising events, training sessions, workshops, and advocacy campaigns.</li> <li>Maintain project records, documentation, and ensure compliance with reporting standards.</li> <li>Contribute to the integration of gender perspectives across other thematic programme areas.</li> </ol> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"> <li>Proficiency in IT skills, including Microsoft Office</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 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> <p><b>Requirement:</b></p> <ol style="list-style-type: none"> <li>The work will entail frequent travelling to the project cluster/village</li> </ol>	Shillong	Rs 22100/-	1



1.3	Administrative Assistant	<p><b>Qualification:</b> Graduate or Post Graduate in any discipline</p> <p><b>Required Experience:</b> 1 years of experience in office management, facilities management, and administrative support.</p> <p><b>Essential Skills:</b></p> <p><b>Job Description:</b></p> <ol style="list-style-type: none"> <li>Support the day-to-day operations of the administrative department, ensuring smooth and efficient workflow.</li> <li>Assist in the maintenance of office facilities, including the management of equipment, supplies, and utilities to ensure operational readiness.</li> <li>Ensure the office environment remains safe, clean, and well-organized at all times.</li> <li>Provide comprehensive administrative support to senior management and other departments as required, facilitating cross-functional collaboration.</li> <li>Aid in the scheduling and coordination of meetings, events, and travel arrangements, ensuring all logistics are efficiently managed.</li> <li>Assist in managing office correspondence, including receiving, sorting, and distributing incoming and outgoing communication.</li> <li>Support the oversight of maintenance and repair activities related to office facilities and equipment, ensuring timely resolution of issues.</li> </ol> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"> <li>Strong organizational and multitasking skills.</li> <li>Excellent verbal and written communication skills.</li> <li>Proficiency in office software (e.g., MS Office Suite) and familiarity with office technology.</li> <li>Strong problem-solving abilities and attention to detail</li> </ol>	Shillong	Rs 22100/-	1
1.4	Field Engineer	<p><b>Qualification:</b> Bachelor Degree in Civil Engineering offered by a University recognised by the UGC or an associate membership/similar qualification obtained from a recognized professional institution in the field of civil engineering</p> <p><b>Required Experience:</b> Minimum 2 years of post-qualification experience at assisting in supervision of construction work and structural design. Preference will be given to those having experience in the relevant field of civil works in the Rural Development sector.</p> <p><b>Job Description:</b></p> <ol style="list-style-type: none"> <li>Conduct regular site visits to monitor progress and ensure quality implementation of project activities according to approved designs and specifications.</li> <li>Support in the technical planning, execution, and supervision of infrastructure or equipment-related work in the field.</li> <li>Coordinate with community stakeholders, and executing agency to facilitate smooth execution of field activities.</li> <li>Ensure adherence to safety, environmental, and quality standards on site.</li> <li>Verify measurements, work completion, and prepare technical reports, including site inspection reports and quality checklists.</li> <li>Assist in training and capacity building of local teams, community representatives, or workers as needed.</li> <li>Collect technical and operational data from the field for reporting and documentation purposes.</li> <li>Maintain up-to-date documentation, including drawings, materials used, photographs, and daily progress logs.</li> </ol> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"> <li>Experience in contract management, preparation of estimates civil works bills and measurement books</li> <li>Good Command of computer programs and applications.</li> <li>Preparation of Designs</li> </ol> <p><b>Requirement:</b> The work will entail frequent travelling to the project cluster/village</p>	Shillong	Rs 22100/-	1

**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 Associate- Environment: <https://tinyurl.com/ecdevrn>
  - Programme Associate- Gender: <https://tinyurl.com/ecdgender>
  - Administrative Assistant: <https://tinyurl.com/ecdadmast>
  - Field Engineer: <https://tinyurl.com/ecdfengg>

3. The dates for submitting the form is from **10:00 AM** of the **20<sup>th</sup> June,2025** up to **05:00 PM** of **7<sup>th</sup> July, 2025**.
4. The Number of available vacancies is **1 position** for all the positions.
5. **Place of Posting:** Both the positions will be posted in Shillong
6. The maximum age is **45 years**.
7. The candidates should have obtained at least **45%** marks from **recognized Universities or Institutions** as the case may be.
8. No application fee is required to be paid along with the application.
9. All posts are transferable, involve extensive travelling, and stay at villages. Candidates willing to undertake such travels and stay only may apply.
10. Candidates, who can speak, read and write the local language will be given more preference.
11. Candidates should have good communication skills, proficiency in working on Microsoft Packages, Google Suite etc.
12. **List of documents to be submitted along with the Applications**
  - i.Passport sized photograph
  - ii.Self-attested copies of documents/certificates are required to be submitted in support of the following:
  - iii.Date of birth Proof
  - iv.Address Proof
  - v.Highest Educational Qualification only
  - vi.Caste/Tribe Certificate (if applicable)
  - vii.Disability Certificate (if applicable)
  - viii.Working Experience Certificate only (Internship Certificate not allowed).
  - ix.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**