

MEGHALAYA STATE WETLANDS AUTHORITY

**(An Authority Constituted by the Central Government by Rule 5 of The Wetlands
(Conservation and Management) Rules, 2017) Sylvan House, Lower
Lachumiere, Shillong 793001**

No.MSWLA/4/2019-20/ 1502


Dated Shillong, the 9th Aug, 2024

**NOTICE INVITING APPLICATIONS FOR ENGAGEMENT AS BIOLOGIST cum FIELD ASSISTANT
AND OFFICE ASSISTANT**

Applications are invited from the eligible candidates who are citizens of India for engagement on contractual basis to the positions of Biologist cum Field Assistant (three) and Office Assistant (one) for a period of twelve (12) months.

2. A detailed notice containing essential qualifications, desirable qualifications, rate of fixed consolidated monthly remuneration, place of engagement, duration of engagement, brief description of duties and functions and maximum age of the applicant for each position along with the procedure and conditions governing short-listing and selection of the candidates can be downloaded from the website of the Forests and Environment Department, Government of Meghalaya (<http://megforest.gov.in>).

3. Interested candidates who fulfil the essential qualifications given in the detailed notice may submit application in a format given in the detailed notice through email at meghwetlands22@gmail.com upto 04.00 PM on 23rd August, 2024. The shortlisted candidates will be informed through phone and email to appear before an Interview Board along with certificates of their educational qualifications and experience, in original.


Member-Secretary,
Meghalaya State Wetlands Authority

MEGHALAYA STATE WETLANDS AUTHORITY

(An Authority Constituted by the Central Government by Rule 5 of the Wetlands (Conservation and Management) Rules, 2017) Sylvan House, Lower Lachumiere, Shillong 793001

No.MSWLA/4/2019-20 /1503

Dated Shillong, the 9th Aug, 2024.

DETAILED NOTICE INVITING APPLICATIONS FOR ENGAGEMENT AS BIOLOGIST cum FIELD ASSISTANT AND OFFICE ASSISTANT

Applications are invited from the eligible candidates who are citizens of India for engagement to on contractual basis for a period of twelve (12) months to the following positions:

A. Biologist cum Field Assistant

1.	Number of positions	Three (03)
2.	Essential Qualifications	Graduation and above in the field of Wildlife Science/Zoology/Botany/Forestry/Ecology/Landscape Ecology from a recognized University with minimum two years research/field experience relating to wildlife or wetland.
3.	Desirable Qualifications	Master's Degree in any of the afore-mentioned disciplines.
4.	Emoluments	Fixed consolidated amount of Rs. 25,000 (rupees twenty-five thousand) per month.
5.	Brief Description of Duties & Functions	Survey and ground truthing of wetlands, species identification, sample collection, assisting in organizing of consultation cum awareness program related to Wetlands in the State. To perform such other functions as may be assigned by the Member-Secretary, Meghalaya State Wetlands Authority from time to time.
6.	Place(s) of Engagement	Shillong. The candidate will however be liable to serve at any place in Meghalaya.
7.	Duration of Engagement	Twelve (12) months. Liable to be extended for a further period of twelve (12) months at a time.
8.	Age of the applicant	Shall not be less than 21 years or more than 35 Years


B. Office Assistant

1.	Number of positions	One (01)
2.	Essential Qualifications	Graduation in any discipline with 2 years' experience in Accounting and knowledge in Computer.
3.	Emoluments	As per rate fixed by the Labour Department, Government of Meghalaya for Highly Skilled category.
4.	Brief Description of Duties & Functions	1. Accounting works 2. File works 3. Typing etc.
5.	Place(s) of Engagement	Shillong.
6.	Duration of Engagement	Twelve (12) months. Liable to be extended for a further period oftweleve (12) months at a time.
7.	Age of the applicant	Shall not be less than 21 years or more than 35 Years

Procedure and Conditions Governing Short-listing and Selection of Candidates:

1. Interested candidates who fulfil the afore-mentioned essential qualifications may submit the scanned copy of the application in the format given in Annexure -I in PDF form through email at meghwetlands22@gmail.com upto 4.00 PM on 23.08.2024. All such emails shall be sent under the subject " **Applications for Engagement on Contractual Basis to the Positions of a Biologist cum Field Assistant / Office Assistant**". In case a candidate desires to be considered for engagement to both the afore-mentioned positions, separate applications shall be submitted by such applicant for each of the afore-mentioned positions.
2. All applications received at the afore-mentioned email upto 04.00 PM on 23.08.2024 will be examined by a Screening Committee to be constituted by the Member-Secretary, Meghalaya State Wetlands Authority to shortlist the applicants who fulfil the afore-mentioned essential qualifications specified for the positions. Lists of candidates shortlisted for the interview for each of the afore-mentioned positions will be placed on website of the Forests and Environment Department, Government of Meghalaya (<http://megforest.gov.in/>)
3. The Screening Committee shall reserve the right to reject candidature of any applicant in view of incomplete information provided in the application submitted by him/her or for any other reason.

4. Decision of the Screening Committee in all matters relating to the eligibility of an applicant will be final and binding. No enquiry or correspondences will be entertained from any individual in this regard.
5. The shortlisted applicants will be informed through phone, email to appear before an Interview Committee constituted by the Member-Secretary, Meghalaya State Wetlands Authority along with the certificates of their educational qualifications and experience, in original.
6. Decision of the Interview Committee in all matters relating to the selection of the candidates will be final and binding. No enquiry or correspondences will be entertained from any individual in this regard.
7. Engagement of the selected candidates shall be purely on contract basis. The Member-Secretary, Meghalaya State Wetlands Authority reserves the right to terminate the engagement at any time without any prior notice and without assigning any reason thereof.
8. The names of selected candidates will be displayed on website of the Forests and Environment Department, Government of Meghalaya ([http:// /megforest.gov.in](http://megforest.gov.in)). The successful candidates will be informed through email at the email ID given in his/her application to join the position. In case a candidate fails to join the position within 15 (fifteen) days from the date given in such communication, the position will be offered to the next candidate in the order of merit decided by the Interview Committee without making any further correspondence with such defaulting candidate.
9. Depending upon the availability of funds and actual work requirements, the Member-Secretary, Meghalaya State Wetlands Authority reserves the right to increase or decrease the number of positions.
10. All original documents in support of the educational qualification and experience should be produced at the time of the interview. At the time of verification of original documents, if it is found that an attempt has been made by the applicant to wilfully conceal, misrepresent or canvass the facts, his/her candidature will not be considered.
11. No Travelling Allowance (TA) or Daily Allowance (DA) or any other amount of whatsoever nature will be payable to the candidates for attending the interview.


Member-Secretary,
Meghalaya State Wetlands Authority

**APPLICATION FORM FOR ENGAGEMENT ON CONTRACT BASIS TO THE POSITION OF BIOLOGIST cum
FIELD ASSISTANT/OFFICE ASSISTANT IN THE MEGHALAYA STATE WETLANDS AUTHORITY**

Passport size
photo

Personal information:

(a)	Position applied for (pl. Tick appropriately)	Biologist cum Field Assistant/ Office Assistant
(b)	Name of the applicant	
(c)	Current designation (if any)	
(d)	Current emoluments	
(e)	Father's/ Mother's/ Spouse's name	
(f)	Date of birth	
(g)	Contact details (Address, E-mail ID, mobile number, whatsapp number)	

1. Educational qualifications (from Bachelor's degree onwards):

Degree/ Diploma	Name of the Institution/ University	Passing year	Grade**/ Division	% of marks	Main subjects

** Please provide grade equivalence to percentage of marks, if any.

(please attach additional sheet{s}, if required)

2. Details of past experience:

Sl.No	Name of Institute/ Organization/ Department	Designation	Period		Nature of duty (roles and responsibilities held by applicant)	Last emoluments drawn (Rs./month)
			From	To		

(please attach additional sheet(s), if required)

3. Details of Publications (attach list as Annexure)

Sl. No.	Category	Number
1.	Peer-reviewed Papers	
2.	Technical / Research Reports	
3.	Books/Manuals	
4.	Others (pl. specify)	

4. Details of past experience of working in a project/ activity relating to wetlands:

Sl.No	Name of Project/Activity	Period		Agency/Institute/ Organisation/ Department in-charge of the Project/Activity
		From	To	

(please attach additional sheet(s), if required)

5. Any other relevant information:

Declaration by the Applicant

I hereby declare that all the particulars stated in the application and enclosures are true to the best of my knowledge and behalf.

(Signature of Applicant)

Place:

Date:.....

List of Enclosures:

1.
2.
3.
4.
5.