

Government of Meghalaya
Forests and Environment Department
Office of the Principal Chief Conservator of Forests, Working Plan, Research & Training
and District Council Affairs, Sylvan House, Lower Lachumiere : Shillong 793001

No. MFRT/G/ 273/485

Dated Shillong, the 4th June, 2024

NOTICE INVITING APPLICATIONS FOR ENGAGEMENT ON CONTRACT BASIS

The Principal Chief Conservator of Forests, Working Plan, Research & Training and District Council Affairs invites applications for engagement on contract basis to various positions.

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 methods to be followed for shortlisting and selection of candidates can be downloaded from the website of the Forest and Environment Department, Government of Meghalaya (<http://megforest.gov.in>).

3. Interested candidates may submit scanned copy of the application in the .pdf format in the Format given in the afore-mentioned Detailed Notice along with a copy of certificates in support of the educational qualification and work experience **through email** at pccfmeghccrandt@gmail.com on or before **12.59 PM on 20th June, 2024**.


(H.C. Chaudhary, IFS)

Principal Chief Conservator of Forests
Working Plan, Research & Training and District Council Affairs
(Tel- Fax.: 0364-2227311, Email: pccfmeghccrandt@gmail.com)


Memo No. MFRT/G/273/486-493

Dated Shillong, the 4th June, 2024

Copy to:

1. The Commissioner and Secretary to the Government of Meghalaya Forests and Environment Department for information.
2. The Principal Chief Conservator of Forests and Head of Forest Force (HoFF), Meghalaya for information.
3. The Director of Information and Public Relations, Meghalaya, Shillong along with 6 (six) spare copies of the notice with a request to arrange for publication of the notice in 1 (one) issue only of two prominent local newspapers in Meghalaya. The Bills for publication may be sent to the undersigned for payment.
4. The Director of Printing and Stationery, Meghalaya, along with three spare copies of the notice with a request to arrange for publication of the same in the Meghalaya, Gazette.

5. The Deputy Director General, National Informatics Centre, Meghalaya along 3 (three) spare copies of this notice and 3 (three) copies of the detailed notice with a request to arrange for uploading a copy thereof on website of the Forests and Environment Department, Government of Meghalaya (megforest.gov.in) under the caption **“Engagement on Contract Basis to the positions under various projects implemented by the Working Plan, Research & Training and District Council Affairs Wing in Forest and Environment Department, Government of Meghalaya”**.
6. The Deputy Conservator of Forests (HQ), O/o Principal Chief Conservator of Forests & HoFF, Meghalaya along with spare copies of this notice and the detailed notice with a request to arrange for uploading a copy thereof on website of the Forests and Environment Department, Government of Meghalaya (megforest.gov.in) under the caption **“Engagement on Contract Basis to the positions under various projects implemented by the Working Plan, Research & Training and District Council Affairs Wing in Forest and Environment Department, Government of Meghalaya”** and to display the same on Notice Boards in office of the Principal Chief Conservator of Forests & HoFF, Meghalaya.
7. All Divisional Forest Officers in Meghalaya with a request to display a copy of this Notice on the Notice Board in their office.
8. Guard file.


Principal Chief Conservator of Forests
Working Plan, Research & Training and District Council Affairs

Government of Meghalaya
Forest and Environment Department
Office of the Principal Chief Conservator of Forests, Working Plan, Research & Training and
District Council Affairs, Sylvan House, Lower Lachumiere : Shillong 793001

No. MFRT/G/273/ 1484

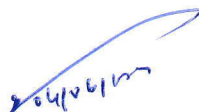
Dated Shillong, the 4th June, 2024

**DETAILED NOTICE INVITING APPLICATIONS FOR ENGAGEMENT ON
CONTRACT BASIS**

The Principal Chief Conservator of Forests, Working Plan, Research & Training and District Council Affairs [hereinafter referred to as "PCCF (WP, R & T and DCA)"] invites applications for engagement on contract basis to the positions under the projects given below:

A. Study of Charcoal Production and Trade in Meghalaya

1.	Designation	Project Assistant
2.	Number of positions	Two (02)
3.	Essential Qualifications	Bachelor's Degree in Science or Engineering with first class and having minimum two years research/field experience.
4.	Desirable Qualifications	Post Graduate in Science or Engineering
5.	Emoluments	Fixed consolidated amount of Rs. 25,000/- (rupees twenty fifty thousand only) per month
6.	Brief Description of Duties and Functions	<p>(i) Questionnaire survey on charcoal production and trade involving charcoal producers who are owner of land from which raw materials for charcoal production are sourced, charcoal producers who do not own the land from which raw materials for charcoal production are sourced, charcoal traders, non-industrial charcoal users and industrial charcoal users.</p> <p>(ii) Field Measurements involving atleast two samples for each type of raw materials used for charcoal production (<i>viz.</i> trees felled exclusively for charcoal production, lops and tops of trees felled for timber production, saw mill waste <i>etc.</i>) involving assessment of weight of raw material, weight of charcoal produced, persons days required in each stage of charcoal production <i>etc.</i></p> <p>(iii) Assessment of annual charcoal production in the State through stratified random sampling in charcoal producing villages.</p>



		<p>(iv) Documentation of various methods of charcoal production currently prevalent in the State.</p> <p>(v) Compilation/ documentation of modern/efficient charcoal production techniques.</p> <p>(vi) Analysis of data collected during the study.</p> <p>(vii) Preparation of report of the Study.</p> <p>(viii) To perform such other functions as may be assigned by the PPCF (WP, R & T and DCA) from time to time.</p>
7.	Place(s) of Engagement	Shillong. The selected candidates will however be required to travel extensively to various places in the State.
8.	Duration of Engagement	Twelve (12) months.
9.	Age of the applicant	Shall not be more than 37 years as on 01.06.2024.

B. Study of Plants and Machineries Used, Outturn and Value Addition in Wood Based Industries and Furniture Units in Meghalaya

1.	Designation	Project Assistant
2.	Number of positions	One (01)
3.	Essential Qualifications	Bachelor's Degree in Science or Engineering or Diploma Certificate from an Industrial Training Institute (ITI) with first class and having minimum two years research/field experience.
4.	Desirable Qualifications	Past experience of working in any Wood Based Industry.
5.	Emoluments	Fixed consolidated amount of Rs. 25,000/- (rupees twenty five thousand only) per month
6.	Brief Description of Duties and Functions	<p>(i) Survey and inventory of plants, equipment, tools, implements and machineries used by Wood Based Industries (WBIs).</p> <p>(ii) Measurement of volume of raw materials, finished products and waste generated by different types of WBIs and furniture units.</p> <p>(iii) Questionnaire Survey to assess value addition in WBIs and furniture units.</p>

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		<p>(iv) Analysis of data collected during the study to draw actionable outcomes.</p> <p>(v) Survey of literature to obtain information on make, model, specifications and market rates of modern/high tech wood working/processing plants, equipment, tools, implements and machineries available in the national and international markets.</p> <p>(vi) Documentation of data collected during the study, important findings generated from data analysis and suggest a policy framework to promote use of modern/high-tech woodworking/ processing plants, equipment, implements and machineries and to fill the gaps in skill set of workforce engaged by WBIs and furniture units to minimise waste and facilitate value addition in wood and other forest products.</p>
7.	Place(s) of Engagement	Shillong. The selected candidates will however, be required to travel extensively to various places in the State.
8.	Duration of Engagement	Twelve (12) months.
9.	Age of the applicant	Shall not be more than 37 years as on 01.06.2024.

C. Preparation of Schedule of Rates for Afforestation Works in Meghalaya

1.	Designation	Field Enumerators cum Data Entry Operators
2.	Number of positions	Eight (08)
3.	Essential Qualifications	Bachelor's Degree in Science or Engineering with first class and having minimum two years research/field experience and good knowledge of MS Word and MS Excel.
4.	Desirable Qualifications	Past Experience of Work Study.
5.	Emoluments	Fixed consolidated amount of Rs. 25,000/- (rupees twenty five thousand only) per month.
6.	Brief Description of Duties and Functions	Standardisation, measurement and documentation of various activities required for creation and maintenance of plantations and nurseries.

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7.	Place(s) of Engagement	Shillong. The selected candidates will however be required to travel extensively to various places in the State. The PCCF (WP, R & T and DCA) may designate Headquarters of any Field Enumerator cum Data Entry Operator at any other place in Meghalaya for whole or a part of his/her period of engagement.
8.	Duration of Engagement	Twenty one (21) months.
9.	Age of the applicant	Shall not be more than 37 years as on 01.06.2024.

D. Conservation, Propagation and Display of Orchid Germplasm in Meghalaya

1.	Designation	Technical Assistant
2.	Number of positions	One (01)
3.	Essential Qualifications	Bachelor's Degree in Science with Botany as a subject with first class with minimum two years research/field experience
4.	Desirable Qualifications	Post-graduation in Botany with knowledge in or past experience in survey and inventory of forest resources
5.	Emoluments	Fixed consolidated amount of Rs. 25,000/- (rupees twenty five thousand only) per month
6.	Brief Description of Duties and Functions	Collection of orchid germplasm from various places in Meghalaya.
7.	Place of Engagement	Shillong. The selected candidates will however be required to travel extensively to various places in the State.
8.	Duration of Engagement	Twelve (12) months.
9.	Age of the applicant	Shall not be more than 37 years as on 01.06.2024

E. Promotion of Agar Sector in Meghalaya

1.	Designation	Field Assistant
2.	Number of positions	Three (03)
3.	Essential Qualifications	Bachelor's Degree in Science or Engineering with first class with minimum two years research/field experience

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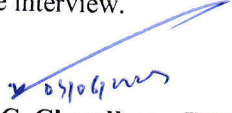
4.	Desirable Qualifications	Knowledge of Geographical Information System or past experience in survey and inventory of forest resources
5.	Emoluments	Fixed consolidated amount of Rs. 25,000/- (rupees twenty fifty thousand only) per month
6.	Brief Description of Duties and Functions	Survey and mapping of agar resources available in different parts of Meghalaya
7.	Place of Engagement	Shillong. The selected candidates will however be required to travel extensively to various places in the State. The PCCF (WP, R & T and DCA) may designate Headquarters of any Field Assistant at any other place in Meghalaya for whole or a part of his/her period of engagement.
8.	Duration of Engagement	Twelve (12) months.
9.	Age of the applicant	Shall not be more than 37 years as on 01.06.2024

General Conditions:

1. Engagement shall be purely on contract basis. The PCCF (WP, R & T and DCA) reserves the right to terminate the engagement at any time without any prior notice and without assigning any reason thereof.
2. A candidate may submit application for engagement to the positions under more than one project. A candidates can however be selected under only one project, for which they are found to be most suitable.
3. The selection of a candidate will be based on his/her performance in the interview to be conducted by an Interview Committee to be constituted by the PCCF (WP, R & T and DCA) in the order of merit as decided by the Interview Committee. The PCCF (WP, R & T and DCA) will shortlist the candidates for the interview on the basis of a written test consisting of multiple choice questions to be held at **11.30 AM on 29th June 2024. The test will contain questions covering General Knowledge of the Meghalaya and India, General Science, Basic Mathematics, Forestry, Botany and Basic Computer Knowledge.** For the written examination the **candidates shall report at 10.00 AM on 29th June 2024** at the Auditorium in office of the Principal Chief Conservator of Forests & Head of Forest Force (HoFF), Sylvan House, Lower Lachumiere, Shillong 793001 Meghalaya.
4. The list of candidates shortlisted for interview along with the schedule for the interview will be placed on website of the Forests and Environment Department, Government on Meghalaya (<http://megforest.gov.in>). The same will also be communicated to all the shortlisted candidates through email.

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5. Decision of the Interview Committee in all matters relating to the eligibility and work experience of a candidate will be final and binding on the candidates and no enquiry or correspondences will be entertained from any individual in this regard.
6. The PCCF (WP, R & T and DCA) and the Interview Committee shall reserve the right to reject candidature of any applicant in view of incomplete information provided by the candidate in the application or for any other reason.
7. The list of candidates selected for each position along with candidates kept in waiting list will be displayed on website of the Forests and Environment Department, Government of Meghalaya (<http://megforest.gov.in>). The successful candidate will be informed through email at the email ID given in their 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.
8. Depending upon the availability of funds and actual work requirements or for any other reason, the PCCF (WP, R & T and DCA) reserves the right to increase or decrease the number of positions.
9. The candidates shortlisted for the interview shall, along with their application in original in a format given in the **Annexure-I** and the certificates in original in support of their educational qualification and work experience, report for the interview at the time, date and venue displayed on website of the Forest and Environment Department, Government of Meghalaya.
10. A scanned copy of the application in PDF format along with a copy of certificates in support of the educational qualification and work experience shall be emailed at pccfmeghcrrandt@gmail.com on or before **12.59 PM on 20th June, 2024**. All such emails shall be sent under the subject **“Application for engagement on contract basis to the positions under various projects implemented by the Working Plan, Research & Training and District Council Affairs Wing”**.
11. 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.
12. 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.


(H.C. Chaudhary, IFS)

Principal Chief Conservator of Forests
Working Plan, Research & Training and District Council Affairs
Meghalaya: Shillong
(Tel.: 0364-2227311, Email: pccfmeghcrrandt@gmail.com)

Annexure-I

**APPLICATION FORM FOR ENGAGEMENT ON CONTRACT BASIS TO THE
POSITIONS UNDER PROJECTS IMPLEMENTED BY WORKING PLAN,
RESEARCH & TRAINING AND DISTRICT COUNCIL AFFAIRS WING, FOREST
AND ENVIRONMENT DEPARTMENT, GOVERNMENT OF MEGHALAYA**

Affix
Passport
size photo

1. Name of the Position for Which the Application Has Been Made

Sl. No.	Name of the Project	Position

2. Personal information

(b)	Name of the applicant	
(c)	Current designation (if any)	
(d)	Current emoluments (if any)	
(e)	Father's / Mother's/ Spouse's name	

(f)	Date of birth	
(g)	Contact details (Address, E-mail ID, phone number, whatsapp number)	

3. Educational qualifications (from Bachelor's Degree/ Diploma Certificate 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)

4. 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)	Copy of experience Certificate enclosed (yes/no)
			From	To			

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

5. 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)	

6. Details of Experience of Working in Projects Relating To the Forestry Sector

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

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

7. 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 belief.

(Signature of Applicant)

Place:

Date:

List of Enclosures:

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....