

**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/4/2019-20/220

Dated Shillong, the 19<sup>th</sup> April, 2021

**NOTICE INVITING APPLICATIONS FOR ENGAGEMENT AS BIOLOGIST AND GIS EXPERT**

Applications are invited from the eligible candidates for engagement on contract basis to the positions of biologist (one) and GIS expert (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 the application in a format given in the detailed notice through the email at [meghwldb@gmail.com](mailto:meghwldb@gmail.com) upto 04.00 PM on 7<sup>th</sup> May, 2021. The shortlisted candidates will be informed through phone, Whatsapp and email to appear before an Interview Board along with the certificates of their educational qualifications and experience, in original, at 10.30 AM on 20<sup>th</sup> May, 2021 at Conference Hall in Sylvan House, Lower Lachumiere, Shillong 793001 Meghalaya.

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**(B.K. Lyngwa, IFS)**

Principal Chief Conservator of Forests & HoFF &  
Member-Secretary, Meghalaya State Wetlands Authority

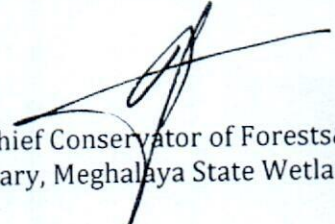
Memo No. MSWLA/4/2019-20/221-31

Dated Shillong, the 19<sup>th</sup> April, 2021

**Copy to:**

1. The Addl. Chief 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 (<http://megforest.gov.in>) under the caption **"Notice Inviting Applications for Engagement on Contract Basis to the Positions of a Biologist and a GIS Expert"**.
6. The Deputy Conservator of Forests (M & E), 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 (<http://megforest.gov.in>) under the caption **"Notice Inviting Applications for Engagement on Contract Basis to the Positions of a Biologist and a GIS Expert"**.
7. The Head, Zoology Department, North Eastern Hill University, Shillong along with spare copies of the notice and the detailed notice with a request to display the same on Notice Boards in his/her office.
8. The Head, Botany Department, North Eastern Hill University, Shillong along with spare copies of the notice and the detailed notice with a request to display the same on Notice Boards in his/her office.
9. The Deputy Conservator of Forests (Headquarters), O/o Principal Chief Conservator of Forests & HoFF, Meghalaya along with 3 (three) spare copies of this notice and the detailed notice with a request to display the same on Notice Boards in O/o Principal Chief Conservator of Forests & HoFF, Meghalaya.
10. All Divisional Forest Officers in Meghalaya along with a spare copy of this notice and the detailed notice with a request to display the same on Notice Boards in their offices.
11. Guard file.

  
Principal Chief Conservator of Forests & HoFF &  
Member-Secretary, Meghalaya State Wetlands Authority

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**The Wetlands (Conservation and Management) Rules, 2017)**  
**Sylvan House, Lower Lachumiere, Shillong 793001**

No. MSWLA/4/2019-20/ 220

Dated Shillong, the 19<sup>th</sup> April, 2021

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(B.K. Lyngwa, IFS)

Principal Chief Conservator of Forests & HoFF &  
Member-Secretary, Meghalaya State Wetlands Authority

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the Wetlands (Conservation and Management) Rules, 2017)  
Sylvan House, Lower Lachumiere, Shillong 793001

No. MSWLA/4/2019-20/ 232

Dated Shillong, the 19<sup>th</sup> April, 2021

**DETAILED NOTICE INVITING APPLICATIONS FOR ENGAGEMENT AS BIOLOGIST AND GIS EXPERT**

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

**A. Biologist**

1.	<b>Number of positions</b>	One (01)
2.	<b>Essential Qualifications</b>	Graduation with first class 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.	<b>Desirable Qualifications</b>	Master's Degree in any of the afore-mentioned disciplines.
4.	<b>Emoluments</b>	Fixed consolidated amount of Rs. 25,000 (rupees twenty five thousands) per month
5.	<b>Brief Description of Duties and Functions</b>	Preparation of Brief Document containing salient features of wetlands identified for notification under the Wetlands (Conservation and Management) Rules, 2017 in Meghalaya. Preparation of draft notifications for wetlands identified for notification under the Wetlands (Conservation and Management) Rules, 2017 in Meghalaya. To perform such other functions as may be assigned by the Member-Secretary, Meghalaya State Wetlands Authority from time to time.
6.	<b>Place(s) of Engagement</b>	Shillong. The candidate will however be liable to serve at any place in Meghalaya.
7.	<b>Duration of Engagement</b>	Twelve (12) months. Liable to be extended for a further period of twelve (12) months at a time.
8.	<b>Age of the applicant</b>	Shall not be more than 37 Years

**B. GIS Expert**

1.	<b>Number of positions</b>	One (01)
2.	<b>Essential Qualifications</b>	Graduation with first class and above in the field of Wildlife Science/ Zoology/ Botany/ Forestry/ Ecology/ Landscape Ecology/ Botany/ Geo-Informatics/ Geography with a Post-Graduation Diploma in GIS & Remote Sensing/Geo-informatics and having a minimum experience of two years in a project/activity involving extensive use of GIS and remote sensing.
3.	<b>Desirable Qualifications</b>	Past experience of working in a research/field project relating to wetland or handling drones and DGPS.
4.	<b>Emoluments</b>	Fixed consolidated amount of Rs. 25,000 (rupees twenty five thousands) per month
5.	<b>Brief Description of Duties and Functions</b>	<p>Preparation and ground truthing of maps of the wetlands identified for notification under the Wetlands (Conservation and Management) Rules, 2017 and their zone of influence.</p> <p>Preparation and ground truthing of geo-referenced boundary description of the wetlands identified for notification under the Wetlands (Conservation and Management) Rules, 2017 and their buffer zone, transition zone and promotional zone.</p> <p>Processing of data collected during survey of wetlands identified for notification under the Wetlands (Conservation and Management) Rules, 2017 and their zone of influence by using drones and DGPS.</p> <p>To perform such other functions as may be assigned by the Member-Secretary, Meghalaya State Wetlands Authority from time to time.</p>
6.	<b>Place(s) of Engagement</b>	Shillong. The candidate will however be liable to serve at any place in Meghalaya.
7.	<b>Duration of Engagement</b>	Twelve (12) months. Liable to be extended for a further period of twelve (12) months at a time.
8.	<b>Age of the applicant</b>	Shall not be more than 37 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 along with a copy of certificates in support of the educational qualification and experience in PDF form through email at [meghwldb@gmail.com](mailto:meghwldb@gmail.com) upto 4.00 PM on 7<sup>th</sup> May 2021. All such emails shall be sent under the subject "**Applications for Engagement to the Position of Biologist/GIS Expert on contract basis**". 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 7<sup>th</sup> May, 2021 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 two positions will be placed on website of the Forests and Environment Department, Government of Meghalaya (<http://megforest.gov.in/>) on or before 14<sup>th</sup> May 2021.
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, Whatsapp and 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, at 10.30 AM on 20<sup>th</sup> May 2021 at Conference Hall in Sylvan House, Lower Lachumiere, Shillong, 793001 Meghalaya.
6. The Selection to the positions will be based on the performance of the shortlisted applicants in the interview to be conducted by an Interview Committee. In case number of candidates shortlisted by the Screening Committee for a position is more than 15, the Member-Secretary, Meghalaya State Wetlands Authority may require all such applicants to appear in a written test of one hour duration to be held from 11.00 AM to 12.00 AM on 20<sup>th</sup> May 2021. In such case, top ten applicants who obtains highest marks in the written test will be invited for interview from 3.00 PM onwards on 20<sup>th</sup> May 2021.

7. 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.
8. 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.
9. The names of selected candidates will be displayed on website of the Forests and Environment Department, Government of Meghalaya (<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.
10. 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.
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.



**(B.K. Lyngwa, IFS)**

Principal Chief Conservator of Forests & HoFF &  
Member-Secretary, Meghalaya State Wetlands Authority

**APPLICATION FORM FOR ENGAGEMENT ON CONTRACT BASIS TO THE POSITION  
OF BIOLOGIST/GIS EXPERT IN THE MEGHALAYA STATE WETLANDS AUTHORITY**

Passport  
size photo

**1. Personal information:**

(a)	Position applied for (pl. Tick appropriately)	Biologist/ GIS Expert
(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)	

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

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



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

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

**3. 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)*

**4. 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)	

**5. 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)*

**6. 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.....